

Procedure and Checklist for Occupancy Certificate

Procedure:

Step-1: Intending applicant shall apply for Occupancy Certificate in e-District portal (<https://edistrict.wb.gov.in>) along with the requisite supporting documents as per list available in the e-district portal as well as in the website of the Department (www.wbdma.gov.in) and shall upload the same for verification. Upon submission, the applicant and ULB authority will get a notification through SMS and over e-mail.

Step-2: Upon receipt of notification on submission of application to ULB by the applicant, concerned ULB shall verify in details the uploaded documents submitted by the applicant.

In case the documents are found non-satisfactory by the ULB authority, the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in Step-1. The applicant shall get notification for this purpose through SMS and e-mail.

Step -3: If every document is found satisfactory, then ULB shall fix up a date of Joint Inspection, if required as per risk category of buildings, which shall not be later than 3 days from the date of receipt of all the documents, with all concerned Departments, ULB and applicant. Intimation will reach to the concerned Departments, the applicant and through SMS & over e-mail through e-district portal.

Step-4: After holding joint inspection in presence of officials of the concerned Department, ULB and applicant; a report shall be uploaded with signature of all concerned Departmental and ULBs officials within 2(two) days from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

Step-5: ULB shall convene a meeting of the Board of Councillors (BOC) within four (4) days from the date of Joint Inspection and will intimate through e-District portal and the applicant shall get notification for this purpose through SMS and over e-mail. For Low Risk and Medium Risk Building necessary documents will be placed in the meeting of BOC, after thorough checking within the stipulated period.

Step-6: A report/ comment of resolution of the meeting of BOC shall be uploaded in the e-district portal and the applicant shall get intimation through SMS & e-mail whether fit for occupancy or not.

In case of unfit for occupancy, intimation in this regard with reason shall be uploaded in the e-district portal and intimation through SMS & e-mail to the applicant will be received.

Step-7: in case the building is considered fit for Occupancy, approval with digital signature shall be uploaded in the e-District portal as per Form 'H' of West Bengal Municipal Building Rule, 2007 within one day.

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.

Checklist:

1. Approved Building Permit
2. Revised Building Plan, if any deviation
3. Structural Stability Certificate signed by Structural Engineer or Architect or LBS or Geo Technical Engineer or Structural Reviewer as applicable
4. Completion certificate for inside house drainage & Water supply network
5. Certificate pertaining to the Lift Installation