

APPENDIX-A6

Application to <sup>135</sup>[Municipal Council/Village Panchayat/Corporation] for Occupancy Certificate

Date: \_\_\_\_\_

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.

<sup>135</sup> Substituted by the amendment 2011.