

Checklist for Commencement Certificate			
No.	Sub No.	Particulars	Requirements
1	a	Application in prescribed format	All proposals
	b	Particular of proposal with Owner's and Architect's signature	
2	a	Letter of Appointment of Architect/Engineer	All proposals
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of Architect/Engineer	
3	a	Letter of appointment of Structural Engineer	Where construction of buildings is involved
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of Structural Engineer	
	e	Detailed RCC design showing column position from the Structural Engineer	
	f	Earthquake stability report from the Structural Engineer	
4	a	Letter of appointment of Licensed Plumber	Where construction of buildings is involved
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of Licensed Plumber	
5	a	Letter of appointment of Site Supervisor	All proposals
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration/Qualification certificate of Site Supervisor	
6	a	Letter of appointment of Town Planner	For layout proposal and NAINA scheme
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of Town Planner	
7	a	Letter of appointment of Advocate	All proposals
	b	Acceptance	
	c	Attested Registration of Advocate	
8	a	Letter of appointment of Rain water consultant	For proposals more than 500 sq.m.
	b	Acceptance	
	c	Supervision memo	
	d	Attested Qualification certificate of Rain water consultant	
9	a	Letter of appointment of Grey water recycling consultant	For proposals more than 4000 sq.m.
	b	Acceptance	
	c	Supervision memo	
	d	Attested Qualification certificate of Grey water recycling consultant	
10	a	Letter of appointment of Consultant for conservation of energy	For proposals more than 2 Ha
	b	Acceptance	
	c	Supervision memo	
	d	Attested Qualification certificate of Consultant for conservation of energy	
11	a	Letter of appointment of Consultant for fire safety measures	For special building
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of Consultant for fire safety measures	
12	a	Letter of appointment of Mechanical Electrical and Plumbing (MEP) Consultant	Where MEP works are involved
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of Mechanical Electrical and Plumbing (MEP) Consultant	
13	a	Letter of appointment of HVAC Consultant	Where specific provisions for HVAC are proposed
	b	Acceptance	
	c	Supervision memo	
	d	Attested Registration of HVAC Consultant	

14		Physical Survey plan -Detailed Engineering report with plan stating road edge levels, existing features, site RLs, site boundary, drainage system, area etc. along with demarcation of Latitude Longitude points of plot boundary duly signed by the surveyor, owner & Architect	All proposals
15	a	Ownership Documents - 7/12 Extract (latest, not more than 3 months) showing N.A. status	All proposals
	b	Leased property : conveyance Deed/ Supplementary Lease deed/ Lease Agreement.	
	c	Assesment order in case of Gaothan	
	d	Registered Development Agreement	In case, if Dev. is developing the land
	e	Registered irrevocable Power of Attorney from the non-applicant land owners in the name of applicant.	
	f	Attested Pherphar for subdivision before 1967 for area less than 4000 sq.m.	
	g	If all the Owners are not applicant, then Undertaking from non-applicant Owners (in case of samaik shetra) in favour of applicant/Owner for obtaining NOC for develoment permission on the entire land.	
16		Affidavit/ undertaking by Owner in the format of Annexure- 1	All proposals
17		Indemnity Bond by the Owner in the format of Annexure -2	All proposals
18	a	NA order with approved plan, whenever applicable	If NA order received
	b	CTS plan/ NA Measurement Plan certified by TILR/DILR	
	c	Hadd Kayam certified by TILR/DILR (latest, not more than 6 months)	If NA order not received
	d	Remarks from Tehsildar	
	e	Land acquisition sheet from TILR, if applicable	
	f	Gut book showing all hissass	All proposals
	g	Gut phod/ Aakar phod, if applicable	
	h	Village map, if applicable	
19		Title certificate and search report (30 years)	All proposals
20		Letter for demolition of existing structure, if applicable	
21		For regularisation of structures constructed without permission, certification letter from appointed Architect about authorisation of as-built drawings	
22		All required plans for scrutiny, in hard and soft copies	All proposals
23		Services report - S. W. drainage system, Water supply(UG & OH tank), STP for Sewerage, electric substation/ transformer, Rain water harvesting	All proposals
24		Notarized/Registered Partnership deed and signing authority resolution, whenever applicable	
25		Latest site photographs	All proposals

List of NOCs required	
1	Clearance for deriving access and reservations from relevant Authority as applicable
a	NOC/Clearance from PWD
b	NOC/Clearance from Highway /MoRTH
c	NOC/Clearance from Z.P.
d	NOC/Clearance from MSRDC
e	NOC/Clearance from Railway Authority
f	Registered Consent Deed for Right of Way
g	Namuna no 26 signed by gram sevak , NOC from gram panchayat signed by gram sevak
h	NOC from concerned person for deriving approach road from approved NA layout
2	NOC from appropriate Authority of Electric Supply stating area requirement for concerned
3	NOC from appropriate Authority of water Supply/ GSDA
a	Certificate of GSDA regarding availability of potable water with sufficient quantity
b	Assurance regarding water supply from Authority concerned
4	NOC from Airport Authority of India/for Building height.
5	Self certification for no tree cutting/ Tree NOC

6	NOC from Chief Fire Officer, if applicable.
7	CRZ Clearance, in case of CRZ affected plots.
8	Self certification/Proposal for environment Clearance under notification dated 13/04/2017, if applicable
9	NOC/ clearance from Department of Explosives, if applicable.
10	In case of industrial development, clearance from Director of Industries, Pollution Control Board and other Authorities concerned
11	NOC from MMRDA, if applicable.
12	NOC / clearance from Forest Department, if applicable.
13	NOC from Maharashtra Tourism Dept., if applicable
14	NOC/Clearance from Heritage Conservation Committee, if applicable.
15	NOC from Gram Panchayat for Construction, if applicable (within Gaothan)
16	NOC from Irrigation Department, if applicable (for dev. around natural water courses)
17	NOC from concerned authority, if affected by transmission line/tower
18	NOC from concerned authority, if affected by gas pipeline
19	Police - for religious use, if applicable
20	Industry dept/ Labour, if applicable
21	Any other NOC as may be required.

Charges need	
1	Scrutiny fees (Land & BUA)
2	Development Charges (On NA Land Area & BUA)
3	Security Deposit (on Gross BUA)
4	Labour Cess (on Gross BUA)
5	Balcony Enclosure Premium, wherever applicable
6	Terrace Premium, wherever applicable
8	FSI linked premium (FLP), wherever applicable
9	Fire Service Fees collected by Fire Department, wherever applicable
10	Environment fee & environment penalty by concerned cell, wherever applicable

Services related for high rise building	
1	Lift escalator installation
2	Electric substation

Checklist for Plinth Completion Certificate (PCC)

List of documents for Plinth Completion Certificate (PCC)	
1	Plinth Completion Certificate (PCC) from the Architect/Engineer
2	Plinth Completion Certificate (PCC) from the structural Engineer
3	Structural stability Certificate for plinth constructed
4	Letter stating Compliance of the conditions mentioned in CC up to plinth
5	Photograph showing compound wall
6	Drawing prepared & signed by appointed Architect showing constructed plinth & marginal distances

Checklist for Occupancy Certificate (OC)

List of documents for Occupancy Certificate (OC)	
1	Building Completion Certificate and Development Completion certificate from the Architect/Engineer
2	List of deviations from the approved plans along with justification
3	As built Plans for all floors in case of deviations.
4	Completion Certificate for Structural Stability and Seismic Stability by Structural Engineer/RCC specialist/ VJTI/IIT as the case may be.

5		Final NOC from Chief Fire Officer
6		Drainage Completion Certificate from Licensed Plumber
7		Licensed for working of lift , if applicable
8		In case of part Occupancy, Indemnity Bond for part Occupancy Certificate, in the format of Annexure 3
9		Compliance of the conditions mentioned in the commencement certificate
10		Receipts of final payment made towards development charges and other charges
11		Agreement/ Final installation order from electricity company and water supply department for permanent connections after grant of Occupancy Certificate
12		Any other documents, as may be necessary for the particular case
Note - Owner shall certify all the above documents		