

A) Commencement Certificate:-

Every authorized person who intends to carry on any development on any plot within the planning jurisdiction of Navi Mumbai Municipal Corporation, require to submit the proposal in the prescribed application format along with detailed building / layout plans & necessary documents as listed in Annexure 'A'. After receiving such application the Town Planning departments of Navi Mumbai Municipal Corporation scrutinize the proposal in detail in accordance with the prevailing D.C. Rules, which may either be sanction or accord commencement certificate up to plinth level with necessary conditions or refuse to sanction the proposal stating the reasons for such refusal within stipulated period of 60 days.

C) Completion/Occupancy Certificate:-

The authorized person who had completed the development / construction work as per approved plans & conditions in all respects shall submit the proposal for completion / Occupancy Certificate along with the detailed drawings of as built structures and along with all necessary documents as listed in Annexure 'B'.

After receiving the aforesaid proposal for occupancy certificate the Town Planning department of Navi Mumbai Municipal Corporation inspect the work actually carried out on site & after satisfying that the same is as per the approved plans / D.C. rules and all the conditions are duly observed / fulfills may grant occupancy certificate within the stipulated period of 30 days. In cases where it is found that the construction actually made on site is not as per the approved plans does not fulfill the terms & conditions mentioned in C.C. then the proposal of occupancy certificate will be liable to refuse & notice will be given to make the necessary changes & not to use the premises before obtaining the Occupancy Certificate.