

LUCKNOW DEVELOPMENT AUTHORITY  
(PERFORMA FOR PROVISIONAL OCCUPANCY)  
CERTIFICATE AND COMPLETION CUM OCCUPANCY

**(To be submitted in duplicate)**

File No. \_\_\_\_\_ Name of the Lessee/Owner \_\_\_\_\_  
Plot No. \_\_\_\_\_ pkt. No. \_\_\_\_\_ Block No. \_\_\_\_\_ Sector No. \_\_\_\_\_  
Area of the Plot \_\_\_\_\_ Scheme \_\_\_\_\_  
Date of sanction \_\_\_\_\_.

The following documents have been received at Counter Vide Dy.  
No. \_\_\_\_\_ Date \_\_\_\_\_.

DOCUMENTS FOR PROVISIONAL OCCUPANCY CERTIFICATE

S.No.	Description	Yes/No.	Page No.
1.	The Certificate by the owner, Architect/Engineer Structural Engineer and Supervisor in the form Appendix B-3(Bye Law No. 7.5.2).	Yes/No.	_____
2.	One set of structural drawings as executed duly signed by owner, Architect and Structural Engineer.	Yes/No.	_____
3.	Copy of Lease Deed.	Yes/No.	_____
4.	Valid extension of time upto the date of applying for Completion Certificate, and in case completion is applied in phases, valid extension of time would be required upto the last phase.	Yes/No.	_____
5.	Revalidation of plan upto the date of application of completion certificate.	Yes/No.	_____
6.	Valid Certificate of Architect/Engineer	Yes/No.	_____
7.	Qualification Certificate of Structural Engineer	Yes/No.	_____
8.	Clearance from Chief Fire Officer, Delhi (in duplicate), Wherever applicable.	Yes/No.	_____
9.	Clearance/NOC from DVB regarding handing over/taken over of electric sub-station(s), wherever applicable.	Yes/No.	_____
10.	Certificate from the Lift inspector, GNCTD, wherever applicable.	Yes/No.	_____

11. Undertaking regarding day/night marking as per ICAO standards, wherever applicable. Yes/No. \_\_\_\_\_
12. Sewer connection permission from DDA in case 'D' Form is already issued.
13. Qualification Certificate of Structural Engineer. Yes/No. \_\_\_\_\_
14. 2 sets of Superimposed layout and building plans.(No. of drawings \_\_\_\_\_). Yes/No. \_\_\_\_\_
15. Confirmation of draw of flats where 'D' form is already issued for group housing schemes of Cooperative Societies Yes/No. \_\_\_\_\_
16. Approval of Sewerage/Water Supply and Storm Water Drain Scheme from DJB/MCD/DDA, wherever applicable. Yes/No. \_\_\_\_\_
17. Numbering plan for group housing schemes. Yes/No. \_\_\_\_\_
18. EWS Fund of Rs. \_\_\_\_\_vide cheque/DD No. \_\_\_\_\_dated \_\_\_\_\_wherever applicable. Yes/No. \_\_\_\_\_
19. Three sets of Completion Plans (Layout Plan, Building Plans, Elevations & Sections) alongwith actual area at site i.e. ground Coverage FAR, Green Parking with other details. Subsequently, based on site inspection calculations Society/Architect will submit 3 sets of above said plans. (No. of drawings \_\_\_\_\_). Yes/No. \_\_\_\_\_

### **DOCUMENTS FOR COMPLETION CUM OCCUPANCY CERTIFICATE**

20. The certificate by the owner, Architect/Engineer, Structural Engineer and Supervisor in the form Appendix. Yes/No. \_\_\_\_\_
21. DUAC Proforma (in duplicate) for completion certificate. Yes/No. \_\_\_\_\_
22. Two sets of building photographs (coloured)(in size of 8'x10") Yes/No. \_\_\_\_\_
23. Two sets of model photograph (coloured)(in size of 8' X10") Yes/No. \_\_\_\_\_
24. External Finish Certificate (in duplicate) from Architect. Yes/No. \_\_\_\_\_
25. Certificate regarding deviations from the Architect (in duplicate). Yes/No. \_\_\_\_\_
26. One set of attested copies of sanctioned plan. Yes/No. \_\_\_\_\_
27. Two sets of Completion Plans for forwarding to DUAC (No. of drawings \_\_\_\_\_) Yes/No. \_\_\_\_\_
28. Any other document/information. Yes/No. \_\_\_\_\_

Total No. \_\_\_\_\_

All the documents have been checked and found in order.

The application is returned on account of non-submission of documents mentioned at S.  
No. \_\_\_\_\_.

Received                      Rs.                      \_\_\_\_\_ vide                      Receipt  
No. \_\_\_\_\_ Date \_\_\_\_\_.

JE (Counter(Building))  
(Stamp with date)

Cashier (Bldg. Sec.)

Received by Owner/Lessee/Architect/Representative

Name

Address

Signature

Note:

1. All photocopies are required to be attested by the Architect / Engineer.
2. All Affidavits/Undertakings are required to be attested by Oath Commissioner/Notary Public/  
First Class Magistrate.
3. One set of Building Plans/Schemes is acceptable initially and remaining sets can be  
submitted later on.