

Form of Application to village Panchayat for Occupancy Certificate

Date: _____

From: _____

(Name and address of Owner)

To,
The Sarpanch,
Village Panchayat of _____ ,
_____, Goa.

Sir/Madam,

I/We hereby give notice that, I/We have completed the construction work situated at _____ in the site or plot of land bearing Survey No. _____ / Sub-divided Plot No. _____ of _____ Village in pursuance of the sanction granted by the Village Panchayat vide Licence No. _____ dated _____ .

I/We am/are enclosing the following documents:-

- (a) Completion Order issued by PDA/TCPD.
- (b) Completion Certificate issued by Architect/Engineer/Town Planner/Landscape Architecture/ Urban Designer
- (c) Structural stability Certificate along with a full set of “as built” structural drawing for records.
- (d) Approved/NOC from concerned Health officer for inhabitation of the structure from sanitation for records
- (e) Revised Plans incorporating deviations made during the execution (if applicable)
- (f) Approved/NOC from CRZ/Electricity Department/ Goa State Pollution Control Board/Chief Fire officer/Chief Controller of explosive/Chief Inspectors of Factories(if applicable).

Kindly issue Occupancy Certificate at the earliest.

Your faithfully,

(Signature, name & address of owner or his authorized agent)

**CHECK LIST
FOR OCCUPANCY LICENCE**

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 STABILTY CERTIFICATE along with full set of “as built” structural 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)	