

CHECK LIST
FOR OCCUPANCY CERTIFICATE

Sr. No.	Requirements	Check Box
1	Application in a prescribed format.	
2	COMPLETION ORDER from Town planner, Town and Country Planning Department along with approved plan (Site Plan, Detail plans, Evaluation and Sections, Location Plan, * Parking layout plan * Contour plan in case of sloping sites Structural Design)	
3	APPROVAL/NOC from Concerned Health officer from Sanitation point of View along with Approval of Septic tank drawing.	
4	COMPLETION CERTIFICATE from concerned Architect/Engineer (Govt. Approved).	
5	STRUCTURAL STABILITY CERTIFICATE along with a full set of "as built" structural drawings for records.	
6	NOC from Electricity dept./P.W.D./CRZ/Goa State Pollution Control Board/Chief Fire Officer/Chief controller of explosives/Chief Inspector of Factories if applicable.	
7	Revised plan incorporating deviation made during the execution (if applicable)	

