



NASHIK MUNICIPAL CORPORATION
TOWN PLANNING DEPARTMENT
SINGLE WINDOW SYSTEM

The Proposal in Plot No. _____ Sr. No. _____ of _____ shiwar

Checklist for OCCUPANCY CERTIFICATE

- 1) Outer Cover
- 2) Index
- 3) & 4) Blank Sheet For Office Use
- 5) Separator Sheet
- 6) Application Prescribed From
- 7) Completion Certificate by Architect (form J)
- 8) Statement of Carpet Areas in Duplicate
- 9) Two Sets of Completion Plans, duly Signed by Architect / Engineer.
- 10) Blank Sheet (For Pasting Various Receipts)
- 11) Ownership Title - 7/12 Uttara / C.T.S. Uttara / Attested Copy of Sale Deed.
- 12) Original Copy of Approved Building Plans
- 13) True Copy of the Commencement Certificate & Compliance therein.
- 14) Xerox Copy of N.A. Current Year Tax Payment Receipt
- 15) Indemnity Bond, if Part Occupancy is desired.

A) Documents of Serial No. _____ are not enclosed with the proposal, hence the proposal is returned herewith.

B) All the required documents are attached to the proposal, hence allowed for admission

Date : / / 200

Junior Engineer

N.M.C.

N.B. i) All Forms, Plans & other Documents should be signed by all the owners or proper GPA

Holder & the Architect / Licensed Engineer whenever required.

ii) All copies be attested either by Gazzetted Officer or Architect / Licensed Engineer or

Notary public etc.

To,
Hon. The Commissioner,
Nashik Municipal Corporation,
Nashik.

Sub :- Application for the grant of "Occupancy Certificate" for the building in
Plot No., S. No.,
of Shiwar, in Nashik city.

Ref. :- Building permit and commencement certificate No.
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Sir,

- 1) we here by apply for grant Part/Full "Occupancy Certificate" for building mentioned above.
- 2) The plans are approved, the building permit and commencement certificate is obtained vide No., dated
- 3) Ownership title is enclosed.
- 4) The built up area completed on site is as below
 - a) Floor 1 :
 - b) Floor 2 :
 - c) Floor 3 :
 - d) Floor 4 :
 - e) Floor 5:
 - f) Floor 6:
- 5) The carpet area statement in duplicate is enclosed.
- 6) One set of original approved plans is enclosed (which will be returned along with the occupancy certificate).
- 7) Two sets of completion plans, duly signed by Architect/Engineer concerned are enclosed.
- 8) Completion / Part Completion Certificate by the architect as per Appendix A, (rule 7.5) is enclosed.

We request you to inspect the building on site and issue the "Occupancy Certificate" at the earliest.

Thanking you

Yours Faithfully

Date :

Place : Nashik

Name and signature of the applicant.