

**[Municipal Corporation/Development Authority Name]**  
**Office of the [Municipal Commissioner/Development Officer]**  
**[City Name], [State Name]**

---

**OCCUPANCY CERTIFICATE**

**Certificate No.:** [\_\_\_\_\_]

**Date of Issue:** [\_\_\_\_\_]

---

**To:**

**Owner/Developer Name:** \_\_\_\_\_

**Address of the Property:** \_\_\_\_\_

**Plot/Survey No.:** \_\_\_\_\_

**Project Name (if applicable):** \_\_\_\_\_

---

**Subject: Grant of Occupancy Certificate for  
[Residential/Commercial/Industrial] Building**

Reference is made to your application for the grant of an Occupancy Certificate for the building constructed at [Property Address] under the approved plan No. [/*dated* /].

---

**1. Details of the Property**

- **Plot/Survey Number:** \_\_\_\_\_
- **Location/Address:** \_\_\_\_\_
- **Type of Building:** [Residential/Commercial/Industrial]
- **Number of Floors:** Ground + \_\_\_\_\_ Floors
- **Built-up Area:** \_\_\_\_\_ sq.ft./sq.m.
- **Carpet Area:** \_\_\_\_\_ sq.ft./sq.m.

- **Project Name (if applicable):** \_\_\_\_\_
- 

## **2. Inspection and Verification**

An inspection of the above-mentioned building was conducted by the officials of the [Municipal Corporation/Development Authority] on [Date of Inspection]. The following points were verified:

1. The construction is in accordance with the approved building plan No. [ ] *dated* [ ].
  2. The structural safety norms, fire safety regulations, and all other relevant standards have been complied with.
  3. The necessary facilities such as water supply, sanitation, drainage, and electricity are provided and in working condition.
  4. The building is fit for occupation and use as per the approved plans and regulations under [relevant building laws].
- 

## **3. Grant of Occupancy Certificate**

On the basis of the above inspection and verification, it is hereby certified that the building located at [Property Address], constructed by [Owner/Developer], is fit for occupation and use for [Residential/Commercial/Industrial] purposes.

The Occupancy Certificate is issued in accordance with the provisions of the [State/Central] building regulations and other applicable laws. This certificate shall be valid from the date of issue.

---

## **4. Terms and Conditions**

1. The owner shall be responsible for maintaining the building and premises as per the relevant safety and regulatory guidelines.

2. Any modifications or extensions to the building will require prior approval from the competent authority.
  3. The owner is required to comply with all relevant municipal regulations regarding waste management, environmental protection, and other civic guidelines.
- 

**Issued By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: [Municipal Commissioner/Development Officer]

Office Seal: \_\_\_\_\_

Date: \_\_\_\_\_

---

**5. Acknowledgment by Owner/Developer**

I/We, the undersigned, acknowledge the receipt of the Occupancy Certificate and agree to comply with the terms and conditions mentioned herein.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: [Owner/Developer]

Date: \_\_\_\_\_

---

**Note:**

- The Occupancy Certificate is a critical legal document required for lawful occupation of any building.
- The owner or developer must retain this document for future reference during property transactions or for legal compliance.