

Form of Application to Village Panchayat for Occupancy Certificate

Date: _____

From: _____
(Name and address of Owner)

To,
The Sarpanch,
Village Panchayat of _____,
_____,Goa.

Sir / Madam,

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 pursuance of the sanction granted by the Village Panchayat vide License No. _____ dated _____.

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

- (a) Completion Order issued by PDA/TCPD.
- (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 drawings 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 Inspectors of Factories (if applicable).

Kindly issue Occupancy Certificate at the earliest.

Yours faithfully,

(Signature, name & address of Owner or his authorized agent)