

## **Application procedure for issuing Occupancy Certificate-**

### **Step: 1**

For issuing of Occupancy Certificate, the intending entrepreneur will have to apply through ONLINE mode only in e- district portal with all relevant supporting documents including NOC from concerned government departments like Fire Dept., PCB, Electricity etc. as applicable thereat and as per the Municipal Building Rules 2007. The application will come to Executive Engineer(C) Building Cell, WBIIDC, as per approved flow chart. Executive Engineer(C) Building Cell will forward the same to Assistant Engineer(C) Building Cell, WBIIDC for necessary checking and inspection .

### **Step: 2**

The Assistant Engineer(C) Building Cell will verify the uploaded documents & if all documents are found in order, a joint inspection at site will be arranged with an intimation to the applicant. On demand under WBIIDC Building Regulation 2016, if any, a joint inspection may also be held with the official representatives like Fire Dept., WBPCB, PWD, I&W, CESC/WBSEDCL etc. as necessary as per situation demands.

### **Step: 3**

Assistant Engineer(C) Building Cell, WBIIDC will forward to Executive Engineer(C) Building Cell with observation regarding uploaded drawings and documents.

### **Step: 4**

In ideal condition and after having inter-alia approved flow process Executive Engineer(C) Building Cell, WBIIDC will send the application to The concerned Divisional Executive Engineer to verify the uploaded documents .

### **Step: 5**

Divisional Executive Engineer will forward the application to Divisional Assistant Engineer.

### **Step: 6**

If all documents will be found in order, a joint inspection at site will be arranged with an intimation to the applicant.

### **Step: 7**

Divisional Assistant Engineer will upload joint inspection report & drawings and he will forward to Divisional Executive Engineer.

### **Step: 8**

Divisional Executive Engineer will forward joint inspection report & drawings to Executive Engineer(C) Building Cell.

### **Step: 9**

A satisfactory completion certificate, if any, at site along with inspection report will be uploaded by the Divisional Executive Engineer and forwarded to Executive Engineer(C) Building Cell. If everything is found in order & the building is considered fit for occupancy, then system generated digitally signed Occupancy Certificate is issued from Executive Engineer(C) Building Cell, WBIIDC.

The whole process is done within 8 days from the date of successful application.

In case the documents are found non- satisfactory/ any discrepancy arises, the application shall be returned to the applicant in the e- district portal mentioning the reasons.

If any of the schedule date is a government holiday, the immediate next working day will be timeline for this purpose.