

Housing Department – Occupancy cum Completion Certificate

1	Name of Approval / NOC / License / Registration	Occupancy cum Completion Certificate
2	Competent Authority	Housing Department
3	Applicability Criteria	○ Development Authority
4	Stage	Additional Services
5	SLA/ Number of Days	25 Days
6	Documents Required	<p style="text-align: center;"><u>Mandatory Documents :</u></p> <p>(i) Sanctioned Map in pdf format</p> <p style="text-align: center;"><u>Conditional Documents (Required depending on Site/ Plot) :</u></p> <p>(i) All Fees Receipt (ii) Fire NoC (iii) Electrical Safety NoC</p>
7	Form Submission	http://niveshmitra.up.nic.in/
8	Fee	Not required
9	Mode of Payment	Not required
10	Procedure for e-intimation	<p>Step- 1 : The applicant shall open the Online Single Window Portal using the address.</p> <p>Step – 2 : After logging into the web portal, the Applicant shall select apply for permission, select that unit id, that was used earlier for building plan approval.</p> <p>Step – 3 : Applicant shall select Department “Housing Department” and service “Occupancy cum Completion certificate” then click on proceed. The applicant shall go ahead, enter</p>

		<p>occupancy date, attach required documents and submit the application.</p> <p>Step – 4 : Officer level 1 (J.E.) will scrutiny the application, inspect the site & submit report to Officer level 2 (A.E.)</p> <p>Step – 5 : Officer level 2 (A.E.) will verify the report of J.E., inspect the site & submit report to Officer level 3 (E.E./Town Planner)</p> <p>Step – 6 : Officer level 3 (E.E./Town Planner) will verify the report of A.E., inspect the site & issue the certificate.</p> <p>Step – 7 : Applicant shall download the certificate from the portal.</p>
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