

Checklist for Occupancy Certificate / Consent to Operate

The following set of documents is to be attached during online application for CTO process along with online pa

1. Soft copies of Architectural drawings in Pre DCR format (Site Plan, section, Elevation and Building Plan in one file)
2. Online payment of completion fees through payment gateway
3. Valid time extension certificate, if applicable
4. Photographs of the building from front, Rear and side setbacks
5. Scanned copy of registration Membership certificate of technical person
6. Appendix 7 – Completion Certificate from Owner
7. Appendix 8 – Completion Certificate from Structural Engineer
8. Appendix 10 – Completion Certificate from Architect
9. Appendix 9 - Completion Certificate to be issued by third party Empanelled Architect, accredited in the online system
10. Scanned Copy of receipt of fees deposited for Power Connection
11. Scanned Copy of receipt of payment of water/sewer connection charges, Meter charges (if not submitted at the time of plan approval)
12. Approved Building Plan Approval & Approval Certificate for the original plan
13. Copy of EM Part II / UAM for fees calculation
14. Soft copies of Structural drawings in one file in .pdf format
15. NOCs from Departments (as applicable)

S. No.	Department	S. No.	Department
1	Fire Department	8	NHAI
2	UEPPCB	9	AAI
3	UPCL	10	ASI
4	Irrigation Department	11	Defence
5	Forest Department	12	Jal Sansthan
6	UREDA	13	CGWA
7	District Magistrate (Explosives)	14	PWD