

5.2 Process for Regular Building Occupancy Certificate

1	Name of the Department	Town Planning Section, ELCITA.
2	Name of the Service	Issue - of Occupancy Certificate for residential Dwelling houses / Apartments / Non-Residential Buildings d) Consisting of More than Single Basement Floor irrespective of Number of Floors e) Consisting of BF+GF+4 and above Upper Floors. f) For all the cases where Development Plan is approved by Bangalore Development Authority. (Computerized)
3	Whom to approach for this service (Designated Officer)?	CEO , ELCITA
4	Procedure involved to get this service	<ol style="list-style-type: none"> 1. Filing application through online and submitting hard copy consisting of Schedule - VIII, As built drawings & Photographs and CFO from KSPCB (Wherever applicable) 2. Inspection of the Site by Engineer 3. Verification of As built with Sanctioned Drawing 4. Approval / Rejection by the competent authority 5. Issue of Demand Note to the party for Payment of Compounding Fee 6. Receipt of Compounding Fee 7. Issue of Occupancy Certificate
5	Form to be submitted to get this service	Schedule – VIII
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of Electronic City area who has obtained Plan sanction
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Latest Valid Khata certificate 2. Latest Khata extract 3. Latest Tax paid receipt

		4. CFO from KSPCB and Fire Clearance (Wherever applicable) 5. As Built Drawings 6. Photographs
8	Fee / Challan to be paid to get this service	Compounding Fee
9	Maximum number days to get this service delivered	30 working days