

Checklist for Occupancy Certificate (CTO)

1. Sanctioned Map
2. Electricity Bill
3. Water Bill
4. Form no. 1 - Draft for application form of Building constructions development/ redevelopment
5. Form no. A - Form for Specifications of proposed buildings other than Single dwelling unit
6. Form no. B - Building Information Schedule
7. Form no. 2 - Promise certificate for calamity safety requirement
8. Form no. 3 - Commitment certificate of structural engineer
9. Form no. 4 - Commitment certificate of structural engineer
10. Form no. 5 - Indemnity bond For Basement
11. Form no. 6 - Information of start the work of land development/ building
12. Form no. 7 - Progress certificate
13. Form no. 8 - Progress certificate -first floor
14. Form no. 9 - Progress certificate - in case of higher building in middle floor
15. Form no. 10 - Progress certificate - last floor
16. Form no. 11 - Closing report
17. Form no.11(A) - Building Closing certificate by Architect
18. Form no. 11(B)- Building closing certificate by supervising Engineer
19. Form no. 11(C) - Building Closing certificate by Structural Engineer
20. Completion Certificate issued by 3rd party Empanelled Architect/ Structural Engineer