

**GREATER HYDERABAD MUNICIPAL CORPORATION**

**APPLICATION FOR OCCUPANCY CERTIFICATE  
(Under section 455 of the HMC Act 1955)**

**APPLICATION NO: TP003**

**File No.** .....  
(to be generated by CSC)

**A. Applicant Particulars**

1. Circle No.	
2. Name of the Applicant	
3. Father's / Husband Name	
4. Postal Address of the Applicant	
5. Contact (Mobile) No.	

**B**

Book No. & Sl. No.	
Name of applicant	
Site address	
Permit no	
File no	
No of floors permitted	
No of floors constructed	
Total built up area sanctioned in sq ft/sq mtrs	
Total built up area constructed in sq ft/sq mtrs	
Building completion certificate issued by the licensed Engineer / Architect enclosed	Yes/no
Photographs of the building enclosed	Yes/no

Copy of the sanctioned plan enclosed	Yes/no
Address for correspondence with phone No:	

<b>Applicant Undertaking:</b>	
I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies if arises I will be held responsible. Hence I request you to Issue Occupancy certificate.	
<b>Date:</b>	<b>Applicant's Signature</b>
<b>List of Enclosures</b> <ol style="list-style-type: none"> <li>1. building completion certificate</li> <li>2. photographs of building</li> <li>3. copy of sanctioned plan</li> <li>4. compliance certificate to special conditions while sanctioning building plan</li> <li>5. HMWS&amp;SB Connection details</li> <li>6. Electricity Bill</li> </ol>	

**Office Use Only**

I have verified the complaint and enclosures and the application qualifies for further processing.

**Service Centre Executive**