

**CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR GRANT OF OCCUPATION
CERTIFICATE / COMPLETION CERTIFICATE WITH SEWERAGE CONNECTION**

Sr. No.	Document / Content	Attached	Not-Attached	Page No.
1.	Form-D is required duly signed with date by the owner (s).	Yes	No	
2.	Form-E is required duly signed and stamped by the architect with registration number and date.	Yes	No	
3.	Form-I is required duly signed and stamped with date by the registered licensed plumber in Estate Office, UT, Chandigarh, if required.	Yes	No	
4.	Form-K is required duly signed with date by the owner (s), architect and structural engineer with their name and address in capital letter and also stamped by them.	Yes	No	
5.	Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old.	Yes	No	
6.	No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money (Self Attested))	Yes	No	
7.	Self attested undertaking:- a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof. b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to grant of occupation certificate.	Yes Yes	No No	
8.	Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building.	Yes	No	
9.	In case, sewerage connection/occupation certificate is not issued/obtained then furnish:- a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House. b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.	Yes Yes	No No	
10.	If applicant is GPA / SPA holder, then furnish:- a) Copy of GPA / SPA (attested by notary public). b) Affidavit regarding validity of GPA / SPA	Yes Yes	No No	
11.	Attested Copy of partnership deed, authorization letter in favour of the authorized signatory/partner to apply for occupation certificate. (Applicable in case of property owned by Partnership Firm).	Yes	No	
12.	Attested copy of Memorandum of Articles and Association, copy of resolution in favour of authorized signatory/ Director of the Company to apply for occupation certificate. (Application in case of property owned by the Company).	Yes	No	
13.	Photographs of elevation of front, rear and side elevation and internal showing that building is complete in all respect.	Yes	No	

14.	CD / DVD are required where showing photographs of elevation of front, rear and side elevation.	Yes	No	
15.	Certificate from Architect for Rain water harvesting system as per building bye-laws.	Yes	No	
16.	Certificate from company with regard to installation of Solar Water heating system as per building bye-laws.	Yes	No	
17.	Certificate from company with regard to installation of Solar Photo-voltaic power plant as per building bye-laws.	Yes	No	
18.	NOC is required from CFO (Chief Fire Officer) as per Fire Department, Municipal Corporation, UT, Chandigarh.	Yes	No	
19.	NOC is required from Pollution Control Board as per Fire Department, Municipal Corporation, UT, Chandigarh.	Yes	No	
20.	Copy of permission of amalgamation obtained from competent authority is required for amalgamated properties.	Yes	No	
21.	Agreement Deed is required for projections made on Govt. Land as per building bye-laws, if not submitted during Revised Building Plan.	Yes	No	
22.	An undertaking from the Architect that there is no non-sanctionable & zoning violation(s) exist at site & the building violation and the sanctionable violation(s) have duly been marked on the completion plan.	Yes	No	
23.	Completion drawing duly signed by the architect & owner (s) and duly laminated.	Yes	No	
24.	Structural drawing duly signed by the owner (s), also stamped and signed by structural engineer and duly laminated.	Yes	No	

Signature of the applicant

Name _____

Mobile No. _____

Date _____

SHORTCOMINGS IF ANY,

Sign. Of Scrutiny Assistant	Name	Dated
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ACCEPTED

It is certified that all the documents are complete, as per above check list.

Sign. Of Scrutiny Assistant

Name

Dated

Signature of In charge

Name

dated

**CHECKLIST FOR SUBMISSION OF OCCUPATION/ COMPLETION
CERTIFICATE WITH SEWERAGE CONNECTION CERTIFICATE
IF REQUIRED DOCUMENTS**

1. **Form-D is required duly signed with date by the owner (s).**
2. **Form-E is required duly signed and stamped with date by the architect**
3. **Form-I is required duly signed and stamped with date with date by the licensed plumber if required.**
4. **Form-K is required duly signed with date by the owner (s), architect and structural engineer with their name and address in capital letter and also stamped by them.**
5. **Self attested undertaking regarding ownership from owner (s) with specimen signature (s) latest photograph (s) and ID proof.**
6. **Latest Ownership / web report, dues and extension in time limit is required.**
7. **E-mail ID and address of owner (s), Private Architect and Structural Engineer is required.**
8. **Completion drawing be submitted.**
9. **Structural drawing is required duly signed by the owner (s) and structural engineer and also stamped by the Structural Engineer.**

FORM-D

(Rule 13)

Notice of Completion/Permission to occupy and for grant of Permission for sewer Connection.

From _____

To

**Chief Administrator,
Chandigarh.**

Sir,

I/We hereby give you notice that the building described below and a part of the building sanctioned with your Order No. _____ dated _____ has been completed on _____ in all respects according to the sanctioned plans and the suggested modifications have been carried out.

1. Completion certificate from the Architect who supervised the construction work and the sanitary installation works of the building is submitted herewith.
2. Certificate from the Licensed Plumber who supervised the sanitary installation works of the building is also submitted herewith.
3. Kindly grant permission for sewerage connection and permit me/us to occupy the building/part of the building as required under rule 13 of the Punjab Capital (Development and Regulation) Building Rules, 2010.

Description of the Building

FORM E

(Rule 13)

Completion Certificate by an Architect

I do hereby certify that the following work_____ (insert full particulars of work) has been supervised by me and has been completed to the satisfaction in accordance with the sanctioned plan, that the workmanship and the whole of the materials used are good, that no provisions of the Punjab Capital (Development and Regulation) Act, 2010, or the building Rules made there under has been transgressed in the course of the work. A certificate of the licensed plumber duly verified is attached.

Sector

Sub-Sector

Plot No.

House No. (if any)

Particular of work_____

Date :

Signature

(Architect)

FORM I

(Rule 116)

I do hereby certify that the following work_____ (insert full particulars of work) has been supervised by me and has been completed to my satisfaction in accordance with the sanctioned plan, that the workmanship and the whole of the material used are good, that no provision of the Punjab Capital (Development and Regulation) Act, 1952, or the Building Rules, made there under and no requisition made, conditions prescribed or order issued there under has been transgressed in the course of the work.

Sector

Sub-Sector

Plot No.

House No. (if any)

Dated

Signature
(Licensed Plumbing)

FORM K

(Rule 13)

Certificate : To be submitted at the time of Obtaining Completion Certificate.

Premises type-Residential/Commercial/Institutional/Industrial/others address

1. Certify that the building has been constructed according to the sanction plan and structural design (one set of structural drawing are as executed is enclosed) which incorporate the provision of structural safety as specify in plan submitted for approval satisfy requirement as specify in part 6 structural design of NBC and other relevant/codes/standards/guidelines
2. It is also certify that construction has been done under our supervision and guidness and adheres to the drawings and the record has been maintained by us.
3. Any subsequent change from the completion drawing will be the responsibility of the owner.

**Signature of the
Owner with date**

**Signature of architect
with date**

**Signature of structural
Engineer with date**

Name in Block

UNDERTAKING

I/we _____ S/o, W/o, D/o _____
R/o _____,

do hereby solemnly affirm and declare as under:-

1. That I/we _____ S/o, W/o, D/o _____
R/o _____
is/are absolute owner of House No. _____, Sector-_____,
Chandigarh. (File No. _____).
2. That there is no dispute/litigation is pending in any court of law and
the property is free from all sort of encumbrance and there is no
stay/restraining order from any court of law with regard to grant of
occupation/completion certificate in respect of House No. _____,
Sector-_____, Chandigarh. (File No. _____).
3. The specimen signature of _____ S/o, W/o, D/o
_____ as under:-

Dated:
Place: Chandigarh

APPLICANT(s)

VERIFICATION:

It is verified that the above contents of my/our undertaking are true
and correct to the best of my/our knowledge and belief and nothing has
been concealed therein.

Dated:
Place: Chandigarh

APPLICANT(s)