

" DRAFT "

C/57

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No: CHE/DP/                      / GEN, Date

**C I R C U L A R**

**Subject : Standard Operating Procedure (SOP) to grant Part Occupation/  
Full Occupation-cum-BCC to the buildings:**

The Standard Operating Procedures (SOP) to grant Part Occupation/ Full Occupation-cum-BCC to the buildings is elaborated below:

1. The Architect/LS shall submit online application for grant of Part Occupation/ Full Occupation-cum-BCC to the building to concerned EE BP alongwith following documents:-

- (a) The copy of last approved plans.
- (b) (i) The compliance report of relevant IOD/ last amended plan conditions along with NOCs from the respective departments.  
(ii) Compliance Report of applicable layout conditions if any.
- (c) The concerned Architect shall inspect the building in detail with respect to last approved plan and submit the Building Completion Certificate for following cases:
  - (i) In case of Full OC-cum-BCC, the certificate stating that the building is completed as per the last approved plan u/no. ....dtd..... with details of building / wings with number of floors etc. and completion certificate from all professionals.
  - (ii) In case of Part OC, the certificate stating that, the work for which part O.C. is requested, is completed as per the last approved plan u/no..... dtd.....and sufficient precautionary measures are taken on site and public health & safety is ensured alongwith details of numbers of floor/wings etc.
- (d) If any variations are observed on site by the Architect while submitting the Part O.C.C. / O.C.C.-cum-B.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 on Occupation Plan.

- (i) If the variations/ changes are of approvable nature and do not involve any FSI, the same can be incorporated in the Building Completion / occupation plan along with statement of such variations. The necessary penalty as per policy/amended plan scrutiny fee shall be recovered.
- (e) If the changes are major; with involvement of FSI but is of approvable nature then Architect/LS shall submit the amended plan along with explanation from Architect/L.S./Owner/Developer for works carried out approvals and shall get it approved. The work carried out beyond approval may be regularized by charging penalty as per policy on its merits.
- 2) On receipt of the application for grant of part OC/Full OC-cum-BCC the concerned Sub Engineer shall scrutinize proposal alongwith 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 observed in submission and site visit and inform the Architect / L.S. accordingly for compliance or otherwise submit the proposal to concerned Assistant Engineer **within 4 working days**. Assistant Engineer within 3 working days shall verify the scrutiny of Sub Engineer and record discrepancies, if any, and inform the concerned S. E. / Architect accordingly or otherwise submit the proposal to concerned Executive Engineer.
- 3) In case of granting Part Occupation/ Full O.C. cum BCC, within 7 working days, the concerned staff shall visit & inspect the site and complete the procedure described in point No.2.above.
- 4) If there are no discrepancies in the submissions of Architect/ LS then part OC, OC cum BCC shall be granted within total 15 working days as per EODB circular.
- 5) If there are discrepancies in the compliance report of Architect/ LS as per point no. 1 above and as per site inspection, as per point No.3 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. 5 above which will be considered to be a fresh application for part occupation permission/ O.C.C.-cum B.C.C. and procedure as mentioned upto point 4

above shall be followed. (point No.3 if the compliance of rectification on site is required).

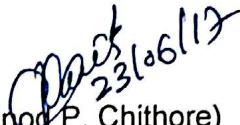
- 7) In cases for applications for part OC if the approval conditions have been complied with but where work is partially completed then the procedure mentioned upto point no. 4 shall be followed.
- 8) However, in cases where part OC permission is being requested which requires deferring of compliance of certain conditions of IOD then report for deferring of such conditions of IOD shall be prepared by SE/AE and submitted to EE(BP) for consideration **except the condition of CFO NOC as required in accordance to the provision of D.C. Reg. 1991 which shall not be diluted.** The said process shall be completed within 10 working days. On receipt of approval from EE(BP) the part OCC shall be issued online in 5 working days from the date of approval from the EE(BP). If the part occupation permission is not acceptable, the request shall be rejected online recording reasons thereof by EE(BP) within 5 working days. Any policy circular issued earlier regarding grant of part O.C./ full O.C. in part stand cancelled with these guidelines.
- 9) In cases where the developer/owner intends to handover the premises constructed as per approved plan but without internal finishing for individual premises then on the basis of declaration and indemnity to be given by the developer/owner, occupation permission shall be given without insisting for completion of the internal finishing work to the premises by the developer/owner. In such cases, the concerned Architect/ L.S. shall inspect the site and submit the certificate of verification stating that the building is completed as per last approved plan u/no..... dated.....in all respect except internal finishing work of flats but with completed external finishing and R.C.C.work. Further, the concerned Architect/ L.S. shall submit the drainage and water supply completion certificate from Licensed Plumber or Consultant which shall ensure completion of all elements of external horizontal and vertical Sewerage and Water Supply networks. Further, an undertaking shall be given by the Developer / Owner that location of toilet and kitchen shall not be modified at the time of internal finishing work and also indemnify the MCGM for grant of such premises on request of the Owner/ Developer.

- 10) The common areas within the building shall be completed in all respects before requesting Part occupation/O.C.C.-cum- B.C.C. as stated above by the **Owner/ Developer**. However, common amenities shall be completed in all respect at the time of requesting Full OCC/BCC by the **Owner/ Developer**.
- 11) 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.
- 12) The video clips along with photographs which will picturize the completion of entire proposed building ensuring all features as stipulated in the approval conditions shall be uploaded in AutoDCR while submitting the application for all such cases of Part Occupation/ O.C.C.-cum-B.C.C.

These guidelines are issued to standardize the process of grant of O.C.C. and the compliance of any other act will be binding on the Developer/ Owner as per the relevant provision in any other act.

The above policy shall be implemented with immediate effect and process all the proposals for granting Part Occupation/ O.C.C.-cum-B.C.C. of all type 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. Any policy circular issued in past regarding grant of Part OC/ Full OC shall stand cancelled with effect of these guidelines.

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

  
(Ajoy Mehta) 5/7/17  
Municipal Commissioner