Occupancy Certificate Procedure

1. The Applicant has to submit an online application for Occupancy Certificate after completion of construction of building and shall also upload the following documents:
   - Building completion notice certified by the architect
   - PDF drawing as per the construction
   - Declaration cum Undertaking on Rs.100/- Non-Judicial Stamp Paper duly signed by the Owner, Builder, Architect & Structural Engineer
   - Photographs of the Completion building Covering all side

2. The Technical Officer will scrutinize the drawing and submit the site inspection report in online prescribed format duly identifying the deviations if any. Further calculates the compounding charges if deviations were observed i.e., only up to 10% of the sanctioned plan.
3. After scrutiny the file will be forwarded to the officials in the process flow of TG-bPASS and send to Municipal Commissioner for final approval
4. After approval, issue the Occupancy Certificate and 10% mortgaged area will be relinquished by as per the authority Jurisdiction define in TG-bPASS Process Flow.

TG-bPASS Apply Online OC Url Link : [TG-bPASS](#)

Inspection Checklist for Occupancy Certificate – palace the PDF as **"Hyper URL link to the this checklist"**