EASE OF DOING BUSINESS

PROCEDURE FOR FULL OCCUPANCY

➢ **Procedure:**

- Applicant logs in to the system and create proposal for Full occupancy.

- Applicant puts of the details of the completed building in the system.

- Once the required documents for full occupancy are uploaded in the proposal, the applicant pays the pre-approval charges for the proposal.

- The proposal then goes in for two levels of scrutiny.

- Assistant town planner will check all the uploaded documents, do the site visit, check for details and once approved, will forward the proposal to the chief officer for final approval.

- Chief Officer will log in to the system and re-check the details of the proposal and if everything is okay, will approve the proposal.

- On approval of the proposal, the assistant town planner will verify the project for charges levied to the applicant.

- Applicant will pay the post-approval charges for the proposal through portal.

- On payment of post-approval charges, the chief officer will digitally sign the full occupancy completion certificate.

- The Full Occupancy Completion Certificate will be available for applicant to print from the portal.

➢ **Document Checklist**

Document List	Mandatory / Optional
Appendix - F	Mandatory
Sanctioned plans	Mandatory

➢ **Checklist for Site Visit**

- After receiving the application Online, the file will be transmitted to Assistant Town Planner or Municipal Engineer, who is assigned randomly by computer from the pool of inspectors for Site Inspection.

- The inspector will "plan a site visit" schedule.

- The date and time will be intimated to the applicant through SMS. On the scheduled date and time, the Site Inspector shall conduct the inspection as per the checklist enclosed and upload the Inspection Report within 24 hours.

- The inspector will check the lat-long co-ordinates mentioned in the application and verify the same on-ground.

- The inspector shall take photographs of the site and surroundings and the report has to be uploaded into BPMS within 24 hours.

- The applicant can view the site visit report at any time by clicking the "site visit report" button available in his/her console. Even the citizens can also view this from the Dashboard of BPMS Website.

- The Inspection has to be completed within 3 working days from the date of receipt of application. The Inspector will use the prescribed checklist.

- Model Site Inspection checklist is given below for the reference of the applicant.

- Site Visit Checklist for Full Occupancy

Sr. No.	Scrutiny Questions	Answer Options		Remarks
FULL OCCUPANCY				
1	Final Fire NOC from appropriate authority	Yes	No	
2	Lift NOC from Competent Authority	Yes	No	
3	Environment Clearance (E.C.) Certificate from M.P.C.B. a) Consent to operate b) Consent to establish	Yes	No	
4	Rain Water Harvesting Compliance Certificate	Yes	No	Remarks if No
5	Solar Energy System Compliance Certificate	Yes	No	Remarks if No
6	Water Assurance Compliance Certificate from Competent Authority / Gram panchayat	Yes	No	Remarks if No
7	Sewerage System Compliance Certificate from Licensed Engineer / Licensed Plumber	Yes	No	Remarks if No
8	Tree plantation compliance certificate from Land Owner / Developer	Yes	No	Remarks if No
9	Indemnity Bond for part Occupancy Certificate	Yes	No	Remarks if No
10	Photographs of complete Building/Buildings			Photo Upload

Sr. No.	Scrutiny Questions	Answer Options		Remarks
11	Appendix H- Form for Completion certificate	Yes	No	Remarks if No
12	Collectors NA Order	Yes	No	Remarks if No
13	Copy of the sanctioned plans	Yes	No	Remarks if No
14	Copy of the plinth checking certificate	Yes	No	Remarks if No
15	Structural Stability Certificate from Licensed Structural Engineer.	Yes	No	Remarks if No
16	H - 1 Completion certificate by the Architect Licensed Structural Engineer/ Engineer / Supervisor	Yes	No	Remarks if No
17	H - 2 Completion certificate by the licensed structural Engineer	Yes	No	Remarks if No
18	H - 3 Completion certificate by the Architect Licensed Structural Engineer/ Engineer / Supervisor	Yes	No	Remarks if No
19	Copy of the final demarcated layout showing buildings internal road open spaces amenity spaces, R.P. / D.P. Road etc. from department of land record.	Yes	No	Remarks if No
20	Latest 7 / 12 Extract / Property register card / from no. 2 (in case of TPS) Showing amenity spaces / area under RP road handed over to authority.	Yes	No	Remarks if No

MahaVastu

BUILDING PLAN MANAGEMENT SYSTEM
By Urban Development Department

Government of
Maharashtra

➢ **Workflow**

Full Occupancy Certificate

Architect / Applicant

- Select the Proposal Available and submit Application against Proposal
- Submit Application (F) with Plan and supporting documents through secured login
- Payment of Charges by Applicant (Online/RTGS)
- Receive Rejection Notification
- Print Full Occupancy Approval Certificate Online

Assistant Town Planner

- Verify Application and Documents
- Schedule Site Visit
- Perform Site Visit and record Report
- Accept Application and forward to Authority for Approval
- Calculations of Charges
- Payment Verification

Chief Officer Municipal Council

- Reject and Digitally Sign
- Re-check the proposal for final approval
- Is proposal OK? — Yes → Forward to ATP for Charges Calculations
- No
- Approve and Digitally Sign Occupancy Certificate