



BANGALORE DEVELOPMENT AUTHORITY

ಬೆಂಗಳೂರು ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ



USER MANUAL

Occupancy Certificate
Engineering Section

Contents

1.	INTRODUCTION	1
2.	INFORMATION FOR APPLICATION FORM.....	1
3.	DOCUMENT CHECKLIST	3
4.	TIMELINE FOR SERVICE	5
5.	FEE STRUCTURE AND CALCULATION MATRIX.....	6
6.	PROCEDURE (PROCESS FLOW).....	7
7.	GRIEVANCE MECHANISM	9

File Version: 1.1 | 15.07.2022

1. INTRODUCTION

Bangalore Development Authority issues permit for construction at different stages. After the issue of building plan approval in the first stage, issue of commencement certificate in the second stage, Occupancy Certificate is issued by the Authority in the third stage after completion of the construction by the applicant.

In the third stage, the applicant should apply for occupancy certificate to the Authority after the completion of the construction process. The application along with documents are verified followed by site inspection by the concerned official to check whether construction is as per building plan approved.

Accordingly, occupancy certificate is issued by the Authority.

The Authority issues permission for construction permit based on the following statutory provisions:

- The Bangalore Development Authority Act, 1976
- The Karnataka Town & Country Planning Act, 1961
- The Master Plan of Bangalore and its Zonal Regulations (RMP 2015)
- The Building Byelaws of Bangalore 2003

2. INFORMATION FOR APPLICATION FORM

Link of Application Form (English):

<https://bdabangalore.org/uploads/files/EoDB/ApplicationFormOccupancyCertificate.docx>

The applicant must submit their application along with prescribed documents at the office of the concerned designated officers in concerned division and obtain an acknowledgement.

Delegation of Power				
Site Area	Residential		All Public/ Commercial	Semi Public/ Commercial
	(Below 15 m)	(Above 15 m)	(Below 15 m)	(Above 15 m)
Above 980 Sq. mt.	Commissioner	Commissioner	Commissioner	Commissioner
Up to 980 Sq. mt.	Engineer Member		Engineer Member	
Up to 700 Sq. mt.	Engineer Officer		Engineer Officer	
Up to 370 Sq. mt.	Executive Engineer (Divisional Office)			
Up to 216 Sq. mt.	Asst. Executive Engineer (Sub-divisional Office)			

The following information is required to be submitted for Occupancy Certificate.

1. Applicant Details

- a. Applicant Type*:
 - i. Owner
 - Individual
 - GPA Holder
 - ii. Developer
 - Individual
 - Firm
 - iii. Firm
 - JV Agreement
- b. Name of Applicant/Owner*:
- c. Name of GPA holder: (if applicable)
- d. Details of JV Agreement: (if applicable)
- e. Name of Authorised Signatory (mandatory for Firm(s))
- f. PAN Card Number*:
- g. Aadhar Number: (mandatory for Individuals)
- h. Address for Correspondence*:
- i. Pin Code*:
- j. Email Id*:
- k. Mobile Number*:
- l. Land Line Number:

2. Building Plan Application Details

- a. Number and Date of Building Plan Sanction*:
- b. Validity of Building Plan Sanction*:
- c. Number and Date of granting of Commencement Certificate*:
- d. Is there any modification in construction w.r.t. approved building plan*?
 - i. Yes
 - ii. No
- e. Details of Modified Plan: (if yes)

3. Additional Information: (Plinth information)

- a. Commencement Certificate is Applied for*:
 - i. Full Area
 - ii. Part Area
- b. Plinth Area*:
- c. Total Site Area*:

3. DOCUMENT CHECKLIST

- a. The following documents are applicable for Site/Plot in Private Layout Approved by BDA / Layout formed by BDA (including CA Sites)

Check the table below, for requirement of documents and the name of the department for availing the document.

	Documents required	Name of the Department for availing the service	Site/Plot in Private Layout Approved by BDA / Layout formed by BDA
a.	Commencement Certificate Letter	BDA	✓
b.	Plan Sanction Letter Approved Plan copies	BDA	✓
c.	Property Tax Receipt (Up to date)	BDA	✓
d.	Site Photographs	Self	✓
e.	Copy of As Built Drawings <i>(if any deviation from approved building plan within the provision of Zonal Regulation)</i>	Self	✓

- b. The following documents as Affidavits are required to be submitted as per Building Byelaws of Bangalore

	Documents required	Name of Signatory	Site/Plot in Private Layout Approved by BDA / Layout formed by BDA
a.	Form for Completion Certificate (Schedule - VIII - Bye-Law 5.6.1)	Architect	✓
b.	Structure Stability Certificate	Structural Engineer	✓

- c. The following NOCs are required as per Building Height (Enclose documents applicable)

	Documents required	Site/Plot in Private Layout Approved by

		BDA / Layout formed by BDA
a.	<p>Consent for Operation (CFO) from Karnataka State Pollution Control Board (KSPCB)</p> <ul style="list-style-type: none"> Built up area greater than 2000 sq. mt and in case of residential building with 20 dwelling units and more https://kspcb.karnataka.gov.in/ <p>or</p> <p>Consent for Operation (CFO) / Clearance Certificate from State Level Environment Impact Assessment Authority, Karnataka. (SEIAA)</p> <ul style="list-style-type: none"> Applicable if built up area more than 20000 sq. mt http://environmentclearance.nic.in/Statercord.aspx?State_Name=Karnataka 	✓
b.	<p>Consent for Operation (CFO) / Clearance Certificate from Karnataka State Fire and Emergency Services Department (KSFES)</p> <p>https://ksfes.karnataka.gov.in/</p>	✓
c.	<p>NOC from Airport Authority of India (AAI)</p> <ul style="list-style-type: none"> Applicable wherever the site in question is located at a distance of 10 km radius from Bengaluru International Airport, Clearance from Airport Authority of India is mandatory https://nocas2.aai.aero/nocas/ To check the applicability https://nocas2.aai.aero/nocas/MapPage.html <p>or</p> <p>NOC from Hindustan Aeronautical Ltd (HAL)</p> <ul style="list-style-type: none"> https://hal-india.co.in/ Procedure: Link <p>NOC from Government Flying Training School, Jakkur, Bangalore</p> <ul style="list-style-type: none"> https://www.gfts.kar.nic.in/ <p>or</p> <p>NOC from Air Force Station, Yelahanka (if applicable)</p>	✓
d.	<p>Consent for Operation (CFO) / Clearance Certificate from Bangalore Electric Supply Company (BESCOM)/Karnataka Power Transmission Corporation Limited (KPTCL)</p> <ul style="list-style-type: none"> mandatory for group housing https://bescom.karnataka.gov.in/ 	✓
e.	<p>Consent for Operation (CFO) / Clearance Certificate from Bangalore Water Supply and Sewerage Board (BWSSB)</p> <ul style="list-style-type: none"> Built up area greater than 2000 sq. mt. and in case of residential building with 20 dwelling units and more https://bwssb.karnataka.gov.in/ <p>or</p> <p>Grama Panchayithi Consent Letter for supply of water</p>	✓
f.	<p>NOC from Bharat Sanchar Nigam Ltd (BSNL)</p>	✓

d. Declaration

Declaration to state that the information provided in the application form are correct with date, place and signature.

4. TIMELINE FOR SERVICE

The timeline for service is 12 working days as per the Karnataka Sakala services Act. The indicative workflow for the service including the timeline as per Sakala is as follows:

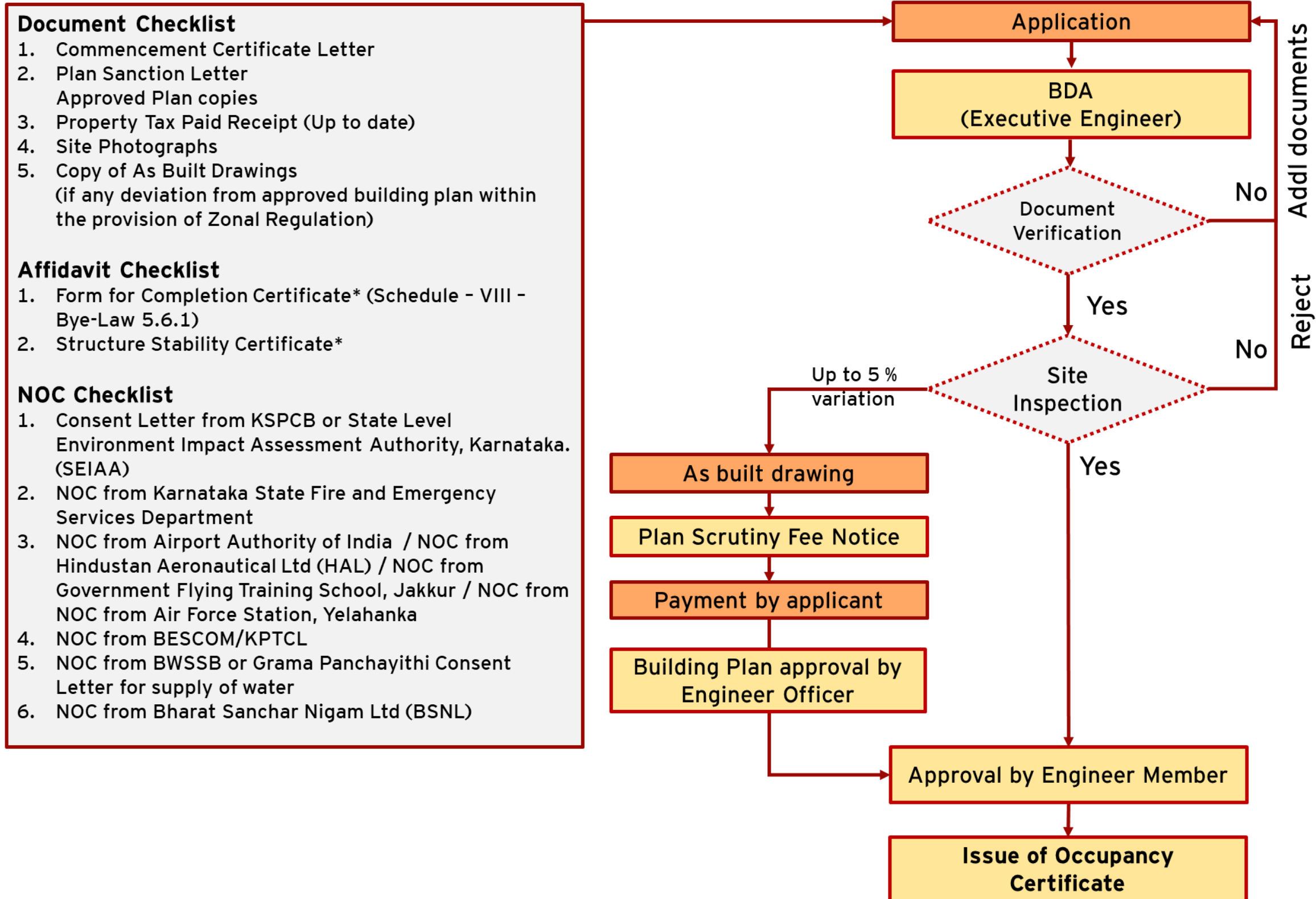


5. FEE STRUCTURE AND CALCULATION MATRIX

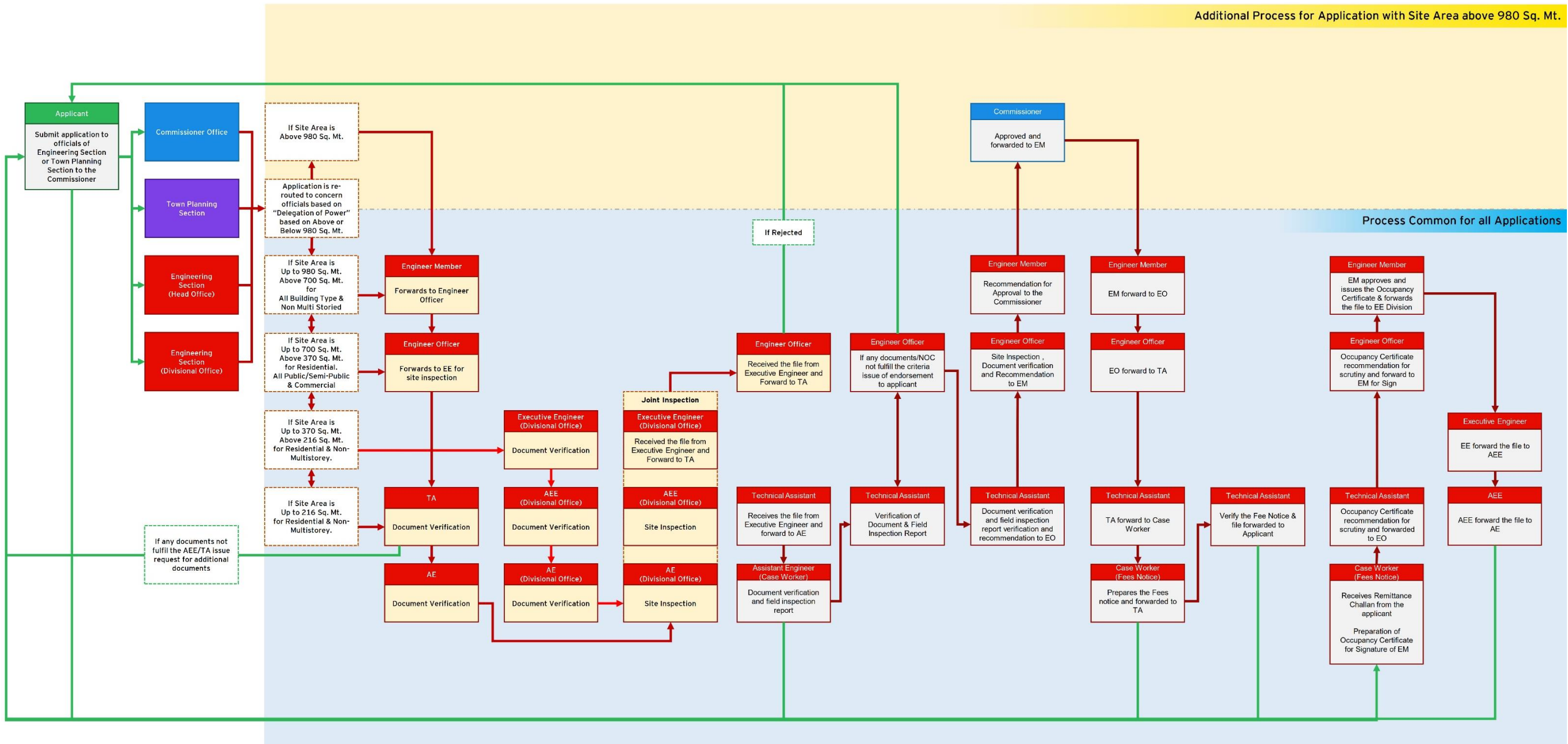
No Fees

6. PROCEDURE (PROCESS FLOW)

User End Process flow



Department End Process flow



7. GRIEVANCE MECHANISM

Designated Officer: As per Delegation of Power

Competent Officer: Engineer Member

Phone No: 080 23340258

Email id: embdabng@gmail.com

Maximum no. of days to wait to get the decision of Competent Authority: 15 Working Days

Appellate Authority: Commissioner, BDA

Phone No: 080 23360843

Email id: commissioner-bda@ka.gov.in

Maximum no. of days to wait to get the decision of Appellate Authority: 15 Working Days

Official Website: www.bdabangalore.org

BANGALORE DEVELOPMENT AUTHORITY

Kumara Park West, T.Chowdaiah Road, Bengaluru - 560020

<https://www.bdabangalore.org/>