# COMPREHENSIVE CHECKLIST FOR OCCUPANCY CUM COMPLETION CERTIFICATE (CTO PROCESS)

The following set of documents is to be attached during online application for CTO process along with online payment.

i) Soft copies of Architectural drawings in PDF format (Site Plan, section, Elevation and Building Plan in one file) with CAD drawing.

ii) Online payment of completion fees through payment gateway.

iii) Valid time extension certificate, if applicable.

iv) Photographs of the building from front, Rear and side setbacks.

v) Scanned copy of registration Membership certificate of technical person.

vi) NOC from Chief Fire Officer, wherever applicable.

vii) NOC from Explosive Department, wherever applicable.

viii) NOC from Pollution Department, wherever applicable.

ix) NOC from Other Department, wherever applicable.

x) Download Appendix 7/8/10 for completion Certificate from owner, Engineer/Architect.

xi) Download Appendix 9 for completion Certificate to be issued by third party Empanelled Architect, accredited in the online system.

xii) Scanned Copy of receipt of fees deposited for Power Connection

xiii) Scanned Copy of receipt of payment of water/sewer connection charges, Meter charges if not submitted at the time of plan approval.