Occupation Certificate Requirements

It has been observed that when projects are moving towards possession, while attention is given to the aspects which are customer oriented, not enough attention and focus is given on issues which are mandatory from perspective of Occupation Certificate (OC).

Once OC is received:

a. Indirect taxes like ST and MVAT are not applicable, giving significant boost to sales.
b. Customers can be forced to take possession, improving fund flow
c. CAM start can be mandatorily initiated avoiding loss due to delay in mandatory CAM start.

Given these benefits, our goal is to achieve OC 30 days prior to target of 'Date of offer for Fitouts' and at latest, within 60 days thereafter.

It may be noted that to achieve OC, the requirements are less stringent than those to initiate 'offer for fitouts' eg. Finishing related activities and KCA/landscape completion is not important. Thus, achieving OC before 'Date of offer for fitouts' is certainly possible but it requires special focus on:

a. Envelope closure i.e. Windows, railings and Painting/Façade works (even if Façade cladding works are partial but doesn't look 'too incomplete' from outside side, it is feasible to get OC).
b. CFO requirements i.e. fire fighting system, fire tender access around building and lifts (generally all lifts, but min. 2 including service lift).

From process perspective, general timelines are:

a. CFO NOC – 15 days after CFO requirements are complete
b. OC – 15 days after CFO NOC

Hence, it is required to:

i. Complete CFO requirements (see below) - 60 days before target 'Date of offer for Fitouts'
ii. Completion of other OC requirements (see below) - 45 days before target 'Date of offer for Fitouts'

CM Incharge of project is responsible for coordinating closely with Liaison in last 3 months before target 'Date of offer for Fitouts' and making liaison aware of progress against i. and ii. Above and get them to begin paperwork in a timely manner. **To initiate this process, CM Incharge will inform the Liaison Incharge of the plant 3 months prior to expected date of OC and liaison Incharge will conduct detailed site visit within one week of such intimation and discuss with CM incharge on how to meet the CFO and OC requirements in a timely manner (and also clarify on any special requirements).**

CFO NOC requirements:

a. Lift PWD certificates (generally all lifts, min. 2 lifts including fire lift)
b. Sufficient power availability for testing of fire pumps, lifts and STP.
c. Sprinklers on all floors (as per CFO NOC requirement)
d. Rescue/lowering device (if applicable)
e. Entire fire tender path from main access road to the building for which OC is being sought to be ready & motorable for fire tender.
f. Readiness of refuge area
g. All other works for CFO NOC completed in wing and related parking area.

Other OC requirements (other than CFO NOC):

a. Adequate parking (as per approved plan, not design plan) for the buildings under possession. If such parking is covered, CFO NOC for that area shall be required.
b. Storm Water Drain connected to municipal drain.
c. Operational STP (or if not applicable, completed sewage connection to municipal sewer) and Consent to Operate from MPCB. Consent to Operate requires about 2 months post STP operationalization and hence, STP has to be ready 2 months prior to OC
d. Tree plantation / transplantation as per Tree NOC.
e. Completion of any flats or amenities (eg. ULC Flats, Rental Building, GCP) which are required to be handed over to government in that complex – if all cannot be ready, atleast in proportion to the area for which OC is being sought.
f. Water supply and rain water harvesting system completion.
g. Solar water heating wherever required.
h. Levelling/ filling and compound of the amenity / reservation to be handed over.
i. Road completion as per Municipal norms.
j. In case of bare shell OC, following finishing works have to be specifically completed within the building (stated specifically since we generally don't do much finishing works in a bare shell building/unit):
    a. Main door of unit
    b. Internal partitions for kitchen and toilets (can be made with dry wall / similar)
    c. Flooring and finishing of lift lobby, including service lobby (if any) (ground floor and all habitable floors)
    d. Staircase flooring and finishing (all floors)
    e. Water tight enclosure of the units from external facade