

Procedure and a comprehensive list of document including pre-construction and post-construction and other mandatory state approvals (prior to plinth and pre-occupancy)

1. In case of fresh application for building approval –

01. Registration of application.
02. Tracer / Junior surveyor / investigator / ADM/ senior surveyor / SRA/ SDM / Sub engineer / SPA will verify the document, and recommend for fees to AD./D.D./JD.
03. AD/DD/JD Reassign if any shortcomings otherwise, forward for deposition of fees.
04. Deposition of fees by the applicant.
05. Inform to applicant for site inspection.
06. Joint inspection with the applicant. After Site inspection, report will be submitted online within 24 hours by site inspector.
07. Tracer / Junior surveyor / investigator / ADM/ senior surveyor / SRA/ SDM / Sub engineer / SPA will put up for final order to AD./DD./JD.
08. AD./DD./JD. Accord the approval.
09. Issue final approval certificate.

2. In case of post-construction occupancy / completion certificate

01. Receiving the application.
02. Inform to applicant for site inspection.
03. Tracer / Junior surveyor / Investigator / ADM/ senior surveyor / SRA/ SDM / Sub engineer / SPA proceed for site inspection.
04. Joint inspection with the applicant. After Site inspection, report will be submitted online within 24 hours by site inspector.
05. Tracer / Junior surveyor / investigator / ADM/ senior surveyor / SRA/ SDM / Sub engineer / SPA will put up for final order to AD./DD./JD.
06. AD./DD./JD. Reassign if finds any shortcomings otherwise accord the approval.
07. Issue completion/occupancy certificate within a day.