

Name of service	Number of days for service delivery after receipt of application	Costs to be imposed on employee per violation in Rs.	Dealing Hand	Form available at
Issuance of Occupancy Certificate	45 Days	1000/-	Junior Town Planner and/or Junior Engineer(Building)	SMC Office or on website (http://smcdnh.nic.in/).

Check List

Attested photocopies of the following documents:

- Application Form in prescribed Proforma available in SMC Office or on website (<http://smcdnh.nic.in/>).
- Copy of Approved Building Plan.
- Copy of Construction Permission Order along with plan(s).
- Architect's Completion Certificate & Structural Stability Certificate issued by Structural Engineer (Annexure- 14 & Annexure-15).
- Annexure-17 (Indemnity Bond) for Part Occupancy Certificate. (on Rs. 20/- Stamp Paper).
- Receipt of deposition of Labour Cess under the Building and Other Construction Workers (RE & CS) Act, 1996. Bank Deposit Slip for depositing of Labour Cess 1% of total valuation of building construction in Dena Bank, Silvassa.
- Labour Cess Certificate of Registration issued by RDC (S).
- Part-Occupancy Certificate (if applying for Full OC).
- Submit existing plan copy (02 nos.) showing deviation from approved plan.
- 7x12 Extract (Latest Original copy).
- Certified Map (Latest Original copy).
- Rain Water Harvesting System undertaking (with Architect's Certificate & Photographs).
- Undertaking of services provided in the premises/layout of constructed building from Registered Architect.
- Property Valuation Report certified by Govt. Approved Valuer.
- NOC issued by Department of Fire & Emergency Services, DNH. (if applicable)
- Site Photographs taken at various angles showing the site situation with all setbacks.

Procedure

- Applicant has to submit application with all prescribed documents (as per checklist) in SMC, Office for all Residential/Residential cum Commercial/High Rise/Commercial building in SMC office and/or in SWIFT (DIC) for all Industrial building.
- A site visit will be carried out by Junior Town Planner/ Junior Engineer. **(14 days)**
- After site visit & document scrutiny, a query letter will be issued to the applicant. (if any) **(3 days)**
- After scrutiny, demand letter will be issued to the applicant to deposit deviation penalty charges (if any) and/or scrutiny charges to SMC office. **(7 days)**
- After the deviation penalty charges (if any) and/or scrutiny charges is deposited by the applicant, the application will be submitted to Chief Officer, SMC for approval and signature of Occupancy Certificate through Assistant Engineer & Municipal Engineer. **(AE-7 days, ME-7 days, CO-7 days)**