

Application procedure for issuing Occupancy Certificate-

Step: 1

For issuing of Occupancy Certificate, the intending entrepreneur will have to apply through ONLINE mode only in e- district portal with all relevant supporting documents including NOC from concerned government departments like Fire Dept., PCB, Electricity etc. as applicable thereat and as per the Municipal Building Rules 2007. The application will come to Executive Director (ED), WBIDC, as per approved flow chart. ED will forward the same to Inspector, WBIDC for necessary checking and inspection.

Step: 2

The concerned Inspector will verify the uploaded documents & if all documents are found in order, a joint inspection at site will be arranged with an intimation to the applicant. On demand under West Bengal Municipal Building Rules, 2007, if any, a joint inspection may also be held with the official representatives like Fire Dept., WBPCB, PWD, I&W, CESC/WBSEDCL etc. as necessary as per situation demands.

Step: 3

A satisfactory completion certificate, if any, at site along with inspection report will be uploaded by the Inspector to ED. If everything is found in order & the building is considered fit for occupancy, then system generated digitally signed Occupancy Certificate is issued from Executive Director, WBIDC.

The whole process is done within 8 days from the date of successful application.

In case the documents are found non-satisfactory/ any discrepancy arises, the application shall be returned to the applicant in the e- district portal mentioning the reasons.

If any of the schedule date is a government holiday, the immediate next working day will be timeline for this purpose.