Required Documents:

Provisional No Objection Certificate:

The following documents will be needed before the application can be submitted.

1. Scan Copy of Challan of the Amount Paid. (The application will inform the Applicant the amount to be paid as Challan after the application information is updated. The applicant can pay challan for the amount as specified by the software.)
2. Scan Copy of the Undertaking: The undertaking should be on a Rs. 100 Non-Judicial Stamp Paper.
3. Scan Copy of the Bank Guarantee: The bank guarantee should be for an amount of 15% of the estimate of the Cost of the Proposed Fire Fighting Equipment.
4. Scan Copy of the Declaration: The declaration should be signed by the Owner/Builder/Developer.
5. Scan Copy of the Estimate towards Fire Fighting Installations: The minimum required fire fighting installations will be recommended by the software after all the information is updated. The estimate has to meet the suggested requirement at the minimum.
6. Scan Copy of the Proof of Surrendering of the Land for Road Widening: Letter for the applicable municipal corporation as a proof of surrendering land for road widening. This is needed if relaxation on the setbacks is claimed.

Occupancy Certificate:

1. Scan Copy of Challan of the Amount Paid. (The application will inform the Applicant the amount to be paid as Challan after the application information is updated. The applicant can pay challan for the amount as specified by the software.)
2. Scan copy of the Provisional NOC given by the Department: This is essential in cases where the Provisional NOC is obtained thru manual process of the department.

Required Plans:

The following plans are required to be uploaded. All the plans need to be signed by the Builder, Architect, Structural Engineer, Electrical Contractor and Fire Fighting Equipment Contractor.

Provisional No Objection Certificate:

1. Site Plan
2. Elevation Plan
3. Section Plan
4. Floor Plan for all the Floors.

Occupancy Certificate:

In case of Occupancy Certificate, the "As Built" plans are required to be uploaded to the system. These plans should be updated based on the actual construction done.

In case the Provisional NOC was obtained thru the Manual Process of the Department (not Online), the Provisional Plans are also to be uploaded to the system

1. Site Plan
2. Elevation Plan
3. Section Plan
4. Floor Plan for all the Floors.