

CIDCO-Navi Mumbai Project

List of documents required for Commencement Certificate	
Sr. No.	Particulars of Documents
1	Application in prescribed form duly signed by Licensee/ Owner & Architect
2	Letter of appointment Architect, Acceptance Letter, Supervision memo & Valid copy of registration
3	Letter of appointment Structural Engg., Acceptance Letter, Supervision memo & Valid copy of registration
4	Letter of appointment Site Engineer, Acceptance Letter, Supervision memo & Valid copy of registration
5	Earthquake Stability Certificate of Structural Engineer
6	Attested copy of Agreement to Lease / Modified agreement, if applicable
7	Attested copy of possession receipt with Demarcation plan
8	NOC from Airport Authority of India for height clearance
9	Site photographs duly stamped and signed by Architect
10	Affidavit for NO COURT MATTER on Rs. 500 stamp paper duly signed by Licensee, if applicable and/or Indemnity bond for COURT MATTER on Rs.500 stamp paper duly signed by Licensee (if pending civil suit)
11	Affidavit and Indemnity bond for ULC on Rs. 500 stamp paper duly signed by Licensee (in case of plot allotted under 12.5% Scheme) (Notarized photo & sign by Notary)
Case specific document requirement:	
12	Letter of appointment Electrical Engg, Acceptance Letter, Supervision memo & Valid copy of registration, if applicable
13	Letter of appointment Safety Officer, Acceptance Letter, Supervision memo & Valid copy of registration, if applicable
14	Resignation letter of earlier Architect/ Structural Engg., if applicable
15	Attested copy of registered tripartite agreement along with final transfer order from Estate section, if applicable
16	Copy of power of attorney (POA)/ Resolution to sign documents from Society members, if applicable and Attested copy of Society Registration, if applicable
17	Copy of Extension of time limit from Estate section, if applicable
18	No dues certificate from Estate section, if applicable
19	Add. FSI NOC from Estate Section, if required

Sr. No.	Particulars of Documents
20	Environment Clearance Certificate for gross built up area > 20000 Square Meter, if applicable
21	RERA consent for amended dev. Permission
22	NOC from MSEDCL, if required
23	Geotechnical Report, if applicable
24	Aesthetic NOC, if applicable
In case of reconstruction/ redevelopment	
25	Demolition NOC from Estate Section, in case of reconstruction/ redevelopment
26	C&D waste disposal details, in case of reconstruction/ redevelopment
27	Society NOC with resolution for redevelopment
Any other documents mentioned in UDCPRs, if applicable	

List of documents required for Occupancy Certificate	
Sr.No.	Particulars of Documents
1	Completion Certificate in prescribed format issued by Architect
2	Structural Stability Certificate in prescribed format issued by Structural Engineer.
3	Drainage Completion Certificate from Engg. Section
4	Earthquake Stability Certificate by Structural Engineer
5	Water Supply NOC from EE (W/S) section
6	Health NOC from Nodal Engg. Division
7	As Built drawing (pdf) (Signed by Arch.)
8	Notarized undertaking (Form-D) for Tree on Rs. 500 stamp paper
9	Valid No Dues Certificate from Estate section
10	Extension of time limit from Estate section
11	Photographs of site with proof of date of Completion application
12	Self-certified video in MP4 or AVI format (size < 10 MB) of site by Architect & Owner (Please refer sample video from download section of CIDCO-COPAS website).
13	Notarized undertaking on Rs. 500 stamp paper for Stilt/ Terrace/Chajja/ Architectural Projections, Stack parking/ Society Office/ Driver Room duly signed by Licensee, if applicable
Case specific document requirement:	
14	Tree NOC from Horticulture Section, if applicable

Sr. No.	Particulars of Documents
15	NOC from MSEDCL, if applicable
16	Consent to Operate from MPCB, if applicable
17	Verification of Height from Private Surveyor/ NMIAL, if applicable
18	Final number of members from Estate section for society allotted plots, if applicable
19	Modified agreement for Add. FSI of Estate section, if applicable
20	Final Fire NOC & revalidation of Form-B, if applicable
21	Aesthetic approval NOC from Planning Section, if applicable
22	License to work the lift from PWD (Electrical) & revalidation, if applicable
23	Notarized undertaking on Rs. 500 stamp paper for Mechanised parking from vendor, if applicable
24	Valid Roznama related to Court matter, if applicable
25	Affidavit for NO COURT MATTER on Rs. 500 stamp paper duly signed by Licensee, if applicable and/or Indemnity bond for COURT MATTER on Rs.500 stamp paper duly signed by Licensee (if pending civil suit)
Any Other Document	