

**Site Inspection Format for Building Completion Certificate /  
Occupancy Certificate  
High Risk Buildings**

Name of Industrial Area :-.....  
SPA Division Office :-.....  
Plot Number :-.....  
Name of Site Inspector :-.....  
Assigned Date of Inspection :-.....  
Actual Date of Inspection on Site :-.....

Sr. No	Items	Details to be filled by the assigned Site Inspector	Remarks
1	Name of allottee		
2	Plot number		
3	Plot area in sq.m.		
4	Date of Possession		
5	Whether plot boundary is as per demarcation done by RO Office?		
6	Property Type (Shed, Gala, Plot etc)		
7	Type of Industrial Use *(Warehouse Godown & Industrial activities listed in B-1 & B-2 of attached schedule -1 IT, BT & NT)		*Please refer Schedule -1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
8	<b>Approach Road Width in Meter</b>		
	Approach Road 1		
	Approach Road 2		

<b>Earlier approval details in case of extension to the existing building</b>			
9	Earlier BCC/Approval letter no. & date		
10	BUA as per earlier BCC/Approval (in sq.m.)		
11	FSI Consumed as per earlier BCC/Approval		
12	Existing type of production/use (IT, Pharma, Textile, School, Institute etc)		
13	Whether the construction is completed as per the approved plan? (Yes/No)		
14	Any unauthorised construction done in marginal open space? (Yes/No) If yes then provide details of the same.		
15	Any construction demolished? Plan approval is taken but not constructed or demolished at the time of BCC? (Yes/No)		

**Post-Construction**

<b>Construction Details</b>			
16	Architects/Owners letter no. & date of application for BCC/OC		
17	Structural Engineers Completion Certificate		
18	Plumbing Completion Certificate		
19	Approved building height in Meter		
20	Number of existing basements		
21	Use of existing basements		
22	Area of Construction in sq.m.		
	Building 1		
	Building 2		
	Building 3		
	Total Extra Height Area (If any)		
	Excess Balcony Area(If any)		
23	Total BUA in sq.m. (Total construction area completed as on date)		
24	Total FSI Consumed as on date		
25	Open Spaces Adequacy		
	Front open spaces as per standards (Yes/No)		
	Side open spaces as per standards (Yes/No)		
26	Parking adequacy		
	Number of 4 wheeler parking		
	Number of 2 wheeler parking		
27	Fire NOC obtained (Yes/No)		
28	List of Structures in marginal open space & Built up Area		
29	MPCB Consent to Operate? (Yes/No) Consumer No. ( if applicable)		
30	Water Connection (Yes/No) Consumer No.		
31	Sewage Connection (Yes/No) Consumer No. ( if applicable)		
32	ETP Member (Yes/No) ( if applicable)		
33	Whether septic tank /soak pit drainage line is provided as per approved plan? (Yes/No)		
34	Whether water storage tank is provided as per approved plans? (Yes/No)		
35	Whether rain water harvesting system is installed? (Yes/No)		
36	Whether hazardous storage required and provided (If any)		

**Post-Construction**

<b>Other Details</b>			
37	Details of 10% Open space if applicable?		
38	Details of 5% Amenity area if applicable?		
39	Number of Tree plantation		
40	Whether Cross Drainage is provided below the approach road ( entrance to the plot)		
41	Whether NOC of water charges is obtained		
42	Details of compound wall		

**Remarks:**.....  
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**Declaration:**

I hear by declare that the information for Plot no..... in.....  
.....Industrial Area as mentioned above is true.

**Recommendations:** We may issue BCC ..... Yes /No .....

Date:

Place: .....

Signature

Name & Designation of the Site Inspector