

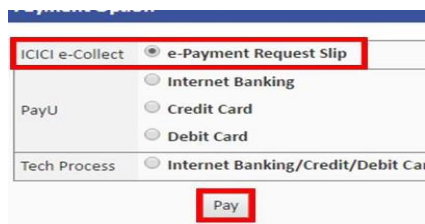
Procedure for submission of Online Occupancy Application:

- Visit HMDA website (www.hmda.gov.in) and click on DPMS- "Online DPMS".
- Registered user can login with credentials.



Submission of details:

- Select in Applications Tab, Occupancy from the drop down list on Right side top of the screen.
- Go to option "Do you have DPMS building permit number?"
 Yes No
- If you Select 'Yes' enter the DPMS (Online approval) File Number and click on proceed option. The details of the sanctioned file will be captured from the database and displayed in application form. Check the details displayed and Click on Save & continue button
- If the Building Permission is not issued under Online procedure, fill in the Application form with all details by selecting No option at check point. After entering the details, check all the filled data and save the page
- A New file Number will be generated.
- Open the New proposal and select document tab and attach the required Documents/Plans.
- Ensure that all the information is filled properly before final submission. Since after Submission to HMDA, there will be no provision to edit the details entered.
- The Generated File number will be sent to registered mobile number through SMS. (entered in application form)
- You can check the status of application in the Submitted Applications folder.
- After submitting the proposal to HMDA, the concerned "Technical Officer" himself/herself will inspect the site, for OC Proposals.
- The selected "Technical Officer" will plan for a site visit and schedule a site inspection for OC Proposal.
 - The date and time is intimated to the applicant through SMS. The same message will also be sent to the Technical Officer's mobile. A site inspection intimation letter will be available in the applicant's login also.
 - On the scheduled date and time, the applicant will be present at the site. The Technical Officer is given a Tablet for making and submitting the inspection report on real-time basis.
 - The Technical Officer will check the physical ground position of the construction whether there is any deviation compared to technically approved plans. (Detailed checklist of site inspection is placed in the HMDA website for further reference of the applicant)
- The "Technical Officer" will also take photographs of the site and uploads them in his/her inspection report. This report is uploaded into DPMS within 24-48 hours of the completion of the inspection.
 - If the construction of the building is as per approved plans or within 10% of violations to approval, the Occupancy Certificate will be recommended. For 10% violations to approval, the "Compounding Fees" is levied.
- Status of the file is automatically updated on the website and SMS message will be sent on periodical process of the file i.e. At the time of Inspections, payment of compounding fees intimation letter & Occupancy Certificate or "Rejection Letter" or Enforcement action for violations beyond 10% if any.
- After approval of MC, the Director will issue "Compounding Fee Letter"/"Occupancy Certificate".
- If payment of compounding fees is involved, then go to the payment page, pay now option and can pay the compounding fees through available online integrated payment gateways.



- After successful payment, applicant will apply for "Occupancy Certificate" from their respective login's by clicking on "**Apply for Occupancy**" button.
- The Concerned "Chief Planning Officer or Planning Officer" will receive the file and sends the file to concerned "APO/JPO for preparation of "Occupancy Certificate for final checking and recommend to Director for release of "Occupancy Certificate" and "Registered Mortgage" through Sub-Registrar.

[View Application Form](#)

[View Document](#)

[Site Visit](#) [Fees](#)

[Sign Letters & Plan](#)

* Do you have DPMS building permit No?

* Enter File No.

* Building Permit No.

* Work Commenced Date:

*Due date for completion of the building
Mandal

Zone Office

*Location Type

* Proposed Use

* Email

Plot No.

Premises No./Door No.

Locality/Nearest Land mark

Parking Space Provisions

RWH Pits (nos)

* Enter No.of Building

* Building Permit Date:

* Work Completion Date:

* Occupancy Applied for Part Full

Village

* District

* Proposed plot area (Sq.Mt.

* Owner Name/Firm name (In Full)

* Mobile

* Survey No.

Road/Street

Ward No.

Road Widening

* Tot-lot area (m2)

Site Visit Check List

Due Date :

Site Inspection on

S.No	Description	As per Sanction on Plan	As on Ground	Deviation	Deviation %	Observation	Remarks
1	No. of Floors						
2	Cellar						
3	Stilt						
4	Ground						
5	Upper Floors						
6	Height of the Building						
7	Building Setbacks						
8	Front						
9	Rear						
10	Side (1)						
11	Side (2)						
12	Usage of Building						
13	Side Length						
14	Rear						
15	Side 1						
16	Side 2						
17	Parking Space provision						
18	Road widening						
19	RWHS Pits Nos.						