

Date: _____

APPENDIX-A6

Application to Municipal Council/Village Panchayat for Occupancy Certificate

From:- _____

(Name and address of Owner)

To,
The Chief Officer,
_____ Municipal Council,
_____, Goa.

OR

To,
The Sarpanch,
Village Panchayat of _____,
_____, Goa.

Sir,

I/We hereby give notice that, I/We have completed the construction work situated at _____ in ward No. _____, in pursuance of the sanction granted by the Municipal Council/Village Panchayat vide Licence No. _____ dated _____.

I/We am/are enclosing the following:-

- (a) Completion Order issued by PDA/TCPD.
- (b) Completion Certificate issued by Architect/Engineer/Town Planner/Landscape Architect/Urban Designer.
- (c) Revised plans incorporating deviations made during the execution (if applicable).
- (d) Structural Stability Certificate alongwith a full set of “as built” structural drawings for records.

Kindly issue Occupancy Certificate at the earliest.

Yours faithfully,

Signature, name and address of Owner or his authorized agent.