

**FORM H**

[See rule 34(2)]

**FORM OF GRANTING OCCUPANCY CERTIFICATE**

From: The Chairman,

.....Municipality/Notified Area Authority/Industrial Township Authority

Dated .....

Office Ref. No. and date, if any .....

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and address of the applicant)

*Subject:* Grant of Occupancy Certificate under sub-rule (2) of rule 34.

Building Particulars:

Premises No. and Street .....

Ward No.....

Sir,

With reference to your notice of completion dated ..... I hereby certify that the building as per description below on plot....., Street....., Ward No ..... , in respect of which plans were sanctioned vide Building Permit No ..... dated ..... , has been inspected with reference to the provision of the Building Rules, under the West Bengal Municipal Act, 1993. On the basis of the same and on the strength of the Structural Stability Certificate, this building is certified to be fit for occupation.

Description of construction, use and conditions, if any .....

One set of building plans with endorsement "Approved Completion Plan" is returned herewith (where required).

Yours faithfully,

.....  
(Signature and designation  
of the officer to whom  
powers have been delegated).

Office No

Official Stamp .....

Dated the .....