

Completion / Occupancy Certificate Guide

Interior Design & Architecture

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a guide to obtaining the completion and occupancy certificate for a building — what it is, why it matters, the process and documents, and common issues (deviations) — so the building is legally occupiable. Describe the project below.

Purpose of this tool & output

Close out approvals correctly

How the output is used

Use it to close out approvals correctly — the completion and occupancy certificate (OC) process before the building is legally occupied.

Who receives it

The completion/OC application goes to the same municipal/development authority that sanctioned the plan.

How to submit / file it

Apply after construction with the completion drawings, structural stability and the fire, lift and other NOCs; the authority inspects for conformity to the sanctioned plan before issuing the OC.

Fees & charges

Completion/OC processing charges and any regularisation or compounding fees for deviations, as per the city rules.

Who should vet it

The municipal/development authority that inspects and issues the OC; a licensed architect certifies completion.

Important cautions

AI-generated guide; CC/OC is city-specific and requires architect/engineer certification - deviations can block it; confirm locally.

Companion documents

- Building / Architecture Design Brief
- Building Bye-laws Compliance Guide
- Building Plan Approval Guide
- Structural Coordination Guide
- Green Building (IGBC/GRIHA) Guide
- Fire Safety Compliance Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.