



**BHUBANESWAR DEVELOPMENT AUTHORITY**  
Akash Shova Building, Lok Seva Marg, Kharavela Nagar, Unit-III  
Bhubaneswar

No. 12101 /BDA, Bhubaneswar,  
BDA/Planning (General Branch)/Planning/2022/27

Dated: 02/04/22

**STANDARD OPERATING PROCEDURE**

**FOR ISSUE OF OCCUPANCY CERTIFICATE**

The provisions of issue of Occupancy Certificate has been prescribed under Section- 20 A of ODA Act, 1982 (Amended 2015), Chapter-3 of ODA CAF Rule, 2016 and Rule No.- 18 of ODA (P & BS) Rules, 2020. For processing of application received for issuance of occupancy certificate various aspects need to be considered such as verification of application & documents, site inspection, NOC from public & other external agencies, adherence to conditions of permission etc. For streamlining the issue of occupancy certificate; following standard operating procedure shall be followed by the officials of BDA:—

- 1) ISSUE OF COMPLETION CERTIFICATE:** After completion of the building in accordance with the permission granted; the Architect/ Project Management Organization shall issue Completion Certificate in Form- XVII appended to Odisha Development Authorities (Common Application Form) Rules, 2016.
- 2) SUBMISSION OF APPLICATION:** The applicant shall submit an application for issue of occupancy certificate in Form- IV of the Odisha Development Authorities (Common Application Form) Rules, 2016 along with the following documents:
  - i. Completion Certificate in prescribed format;
  - ii. Three copies of completed building plans;
  - iii. A fee of one thousand rupees;
  - iv. Record of Rights relating to ownership
  - v. Copy of Sanctioned Plan / Approval letter
  - vi. Compliance certificate to special condition of the permission letter duly signed by architect / Technical Person and applicant
  - vii. Registration certificate of technical person
  - viii. Structural Safety Certificate in prescribed format as per **Annexure-1**.

**3) DOCUMENT VERIFICATION:** On receipt of application from the applicant, the same shall be checked by the Document Verifying Officer and indicate the submitted documents in the Document Verifying Officer's Checklist (**Annexure- 2**). The same shall be forwarded to the Planning Assistant (PA).

**4) SCRUTINY OF SUBMITTED DOCUMENTS:** In the first instance, the Planning Assistant (PA) shall check whether all documents have been submitted correctly or not as per **Annexure- 2**. In this stage the PA shall also compare the sanctioned plan with the completed building plan (as built drawings) and deviation, if any shall be indicated.

Also, the Planning Assistant is required to prepare a Checklist on building parameters as per **Annexure- 3**.

Furthermore, the Compliance certificate to special condition of the permission letter and NOC from public agencies shall be verified and any deficiency shall be indicated (**Annexure-4**).

**5) DEVIATED CONSTRUCTION / DEFICIENCY IN THE SUBMITTED APPLICATION:**

If the submitted application/ documents are found incomplete or non-compliance to the conditions of the permission letter or deviation from the approved plan; then the PA shall put up Show Cause Draft to Planning Officer for refusal of application for Occupancy Certificate.

**Case- A:** In case, the applicant fails to submit compliance and satisfactory reply within 15 days; the application for issue of occupancy certificate shall be rejected.

**Case- B:** Where the application for OC is rejected on grounds of deviated construction, the applicant shall make an application in Common Application Form for regularization of unauthorized construction in accordance with Rule-18(2) of ODA (P & BS) Rules, 2020.

In case of minor setback deviation within the framework of approved plan which can be compounded under provisions of Rule - 90 of ODA (P & BS) Rules, 2020; the regularization application may be dealt in the same OC file.

**Note:** Before rejection of occupancy application, the approval from the competent authority shall be obtained as per delegation of power by Authority.

**6) SITE INSPECTION:** If the applicant submits the compliances within the stipulated time frame to the satisfaction of Authority; then the PA shall inspect the site along with Field Inspector & Amin for non-high rise buildings; or shall put up to Planning Officer for

inspection of projects in case of high-rise buildings. The detail site inspection checklist shall be filled up by Amin/ FI / Planning Assistant as per **Annexure- 5**.

During the site inspection, if it is found that the building has been constructed in deviation to the approved plan; then the provision specified in Para-5 shall be followed.

Further, if deficiencies in the adherence of stipulated conditions or provision of approved plan is found; then the applicant shall be issued a Show cause notice to rectify & reply within the time period specified in the aforesaid notice. In case of non-compliance of stipulated time frame; the application shall be rejected.

If the applicant submits the compliance to the satisfaction of Authority; then procedure as per Para- 7 shall be followed. Also, if there is no deviation to the approved plan and the stipulated conditions/ provision of approved plan have been satisfactorily complied; then the procedure of Para -7 shall be followed.

- 7) AFFIDAVIT/ UNDERTAKING AND FEE CALCULATION:** The applicant shall submit **(i)** a general undertaking in the format prescribed in **Annexure- 6**, **(ii)** copy of stage wise report of PMO, **(iii)** Third Party Verification Report submitted earlier, **(iv)** receipt of instalment fees (Purchasable FAR, CESS, EIDP Fee, Shelter Fee), if any and **(v)** list of owners with holding-tax details for occupied buildings etc.

The Planning Assistant shall fill up the checklist as per **Annexure- 7** to verify the aforesaid submitted documents and deposit of fees. Upon satisfactory submission of the above, the Planning Assistant shall calculate the applicable fees such as:

- Fee for issue of OC
- Pending instalment if any
- Fine for non-submission of stage wise report, if applicable
- Penalty for detection of unauthorized construction in third party verification, if applicable

- 8) ISSUE OF OCCUPANCY CERTIFICATE:** Upon deposit of requisite fees and affidavit(s); the occupancy certificate shall be issued as per delegation of power.

**ANNEXURE-1**

**CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL SAFETY REQUIREMENTS**

(See Para-2 viii of SOP for issue of OC)

With respect to the building work of erection, re-erection or for making alteration in the building on Plot No. \_\_\_\_\_ Khata No. \_\_\_\_\_ Village/ Mouza \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipality/NAC within the Development Plan Area of \_\_\_\_\_ I certify;

- (a) that the building has been constructed according to the sanctioned plan and structural design ( copy of the drawings as executed enclosed), which incorporates the provisions of structural safety norms as specified in Part-6 (Structural Design) of the National Building Code of India, 2005 / 2016 and other relevant codes; and
- (b) that the construction has been done under my supervision and guidance and adheres to the drawings and specifications submitted and records of supervision have been maintained.

Any subsequent changes from the completion drawings shall be the responsibility of the owner

Signature of owner with date

Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Signature of the Registered Civil/Structural Engineer with date and Empanelment No.

Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

## ANNEXURE-2

### DOCUMENT VERIFYING OFFICER'S CHECKLIST

(See Para-3 and 4 of SOP for issue of OC)

Sl. No	Particulars	Status [Put ✓ whether submitted or Not]
1	Application format as per Form- IV of CAF Rule, 2016 duly signed by applicant	<input type="checkbox"/>
2	Building Completion Certificate from competent Technical Person (Architect / Technical person regd. under DTP, Odisha) in Form- XVII of CAF Rule, 2016	<input type="checkbox"/>
3	Building photographs	<input type="checkbox"/>
4	Sanctioned Plan / Approval letter	<input type="checkbox"/>
5	Compliance certificate to special condition of the permission letter duly signed by architect / Technical Person and applicant	<input type="checkbox"/>
6	Registration certificate of technical person	<input type="checkbox"/>
7	3 copies of completed building plan (as built drawings)	<input type="checkbox"/>
8	Ownership Documents	<input type="checkbox"/>
9	Structural Safety Certificate	<input type="checkbox"/>
10	Application fee amounting to INR 1000.00	<input type="checkbox"/>

**ANNEXURE-3**

**PLANNING ASSISTANT'S CHECKLIST - PART A**

(See Para- 4 of SOP for issue of OC)

Sl. No	Particulars	Status	
		As per approval	Compliance (Put ✓ if complied)
<b>1</b>	<b>PLANNING AND BUILDING PARAMETERS</b>	Building Use	<input type="checkbox"/>
		Setback	<input type="checkbox"/>
		FAR	<input type="checkbox"/>
		Drive Way	<input type="checkbox"/>
		Nos. of trees provided to be shown in the Layout Plan with Photographs	<input type="checkbox"/>
		Provision of permeable pavers in the open space area / Open parking (Applicable under ODA (P&BS) Rules, 2020)	<input type="checkbox"/>
		Adoption of Barrier free design elements [Applicable to educational, institutional, assembly, commercial, business, mercantile and housing projects more than 2000 sq. mrt. plot area)	<input type="checkbox"/>
		Provision of Public Toilet as per Rules	<input type="checkbox"/>
		ICT Landing Point	<input type="checkbox"/>
		Society Room	<input type="checkbox"/>
		Visitor Parking (10 % / 20% as per the permission letter)	<input type="checkbox"/>
		Surface parking for differently abled	<input type="checkbox"/>

**ANNEXURE-4**

**PLANNING ASSISTANT'S CHECKLIST - PART B**

(See Para-4 of SOP for issue of OC)

Sl. No	Particulars	Status [Put ✓ whether submitted or Not]
1	<b>Infrastructure NOC Applicability:</b>	
	NOC from BMC / ULB	<input type="checkbox"/>
	NOC from IDCO for Industrial plots	<input type="checkbox"/>
	NOC from CE-cum-EM, BDA if the plot is coming beyond ULB area	<input type="checkbox"/>
2	<b>NOC from Public Agency</b>	
3	PHEO/ WATCO for water supply / sewerage	<input type="checkbox"/>
4	CGWA for ground water extraction	<input type="checkbox"/>
5	State Environmental Impact Assessment Authority (SEIAA)	<input type="checkbox"/>
6	Fire NOC from Fire Prevention Wing	<input type="checkbox"/>
7	Charging Certificate from CESU /TPCODL / Certificate from Regd. Electrical Engineer registered under DTP, Odisha	<input type="checkbox"/>
8	NOC from State Pollution Control Board (SPCB), if applicable	<input type="checkbox"/>
9	STP functionality Certificate	<input type="checkbox"/>
10	Work Order / Agreement with the Collecting Agency/ Vendor for collection of Solid Waste Management (SWM) from premises / Photographs in case of Micro-composting Plant	<input type="checkbox"/>
11	Rain Water Harvesting (RWH) provision on the site to be clearly mentioned in drawings with calculation	<input type="checkbox"/>
12	Solar PV / Water heating System – Installation Certificate & Photographs. Provisions to be shown in the building plan drawings.	<input type="checkbox"/>

## ANNEXURE-5

### SITE INSPECTION CHECKLIST

(See Para-6 of SOP for issue of OC)

<b>A. Approach Road</b>									
1	Width of Approach Road								
2	Nature of road <input type="checkbox"/> Kutcha <input type="checkbox"/> Morum <input type="checkbox"/> Concrete <input type="checkbox"/> Metalled <input type="checkbox"/> Blacktop								
3	Services available over Approach Road <input type="checkbox"/> Electricity <input type="checkbox"/> Water Supply <input type="checkbox"/> Sewerage								
4	Whether road side drain exists? <input type="checkbox"/> Yes <input type="checkbox"/> No								
5	Distance from the nearest connected higher order road								
<b>B. Site Situation / Infrastructure Status</b>									
1	Plot size (as per measurement)								
2	Whether the applicant encroached the Govt Land/Road Land/ Drainage channel? <div style="text-align: right; padding-right: 20px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No         </div>								
3	Whether all infrastructure for the Utility services for the entire site are physically provided? <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Water Supply:</td> <td style="border: none; text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;">Electricity:</td> <td style="border: none; text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;">Sewerage Disposal:</td> <td style="border: none; text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</td> </tr> <tr> <td style="border: none;">Drainage:</td> <td style="border: none; text-align: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</td> </tr> </table>	Water Supply:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sewerage Disposal:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Drainage:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Supply:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Electricity:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Sewerage Disposal:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Drainage:	<input type="checkbox"/> Yes <input type="checkbox"/> No								
4	Number of Trees provided on site?								
5	Number of Recharging Pits provided on site?								
6	Whether Rainwater Harvesting Structure provided <div style="text-align: right; padding-right: 20px;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No         </div>								
7	Total number of dwelling units in case of Housing project/ Apartment?								
8	Area of Society Room in case of Housing project/ Apartment?								



<b>C. Building Status</b>											
1	Number of Floors										
2	Floor-wise use										
3	Height of Block										
4	Construction Status										
5	Any issues / observation										
6	Is there any basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes then, (a) Number of Basements : _____ (b) Height of Basement floor: _____									
7	Number of Staircases provided:										
8	Staircase width:										
9	Distance of Staircase from nearest exit:										
10	Number of Lifts provided:										
11	Whether block wise photographs submitted by Applicant:	<input type="checkbox"/> Yes <input type="checkbox"/> No									
12	Completeness w.r.t Fittings/ Fixtures:	<table border="0"> <tr> <td>Internal Electricity</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>External Electricity</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Water supply/ sewerage Pipelines</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	Internal Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	External Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Water supply/ sewerage Pipelines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internal Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No									
External Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No									
Water supply/ sewerage Pipelines	<input type="checkbox"/> Yes	<input type="checkbox"/> No									
<b>D. Site Inspection Report</b>											
1	<b>Issues/ Observation/ Remarks:</b>										
2	<b>Photographs indicating the deficiency</b> (To be provided in hard copy in the file)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Required									
3	<b>Notes:</b>										

**Signature:**

**Amin**

**Field Inspector**

**Planning Asst.**

## ANNEXURE-6

### **AFFIDAVIT IN RESPECT OF COMPLETION OF BUILDING IN COMPLIANCE WITH THE CONDITIONS OF PERMISSION AND PROVISIONS OF RULES/REGULATIONS UNDER ODA ACT, 1982**

(See Para-7 of SOP for issue of OC)

#### **AFFIDAVIT**

I, Shri \_\_\_\_\_ aged about \_\_\_\_\_ years, son of \_\_\_\_\_, presently resident at \_\_\_\_\_ P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Dist. \_\_\_\_\_ at present \_\_\_\_\_ do hereby solemnly affirm as follows:

That, in respect of approval of our project over plot no \_\_\_\_\_ & others in mouza \_\_\_\_\_ approved vide no \_\_\_\_\_ dated \_\_\_\_\_ and/or regularised vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ we have completed the full/part project and applied for issue of Occupancy Certificate for \_\_\_\_\_ [Details of building blocks for which OC is applied for];

That the construction, of the aforementioned buildings has been undertaken under the supervision of the Architectural and Structural consultants and all aspects related to the structural design, building safety, electrical installation, fire safety, sanitary arrangement, etc. have been completed adhering to the provisions of Planning & Building Standards Regulations of BDA, NBC and as per the NOCs given by various public agencies.

That the construction, building services and all infrastructure for the utility for the entire building has been physically provided as per the approved plan and condition of the NOCs issued by competent authorities.

That all infrastructure facilities have been installed/executed and maintained as per the conditions given by all line departments.

That the storm water drains within the site has been developed and completed in all respect and the surplus rainwater will be disposed to the public drain connected to our site.

That we have made adequate arrangement for collection and disposal of garbage by segregating compostable and non-compostable waste and the composting machine of adequate capacity has been installed by us on site as shown in the approved plan,

That the required plantation, Rain Water Harvesting, Solar Rooftop PV system, Solar Water

heating system, barrier free design elements required for the concerned Phase-2A has been completed as per the approved plan and provisions of Planning and building Standards of BDA.

That the provision of House owner's society office and assembly, visitors parking, fire driveway and internal roads have been constructed and completed as per the approved plan.

That this affidavit is required to be produced before the Bhubaneswar Development Authority for issue of Occupancy Certificate for the project over plots mentioned at para-2 above in village \_\_\_\_\_.

That the facts stated above are true to the best of my knowledge and belief.

Signature of the executants

**ANNEXURE-7**

**PLANNING ASSISTANT'S CHECKLIST - PART C**

(See Para-6 of SOP for issue of OC)

<b>Sl. No</b>	<b>Particulars</b>	<b>Status [Put ✓ whether submitted or Not]</b>	
<b>1</b>	Affidavit for installation and maintenance of all infrastructure facilities as per the conditions given by all line departments	<input type="checkbox"/>	
	Undertaking from the Applicant w.r.t EV charging points in the parking area	<input type="checkbox"/>	
	Undertaking from the Applicant regarding required plantation/ trees developed as per approved plan	<input type="checkbox"/>	
	Undertaking in form of affidavit from the applicant stating that the construction, building services & all infrastructure for the utility services for the entire building has been physically provided as per the approved plan & condition of the NOC issued from competent authorities	<input type="checkbox"/>	
	Structural Vetting Certificate from competent authority	<input type="checkbox"/>	
	Structural Safety Certificate	<input type="checkbox"/>	
	Affidavit for completion of EWS/ LIG housing, if applicable	<input type="checkbox"/>	
	RERA Registration Certificate (where Security Deposit is exempted)	<input type="checkbox"/>	
	Free gifting of road/ drain affected area, if applicable as per Permission letter	<input type="checkbox"/>	
	List of owners with holding-tax details as per BDA O.O No.- 40891/ BDA dtd. 10.12.2021, wherever applicable	<input type="checkbox"/>	
	Whether stage-wise report by the Project Management Organization has been submitted by the applicant. [In case of permission granted under ODA (P & BS) Rules, 2020] If not submitted applicable fine as per Rule No.- 14(2) of ODA (P & BS) Rules, 2020 to be imposed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whether Third Party Verification Report has been submitted by the applicant. [In case of permission granted under ODA (P & BS) Rules, 2020] If not submitted applicable fine as per Rule No.- 15 (3) of ODA (P & BS) Rules, 2020 to be imposed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>2</b>	<b>FEE / DEPOSITS</b>	Whether all installments towards Construction Workers Welfare Cess (CWWC) is paid by the applicant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Whether all installments towards Purchasable FAR is paid by the applicant [In case of permission granted under ODA (P & BS) Rules, 2020]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Whether all installments towards EIDP fee is paid by the applicant [In case of permission granted under ODA (P & BS) Rules, 2020]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Whether all installments of Shelter Fee is paid by the applicant	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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**(BY ORDER OF VICE-CHAIRMAN)**

  
**PLANNING MEMBER, BDA, BHUBANESWAR**

Memo No. 12/02 / BDA, Bhubaneswar

Dated: 02/04/22

Copy to PS to Commissioner, BMC for kind information of Commissioner, BMC.

  
**PLANNING MEMBER, BDA**

Memo No. 12/03 / BDA, Bhubaneswar

Dated: 02/04/22

Copy to City Planner, BMC for information and necessary action.

  
**PLANNING MEMBER, BDA**

Memo No. 12/04 / BDA, Bhubaneswar

Dated: 02/04/22

Copy to All Members and Secretary, BDA for kind information and necessary action.

  
**PLANNING MEMBER, BDA**

Memo No. 12/05 / BDA, Bhubaneswar

Dated: 02/04/22

Copy to All ATPs / JTPs / AADs / Investigator and SO-Planning Section, BDA for information and necessary action.

  
**PLANNING MEMBER, BDA**

Memo No. 12/06 / BDA, Bhubaneswar

Dated: 02/04/22

Copy to BDA Notice Board / System Engineer, for hosting in BDA website.

  
**PLANNING MEMBER, BDA**