

Form of Application to Village Panchayat for Occupancy Certificate

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

From:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

To,  
The Sarpanch/Secretary,  
Village Panchayat of \_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We hereby give notice that I/We have completed the construction work situated at \_\_\_\_\_ in the site or plot of Land bearing Survey No. \_\_\_\_\_ /Sub-divided Plot No. \_\_\_\_\_ of \_\_\_\_\_ Village in Ward No. \_\_\_\_\_ in pursuance of the sanction granted by the Village Panchayat vide Licence No. \_\_\_\_\_ dated \_\_\_\_\_.

I/We am/are enclosing the following documents :-

- a) Completion order issued by MPDA.
- b) Completion certificate issued by Architect/Engineer/Town Planner/Landscape Architect/Urban Designer.
- c) Structural Stability Certificate alongwith a Full set of as built Structural drawing for records.
- d) Approval/NOC from concerned Health Officer for inhabitation of the structure from sanitation point of view.
- e) Revised Plans incorporating deviations made during the execution (if Applicable)
- f) Approval /NOC from CRZ/Electricity Department/Goa State Pollution Control Board/Chief Fire Officer/Chief Controller of Explosives/Chief Inspector of Factories (if applicable).
- g) Xerox copies of
  - i. Construction licence.
  - ii. Development Permission
  - iii. Conversion Sanad
  - iv. Health Certificate

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

\_\_\_\_\_  
Signature of the Architect/Engineer/Town  
Planner/Landscape Architect/Urban Designer  
(Seal with Name, Address, Reg. No.)

\_\_\_\_\_  
Name & Signature of Owner