

**URBAN DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

**INSPECTION PROFORMA- CHECKLIST FOR OCCUPANCY CERTIFICATE**

1.	Application No. & Date		
2.	Name of the Inspecting Officer		
3.	Date of Inspection		
4.	Name of the Applicant		
5.	Side open space		
	North	As per submitted plan	As on the ground
	South	As per submitted plan	As on the ground
	East	As per submitted plan	As on the ground
	West	As per submitted plan	As on the ground
6.	Site enclosed with compound wall/ GCI sheet		
7.	Vacant/ Existing building to be demolished/ Existing building to be retained.		
8.	Construction as per the plan submitted.	Yes/ No	
9.	Means of Access	Public/ Private	
10.	Access Road Width	As per submitted plan	As on the ground
11.	Usage/ Type of building		
12.	Height of Building	As per submitted plan	As on the ground
13.	Site abutting Water bodies/ Canal		
14.	Site falls within the ASI (Prohibited/ Restricted area)		
15.	Site Falls within 30m from the Railway line		
16.	Site abuts National Highways/ Roads with widening proposal		
17.	Site abutting Water bodies/ Canal		
18.	Electrical lines passing through/ near the site.		
19.	Site falls within the AAI regulated area.		
20.	Rain Water Harvesting (If applicable)		
21.	Remarks/ Recommendations of the inspecting Officer. (in respect of deviation)		

Signature of the Inspector  
With Seal & name of ULB

**URBAN DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

**INSPECTION PROFORMA- CHECKLIST FOR PLINTH LEVEL INSPECTION**

1.	Application No. & Date		
2.	Name of the Inspecting Officer		
3.	Date of Inspection		
4.	Name of the Applicant		
5.	Side open space		
	North	As per submitted plan	As on the ground
	South	As per submitted plan	As on the ground
	East	As per submitted plan	As on the ground
	West	As per submitted plan	As on the ground
6.	Site enclosed with compound wall/ GCI sheet		
7.	Vacant/ Existing building to be demolished/ Existing building to be retained.		
8.	Construction as per the plan submitted.	Yes/ No	
9.	Means of Access	Public/ Private	
10.	Access Road Width	As per submitted plan	As on the ground
11.	Usage/ Type of building		
12.	Height of plinth as per the plan submitted	As per submitted plan	As on the ground
13.	Site abutting Water bodies/ Canal		
14.	Electrical lines passing through/ near the site.		
15.	Site falls within the AAI regulated area.		
16.	Site falls within the ASI (Prohibited/ Restricted area)		
17.	Site Falls within 30m from the Railway line		
18.	Site abuts National Highways/ Roads with widening proposal		
19.	Site abutting Water bodies/ Canal		
20.	Rain Water Harvesting (If applicable)		
21.	Remarks/ Recommendations of the inspecting Officer. (in respect of deviation)		

Signature of the Inspector  
With Seal & name of ULB

**URBAN DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

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**INSPECTION PROCEDURE OF OCCUPANCY CERTIFICATE & PLINTH  
LEVEL INSPECTION FOR BUILDING PLAN PERMISSION.**

The inspector will inspect the site and note the following details during inspection:

- Demarcation of site boundary.
- Access to the proposed site from existing Public Road.
- Width of the Road.
- Profile of existing building (if any).
- If construction commenced, whether the construction is as per the plan submitted/  
stage of construction.
- Whether height of building/ height of plinth is as per submitted plan.
- Whether electrical lines/ water bodies passing the site.
- Whether open spaces are kept according to the submitted plan.
- Details of the restricted areas (ASI, AAI and Railways).
- Record deviations, if any.