

**CHECKLIST OF DOCUMENTS REQUIRED ALONG WITH APPLICATION FOR
APPROVAL OF OCCUPATION CERTIFICATE**

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
1.	Application on Form BR-IV(B), Form BR-V(2) & Form BR-VI as per Code 4.10(1) of Haryana Building Code, 2017.	☐ YES	☐ NO
2.	Three sets of the approved building plans duly showing the deviation made in the buildings from the approved building plans.	☐ YES	☐ NO
3.	Three sets of As-Built drawings signed by Owner & Architect.	☐ YES	☐ NO
4.	Actual Photographs signed by owner / architect supervising the construction along with affidavit that photographs are of Occupation certificate applied for building.	☐ YES	☐ NO
5.	Photographs regarding Civil Aviation lights have been provided.	☐ YES	☐ NO
6.	CD containing Videography of the site for which OC applied.	☐ YES	☐ NO
7.	Valid NOC from fire safety point of view from the Competent Authority.	☐ YES	☐ NO
8.	Certificate regarding registration of lift.	☐ YES	☐ NO
9.	Copy of Environment Clearance	☐ YES	☐ NO
10.	Certificate of Chartered Accountant as per order dated 09.03.2016 that no stamp duty charges has been	☐ YES	☐ NO

	collected.	
11.	Affidavit regarding 100% stand by generators alongwith automatic switchover are provided for running of lifts.	☐ YES ☐ NO
12.	Approval of Chief Electrical Inspector, Haryana showing the electric installation.	☐ YES ☐ NO
13.	Report regarding electric installation as per approval of Chief Electrical Inspector, Haryana.	☐ YES ☐ NO
14.	Proof of drinking water.	☐ YES ☐ NO
15.	Whether licence is valid or not	☐ YES ☐ NO
16.	Date of validity of licence	☐ YES ☐ NO
17.	Whether IDC/EDC dues are cleared	☐ YES ☐ NO
18.	Whether labour cess deposited	☐ YES ☐ NO
19.	Compliance of Rule-24, 26(2), 27 & 28 has been made or not	☐ YES ☐ NO
20.	Whether service plans/estimates have been approved or not.	☐ YES ☐ NO