

**“ List of Documents required for Occupancy-
cum-Completion Certificate ”**

1. Three sets of the building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, one set of which is cloth bound laminated (clearly stating the occupancy and use-group for which the building or the work has been sanctioned);
2. Structural stability certificate signed by Empanelled Structural Engineer and countersigned by the Architect/ Licensed Building Surveyor;
3. Colour Photographs in duplicate of front, side, rear setbacks, front and rear elevation of the building shall be submitted along with photographs of essential areas like cut outs and shafts from the roof top. An un-editable compact disc/ DVD/ any other electronic media containing all photographs;
4. Fire Safety Certificate issued under the West Bengal Fire Services Act, 1950 or the rules made there under;
5. Certificate from electric supply undertaking;
6. A certificate pertaining to lift installation, if any;
7. Other certificates (mention the nature of other certificates); and
8. Any other documents, as necessary.