

Form of Application to Village Panchayat for Occupancy  
Certificate

Date:\_\_\_\_\_

From:\_\_\_\_\_ (Name and address of Owner)

To,  
The Sarpanch,  
Village Panchayat of\_\_\_\_\_,  
\_\_\_\_\_, Goa.

Sir/Madam,

I/We hereby give notice that, I/We have completed the construction work situated at \_\_\_\_\_ in the site or plot of land bearing Survey No.\_\_\_\_\_/Sub-divided Plot No.\_\_\_\_ of \_\_\_\_\_ Village in pursuance of the sanction granted by the Village Panchayat vide Licence No.\_\_\_\_\_ dated\_\_\_\_\_.

I/We am/are enclosing the following documents:-

- (a) Completion Order issued by PDA/TCPD.
- (b) Completion Certificate issued by Architect/Engineer/Town Planner/  
Landscape Architect/ Urban Designer.
- (c) Structural Stability Certificate alongwith a full set of “as built” structural drawings for records.
- (d) Approval/NOC from concerned Health Officer for inhabitation of the structure from sanitation point of view.
- (e) Revised Plans incorporating deviations made during the execution (if applicable).
- (f) Approval/NOC from CRZ/Electricity Department/ Goa State Pollution Control Board/Chief Fire Officer/Chief Controller of explosives/Chief Inspectors of Factories (if applicable).

Kindly issue Occupancy Certificate at the earliest.

Yours faithfully,

\_\_\_\_\_  
(Signature, name & address of Owner or his authorized agent)

