

## PROCEDURE FOR SITE INSPECTION

### **I.SITE INSPECTION FOR ISSUAL OCCUPANCY CERTIFICATE:**

On submission of application for issue of Occupancy certificate by the applicant along with the as-built plans, Photographs of the building from all sides, installation of RWH, Solar Water Heaters, Solid Waste collection, segregation, composting facilities, fire clearances issued by the fire and emergency services Department and CFO issued by KSPCB wherever applicable, the designated shall scrutiny the submitted documents within **five days** from the receipt of the application.

Intimation of inspection shall be generated within **two days** of completion of the scrutiny of documents through SMS and e-mail only. The scheduled date and time shall be intimated to the applicant and the scheduled date shall **not exceed three days**.

The designated officer shall compile the observations and verify the as built drawing with respect to the sanctioned drawing and record the findings in the prescribed annexure appended herewith and upload the site inspection report within **five days** of the site inspection.

Inspection will be done by Assistant Engineer / Junior Engineer, Assistant Director and Deputy Director for head office proposals. For Suvarna Paravanige Assistant Engineer / Junior Engineer and for general proposal Assistant Engineer / Junior Engineer and Assistant Director for Zonal office proposals.

Inspection will be done in the presence or in the absence of applicant or his representatives. If the applicant any comments on the recorded parameters of inspection he/she may forward comments to office within 48 hours of inspection report are published.

## Inspection Timeline;

Sl.No.	Office Jurisdiction	Inspecting officers	Inspection Schedule	Publication of inspection reports
<b>Head office</b>				
1.	Occupancy Certificate	AE / JE, ADTP and DDTP	Within 7 days of application	Within 48 hour of inspection
<b>Zonal office</b>				
1.	Occupancy Certificate	AE / JE and ADTP	Within 3 days of application	Within 24 hour of inspection

### ANNEXURE-I

#### CHECKLIST FOR ISSUE OF OCCUPANCY CERTIFICATE

1.	Applicant Name and Address				
	Email ID	Mobile No.			
2.	Site location, Ward No. and address				
3.	Plan sanction No. & Date				
4.	Date of issue of Commencement Certificate as per building byelaws				
5.	Floor wise building Details:				
	Floor	Built up area	Number of Dwelling units	Number of parking slots	Usage

		As per sanction	As built	As per sanction	As built	As per sanction	As built	As per sanction	As built
6.	Existing Road /Street Width								
7.	Road /Street widening, if any If yes, relinquishment details			Yes/No					
8.	Date of Inspection								
9.	Whether the applicant has submitted Photographs of the								
	a)Completed building			Yes/NO					
	b)Solar installation			Yes/NO					
	c)Rain Water Harvesting			Yes/NO					
	d)STP			Yes/NO					
10.	Sital Area (in Sq.m)								
11.	Building Details			As per Sanction			As built		
	a) Plinth area (in sq.m)								
	b) FAR								
	c) Height of Building in meters								

	d) No. of Dwelling Units		
	e) No. of Parking units		
	f) No. of Floors		
12.	Clearances from different departments a) Consent for Operation from KSPCB. b) Clearance from Fire Force Department (High rise Building) c) Factories and Boilers for Industrial buildings d) Others, if any		
13.	Permission from District Magistrate for a) Inflammable/explosive storage buildings b) Theatre/Multiplex		
14.	Whether Facilities provided for a) Rain water harvesting b) Solar energy c) Solid waste collection and management d) Differently abled persons. e) Tree planting	Yes/No Yes/No Yes/No Yes/No Yes/No	