

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-Establishment
5	Number of Days	30 Days
6	Documents Required	<ol style="list-style-type: none"> 1. Form No. - 22A - Application for Occupancy Certificate (Letter Head of Registered Architect/Engineer). 2. Copy of Construction permission order. (Mandatory) 3. Copy of approved building plan.(Mandatory) 4. Form No. 21- Notice for Completion and Compliance Certificate (Letter Head of Registered Architect/Engineer) 5. Final NOC from Coast Guard Authority for building height.(Mandatory) 6. Final NOC from Department of Fire & Emergency Services. (Applicable to all buildings as per GDR 2023 Part II) (Mandatory) 7. Photo copy of installed Rain water harvesting system. (Mandatory) 8. Completion Plans and as-built drawings, with approved Construction Permission area statement and As-built area statement for Occupancy Certificate (Site Plan along with all floor plans) as per the actual construction carried out. 9. Latest Photographs of Constructed Building (at-least 4 photos from each corner of plot)
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	<p>1. A person applying for an Occupancy Certificate shall have to pay Fees along with the application to the Competent Authority at the following rates: 10% of the Development Permission Scrutiny Fees that is leviable on the building unit, as the case may be</p> <p>2.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 the time of approval of building plan)</p>
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