

MUNICIPAL CORPORATION OF GREATER MUMBAI

No: CHE/DP/\_\_\_/ GEN Dtd.

Sub: Standard Operating Procedure (SOP) to grant part occupation/  
full occupancy/ BCC to the buildings:

- 1) The Architect /LS will submit online application for grant of part occupation / full occupation / BCC to the building to concern EE BP alongwith following documents:-
  - (a) The copy of last approved plans.
  - (b) (i)The compliance report of all the IOD/ amended plan conditions alongwith final NOCs from the respective departments.  
(ii)Compliance Report of layout conditions applicable if any.
  - (c) The concern Architect shall inspect the building in detail with respect to last approved plan and submit the certificate that the building is completed as per the last approved plan u/no. ....dtd.....
  - (d) If any variations are observed on site by the Architect while submitting the O.C.C. with respect to last approved plan, the Architect/ LS shall submit all the details of variations observed on site and the final as built drawing incorporating the said changes as occupation plan.
    - (i) If the variations/ changes are of minor approvable nature and does not involve any FSI, the same can be incorporated in the occupation plan along with statement of such variations. The necessary penalty as per policy/ amended plan scrutiny fee shall be recovered.
    - (ii) If the changes are major / involvement of FSI then Architect/ LS has to submit the amended plan and to get it approved. The work carried out beyond approval may be regularized by charging penalty as per policy on its merits. After approval of amended plans the proposal will be processed for grant of occupation/ BCC as per the Annexure –A following the procedure.
  - (e) After following the procedure, the Architect and owner shall submit the declaration as per Annexure 'A'
- 2) On receipt of the application for grant of part OC/full OC/ BCC the concerned Sub Engineer shall scrutinize the compliance of approval conditions submitted by Architect/LS on first come first serve basis/ date wise only with respect to its

- approvability and the acceptance of the plan with regards to the policies and the provisions of DCR 1991 and record discrepancies, if any.
- 3) No site visit will be required to be carried out by MCGM staff for the purpose of issue of OC / BCC and completely rely upon the report/ certificate of verification submitted by the Architect/ L.S./ Owner and shall be accepted. The concerned Architect/ LS will be fully responsible for correctness of building as per the approved plan.
  - 4) If there are no discrepancies in the submissions of Architect/ LS then OC + BCC shall be granted within 15 working days.
  - 5) If there are discrepancies in the compliance report of Architect/ LS as per point no. 1 above, the same shall be intimated online to Architect/LS and OCC shall be refused online within 7 working days.
  - 6) The Architect/LS will submit a final report on receiving communication vide no. 4 above. On receipt of the same, it will be considered to be a fresh application for occupation permission and procedure as mentioned upto point 4 above shall be followed.
  - 7) In cases for applications for part OC if the approval conditions have been complied with but where work is partially completed then the procedure mentioned upto point no. 4 shall be followed.
  - 8) However, in cases where part OC permission is being requested which requires deferring of compliance of certain conditions of IOD then report for deferring of such conditions of IOD shall be prepared by AE/ SE and submitted to EE/ Dy. Ch.E for consideration. The Dy.Ch.E.(BP) may consider the same on its merits. The said process to be completed within 10 working days. On receipt of approval from EE / Dy. Ch. E the part OCC shall be issued in 5 working days from the date of approval from the EE(BP) / Dy.Ch.E.(BP). If the part occupation permission is not acceptable the request shall be rejected online by stating the reasons thereof by E.E.(BP) within 5 working days.
  - 9) In cases where the developer/ owner intends to handover the premises constructed as per approved plan but without internal cosmetic finish for individual habitable rooms/ premises then on basis of declaration and indemnity to be given by the developer/owner, occupation permission shall be given without insisting for completion of the internal cosmetic finish work to the premises by the



developer/owner. In such cases, the concern Architect/ L.S. shall inspect the site and submit the certificate of verification stating that the building is completed as per approved plan in all respect except internal cosmetic work of flat i.e. without internal plaster, decorative flooring, completed finished external wall and R.C.C. wall. Further the concern Architect/ L.S. shall submit the drainage completion certificate which clearly shows completion of P traps and nahani traps and kitchen sink traps. Further, an undertaking shall be given by the Developer / Owner that location of toilet and kitchen shall not be modified at the time of interior work and also indemnify the MCGM for grant of such premises on request of the Owner/ Developer. The common areas/ common amenities should be completed in all respects before requesting part occupation/O.C.C./ B.C.C. as stated above by the Architect/L.S./Developer.

- 10) All modifications and / or amendments required to the approved plan shall be processed for approval as prescribed under the EODB circular No. CHE/ DP/ 49/ Gen/ 2015-16 dt.29/12/2015.
- 11) The video clips along with photographs which will cover the completion of entire proposed building shall be uploaded in AutoDCR while submitting the application for all such cases of part occupation/ O.C.C./ B.C.C.
- 12) If any deviations are observed in the completed/ individual premises for which occupation is granted as above, the building proposal staff will not be held responsible.

The above policy shall be implement with immediate effect and process all the proposals for granting part occupation/ O.C.C./B.C.C. of all iype of buildings henceforth.

The Manual of Ease of Doing Business vide circular no.CHE/DP/49/Gen/2015-16 dt. 29 /12/2015 shall stand suitably modified incorporating aforesaid SOP.

(Vinod P. Chithore)  
Ch. E. (DP)

(Ajoy Mehta)  
Municipal Commissioner