

**Housing and Urban Development Department (H&UD) –
Planning & Development Authority, Daman**

Building Occupancy Certificate (30 days)

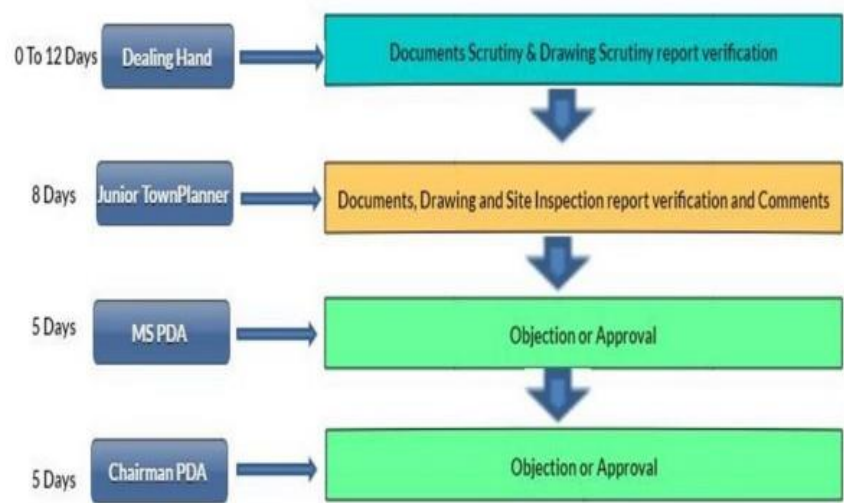
1.Application form of Completion Certificate for Issue of Occupancy/Part Occupancy Certificate as per Annexure-13.

Documents required to be uploaded with the application:-

- 2.True copy of Construction permission order. (Mandatory)
- 3.True copy of approved building plan.(Mandatory)
- 4.Structural stability certificate from licensed Architect or Structural Engineer as per the format in Annexure -14. (Applicable for High Rise Building Only).
- 5.Final NOC from Coast Guard Authority for building height.(Mandatory)
- 6.Final NOC from Department of Fire & Emergency Services. (Applicable to all building except residential building with height less than 15.0 mts.)(Mandatory)
- 7.Photo copy of installed Rain water harvesting system. (Mandatory)
- 8.Existing building plan as per the actual construction carried out, if there is minor deviation from the approval plan.(If applicable)
- 9.Form of Indemnity -Annexure 16 on Stamp paper of Rs. 20/- (If application is for Part Occupancy).
- 10.Valuation Certificate for the building constructed from the Registered Architect/engineer. (Mandatory)
- 11.Labour cess @1% of Valuation of the building constructed through DD in the name of Daman & Diu Building & Construction Worker Welfare Fund payable at Daman.(DD to be submitted after approval of draft licence)

Fees:-

- 1. Amount of **Revalidation fees** for built-up area –(Applicable if there is any deviation in the construction)
 - a. **Rs. 2 per sqmt.**
- 2. Penalty is imposed if there is any deviation in the construction.
(Calculated As per **Annexure -17**).



Annexure - 13
Form of Completion Certificate

To,

Competent Authority,

Daman

Sir

I hereby certify that the erection/re-erection of development work of building/part building in plot No. _____ of _____ zone situated at _____ has been supervised by me and has been completed on _____ according to the Plan sanctioned vide office Order No. dated _____. The work has been completed to my best satisfaction. The workmanship and all materials (type and grade) have been used strictly in accordance with general and detailed specifications as specified in the D.C. Rules 2005 of Daman District. No provisions of the Act or the Building Bye-laws, no requisitions made, conditions prescribed or orders issued thereunder have been transgressed in the course of the work. I am enclosing three copies of the completion plans, one of which is cloth mounted. The building is now fit for occupancy, for which it has been erected/re-erected or altered, constructed and enlarged.

I have to request you to arrange for the inspection and give permission for occupation of the said building.

Name of the Licensed

Signature of Licensed
Architect/Engineer
/Structural Engineer/Surveyor

Architect/Engineer/Surveyor/Structural Engineer
Registration No. _____
Valid upto _____
Address _____

Signature of Owner

Name of Owner

Date: _____

ANNEXURE - 14
(Applicable for High Rise Building only)
Form of Structural Stability Certificate (in letter head)

This is to certify that, I had been appointed as the Structural Engineer for the building located at _____ village, Survey/Plot No _____ admeasuring a plot area of _____ sq. mtrs. The said building had the plan approved from the competent authority vide order No. _____ dated _____ and I have examined the various parts including the building foundation and I am of the opinion that the building have been constructed in accordance with the plan approved by the authority and I further certify that the building can withstand any natural hazard since the ISI guidelines and the NBC guidelines have been strictly followed while the construction of the building. Its stability will not endanger by its use for which the permission has been granted.

Signature of Structural Engineer
License No.
Validity
(Name in Block Letters)
Address
Date : _____

Signature of the Licensed Architect
License No.
Validity
(Name in Block Letters)
Address
Date : _____

Annexure 16
Form of Indemnity for Part Occupancy Certificate
(In Stamp Paper of Value of Rs.20/- only)

To,
Competent Authority
Daman
Sir.

While thanking you to allow me to occupy a portion of the above building before acceptance of the Completion Certificate of the whole building for the plans approved under Office Order No. _____ Dated: _____

I hereby indemnify the Administration of Daman and Diu against any risk, damage and danger such may occur to occupants and users of the said portion of the building and also undertake to take necessary security measures for their safety, We say that this undertaking will be binding on me/us, our heirs, administrators and to our assignees.

Yours faithfully
OWNER

Witness: _____

Annexure - 17
Penalty rates for regularising various deviations during construction from
the approved building plans

Sr. No	Type	Penalty(in Rs)	Remarks
1.	Construction started/completed before applying for permission		Applicable to the total built area within the plot.
	For Industrial	50/- per Sq. mtr.	
	For Others incl. Mixed uses	125/- per Sq. mtr.	
2.	Construction started/completed before granting permission but had applied for permission.		Applicable to the total built area within the plot
	For Industrial	20/- per Sq. mtr.	
	For Others incl. Mixed uses	50/- per Sq. mtr	
3.	Minor Deviation from the approved construction plan, but within the D.C. Rules.	Approvable without penalty while issuing occupancy Certificate .	Deviation in this respect would be only for minor alteration within the approved building plan.
4.	Deviation in Ground Coverage Up to 15% of the permissible ground coverage on all floors.		Applicable to the portion which is observed as deviation from the Approved Plan
	For Industrial	200/- per Sq.mtr..	
	For Others incl. Mixed uses	750/- per Sq.mtr.	
5.	Deviation in Setbacks	Not allowed	Total Demolition
	a. Front Setback		
	b. Setback in all other sides		
	- For Industrial	300/- per Sq. mtr.	Upto 5% of the permissible set back
	For other uses	750/- per Sq. mtr.	- do -