

For Obtaining Occupancy Certificate from PDA, Daman

1	Name of the Approval/NOC/Licence/Registration	Obtaining Occupancy Certificate from PDA, Daman.
2	Competent Authority	Planning and Development Authority, Daman
3	Applicability Criteria	To all investor obtaining Occupancy Certificate in Panchayat areas of Daman District administered by PDA, Daman.
4	Stage	Pre-Operation
5	Number of Days	08 days
6	Documents Required	<ol style="list-style-type: none"> 1. Application form of Completion Certificate for Issue of Occupancy/Part Occupancy Certificate as per Annexure-13. 2. True copy of Construction permission order. (Mandatory) 3. True copy of approved building plan.(Mandatory) 4. Structural stability certificate from licensed Architect or Structural Engineer as per the format in Annexure -14. (Mandatory for High Rise Building only). 5. Final NOC from Coast Guard Authority for building height.(Mandatory) 6. Final NOC from Department of Fire & Emergency Services. (Applicable to all building except residential building with height less than 15.0 mts.) (Mandatory) 7. Photo copy of installed Rain water harvesting system. (Mandatory) 8. Existing building plan as per the actual construction carried out, if there is minor deviation from the approval plan.(If applicable) 9. Form of Indemnity on Stamp paper of Rs. 20/- (If application is for Part Occupancy).
7	Form Submission	https://www.swp.dddgov.in
8	Procedure for getting licence	<ol style="list-style-type: none"> 1. The Owner/Authorised person shall submit their proposals through registered professionals. 2. The details/documents shall entry/ upload on the said website. 3. After scrutiny of the documents, query may be raised. 4. After sorting out the query by the applicant by uploading required documents etc., the said documents shall be scrutinised and proposal shall be processed accordingly. 5. Applicant has to submit labour cess @1% of Cost estimate through DD in the name of Daman & Diu Building & Construction Worker Welfare Fund payable at Daman. (Applicable

		only if applicant has not paid at time of approval of building plan). 6. Occupancy Certificate shall be provided to the applicant.
9	Fees & Mode of Payment	Labour cess @1% of Cost estimate through DD in the name of Daman & Diu Building & Construction Worker Welfare Fund payable at Daman.(DD to be submitted after approval of draft licence).Applicable only if applicant has not paid at time of approval of building plan)