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Dzongkhag Administration, Haa
Royal Government of Bhutan



Check List for Issuance of New Occupancy Certificate

Applicant's Name : Contact No:

Thram No: Plot No :

Location: Date :

Verification by Inspection & Monitoring Section, Compliance & Regulatory Section

Sl.no.	Check List	Yes	No	Remarks
1	Any illegal Structure within the registered plot boundary			
2	Any deviation from the Approved drawings (Setbacks, Architectural elements & painting, Balcony projections, Jamthog and others)			
3	Basement and parking as per approved drawing			
4	Labor camps/temporary structures dismantled and debris cleared			
5	Septic tank/sewer connection /storm water drainage properly done			
6	Any damages to Public & Private Properties (Water Line, Sewer Line, Drainage, Footpath, Road and others).			
7	Any encroachment in State Land			
8	Any encroachment in Pvt. Properties			
9	Temporary Lease land if any surrendered to Dzongkhag			
10	Electrical installation compliance test report			
11	Sanitary, Plumbing and water supply compliance test report			
12	Any other issues			

Note: Any issue should be supplemented with Picture for the Record and reference.

(Name & signature of Building Inspector)

(Name & signature of Urban surveyor)

(Name & signature of Electrical Inspector)

(Head, Compliance & Regulatory Section)

(Head, Human Settlement Section)

Notes:

- * Report to be submitted to DRD within 3 working days after submission/registration of application.
- * The applicant and the Zone In-charge to follow up with other divisions for clearance.
- * Zone In-charge shall prepare and issue OC only after receiving clearances from other divisions.