Occupancy Certificate (WBIIDC)

Provided as a service in
Online Single Window of the
State (SILPASATHI)

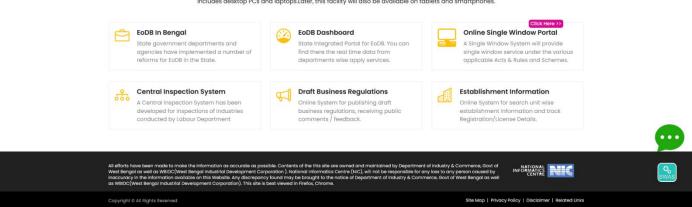
Log on to www.silpasathi.wb.gov.in and click on 'Apply online' button



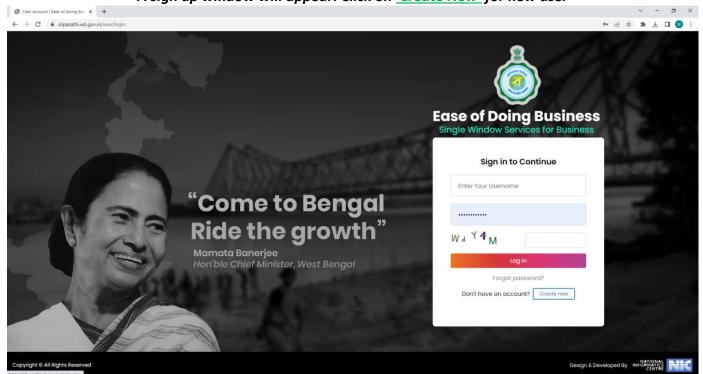
Ease of Doing Business

Single Window Services for Business

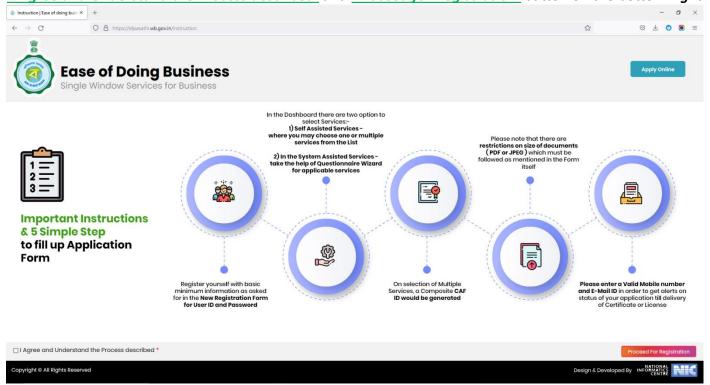
Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops.Later, this facility will also be available on tablets and smartphones.



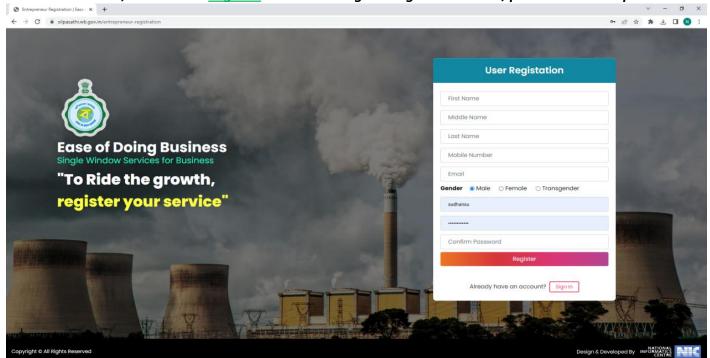
A sign up window will appear. Click on 'Create New' for new user



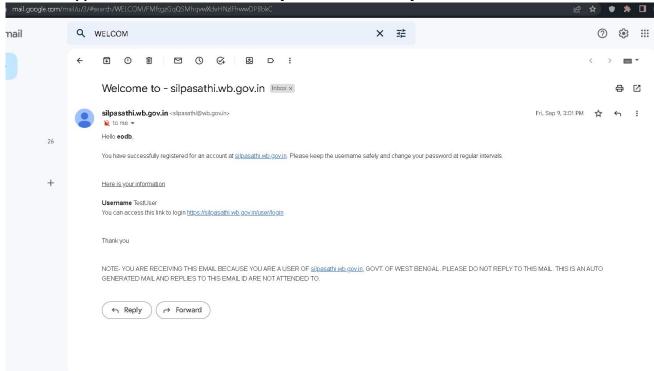
Before proceeding for Registration page, Applicant need to click on the check box of 'I Agree and Understand the Process described' and 'Proceed for Registration' button on the bottom right



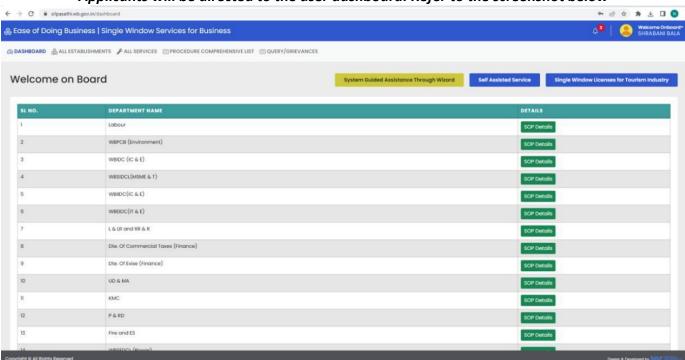
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant need to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already have an account, click on the <u>'Sign In'</u> button and login using valid User ID, password and Captcha



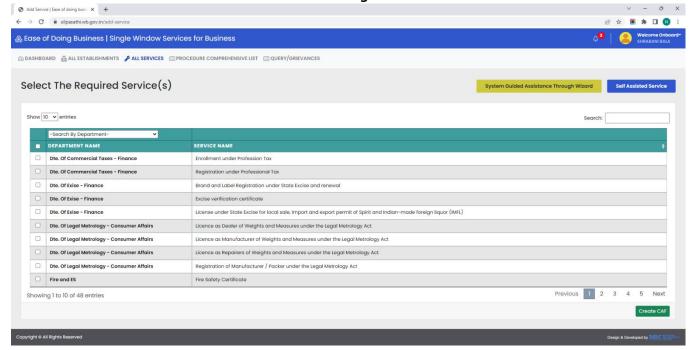
Applicants will receive email confirmation. Please refer to the screenshot below



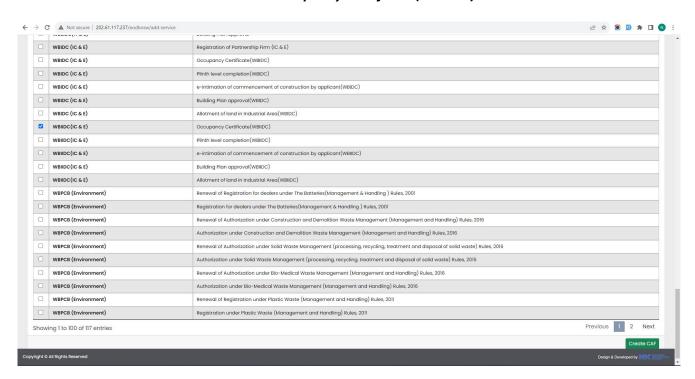
Applicants will be directed to the user dashboard. Refer to the screenshot below



Click on 'ALL SERVICES' to get the desired service



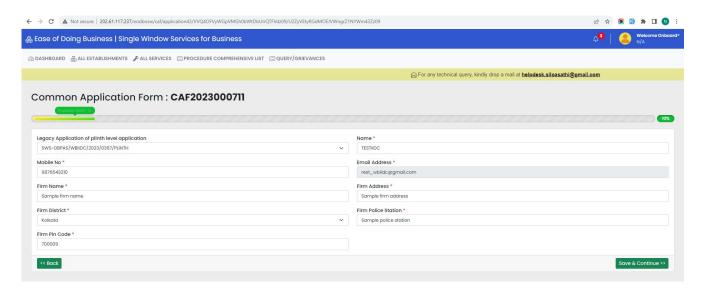
Once done, a list of services will appear. Applicants need to click on <u>the checkbox</u> adjacent to the service named 'Occupancy Certificate(WBIIDC)'



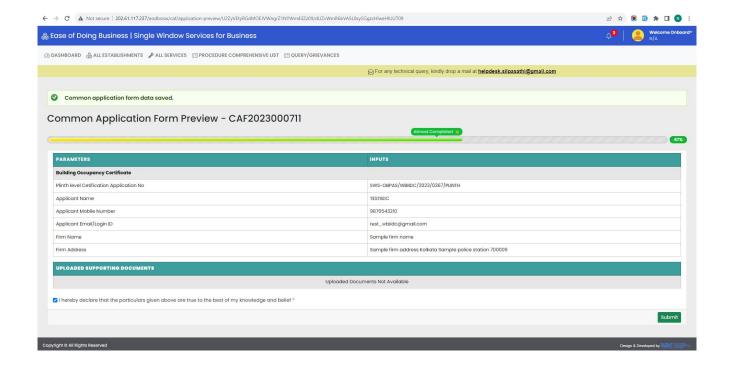
Once done, click on <u>'Create CAF'</u>. Applicant's CAF ID will be created. Click on <u>'Apply Online'</u> to proceed with the application.



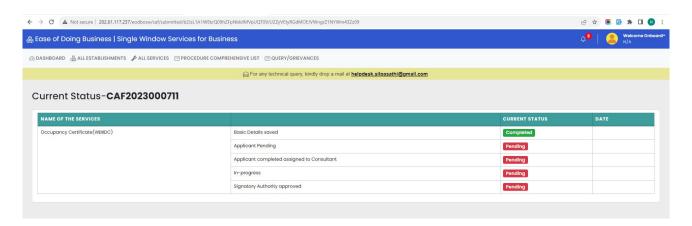
Applicants will be redirected to the common application form with the necessary details required for the application to get approved . Refer to the screenshot



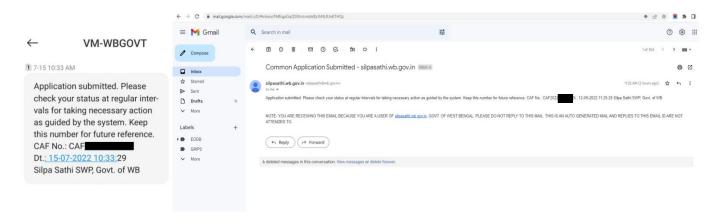
Fill and review the details of the application. Once done, applicant needs to click on the Declaration
checkbox on the bottom left of the application page before proceeding to (Submit" button, as mentioned in the preceding screenshots below-



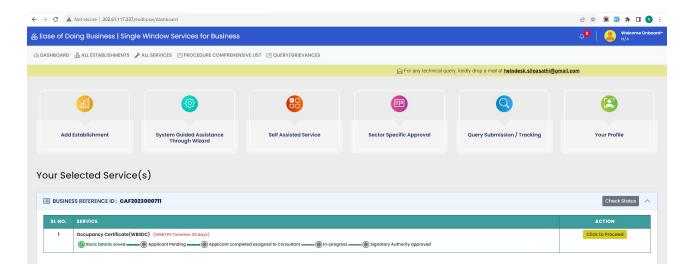
After submission of the basic details, applicant will be automatically directed to the <u>'Check Status'</u> page to view the current status of the application -



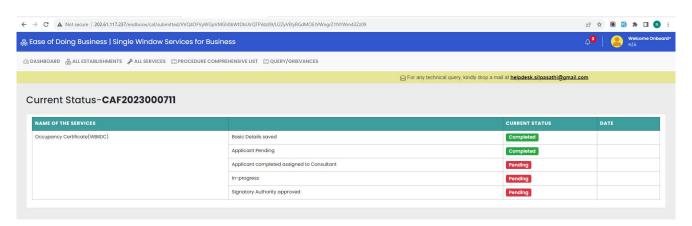
The applicant will receive notifications through <u>SMS and email</u> at critical stages of application processing – application submission, application approval or rejection at various stages as shown under:



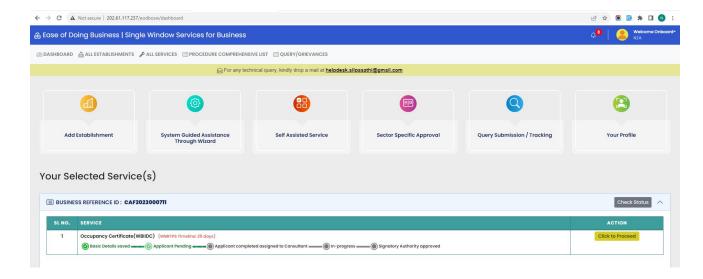
Applicant can view the updated status of the application through his dashboard as well as mentioned below. Applicant also needs to click on the 'Click to Proceed' button to process the application for the next step:

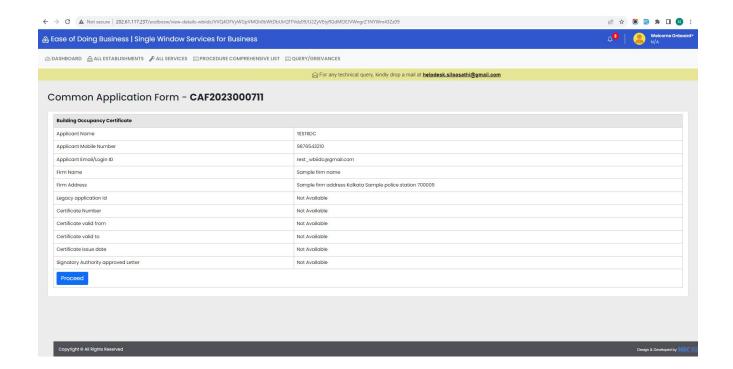


Click on the '<u>Update status</u>' button to get the updated status of the application as mentioned in the screenshots below:

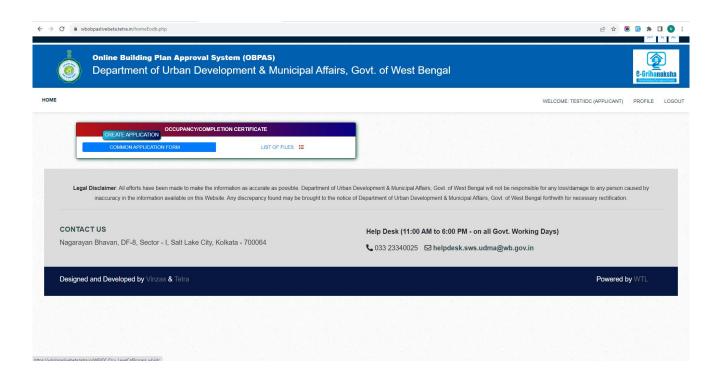


Applicant can view the updated status of the application through his dashboard as well as mentioned below. Applicant also needs to click on the 'Click to Proceed' button again to process the application for the next step:





After clicking on the 'Proceed' button, applicant will be re-directed to the official website of OBPAS (Online Building Plan Approval System). Applicant then needs to fill in all the necessary detailed step by step to generate the commencement notice, as mentioned in the screenshots below:





* Mandatory for citizen saving the CAF ** Mandatory for citizen before assigning to LBS/Architect * Mandatory for LBS/Architect before assigning to next personnel/AutoScrutiny # Mandatory for Geotechnical Engineer ## Mandatory for Structural Engineer

Choose File No file cho

Ø ★ ● ■ ★ □ N :

Organisation TAN No 1

Land Owner Name*

← → C 🖷 wbobpaslivebeta.tetra.in/WBIIDC/Ocu_LevelCafProcess_wbiidc

Online Building Plan Approval System (OBPAS)

WELCOME TESTILICO (APPRICANT)

HOME NAMERIC DA PRIBOARD *

WELCOME TESTILICO (APPRICANT)

PROPRIE

COCCUPANCY LEVEL CAF EDIT

Details

See Doble

See Doble

See Doble

See Collar

See Co

Department of Urban Development & Municipal Affairs, Govt. of West Bengal

WELCOME: TESTIIDC (APPLICANT)

PROFILE LOGOUT

Applicant
Declaria
Specifications
Land and
Building
Specifications
Land and
Building
Plan Status *

Select Options

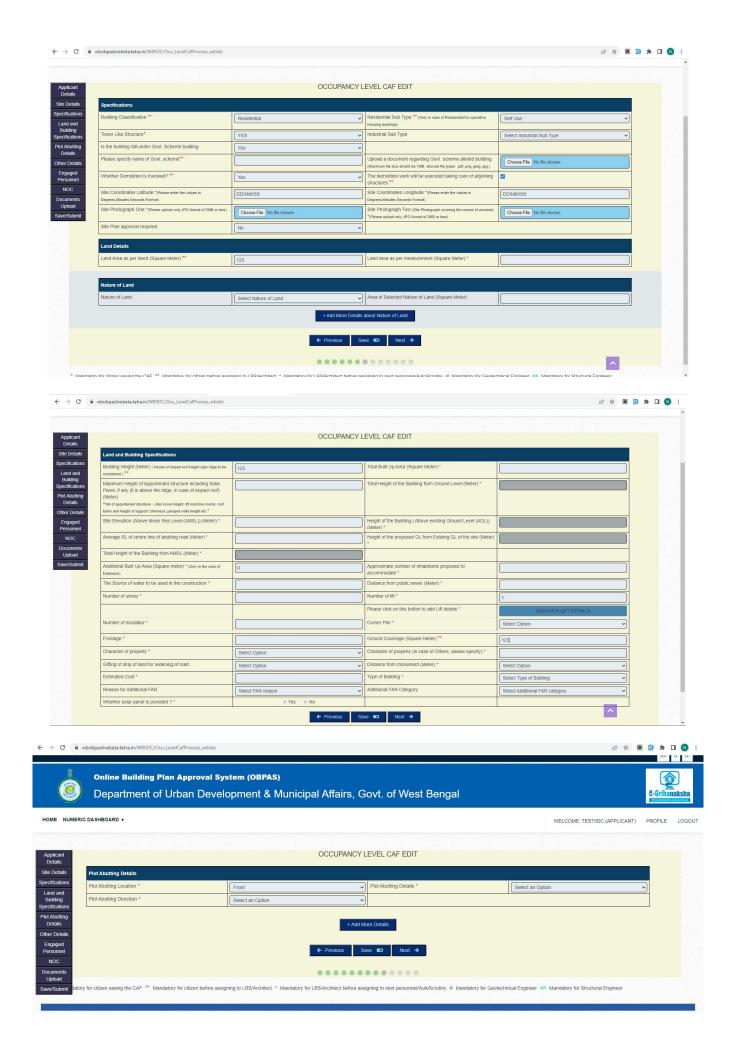
State Plan Status *

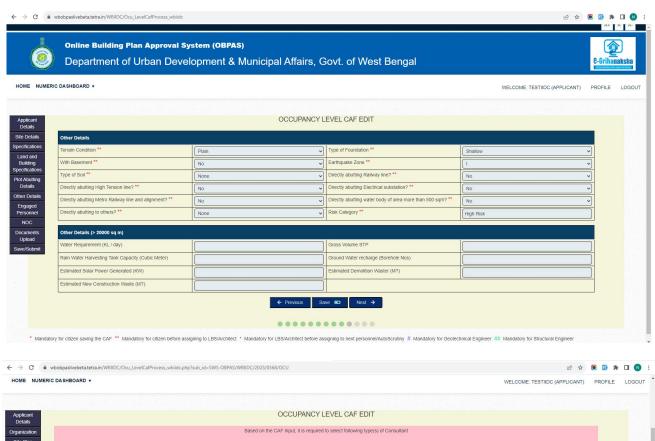
Select Options

State Plan Status *

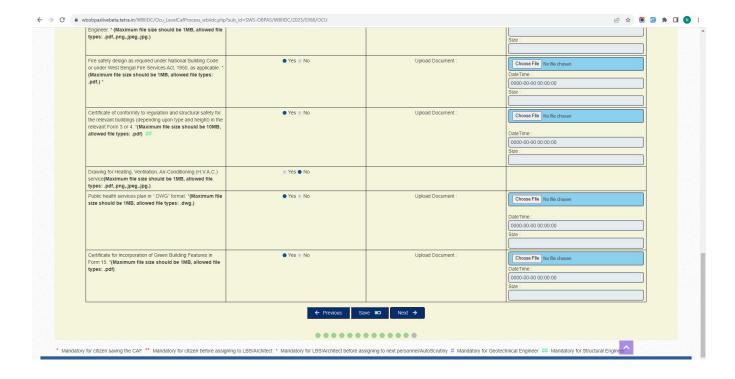
Select Options

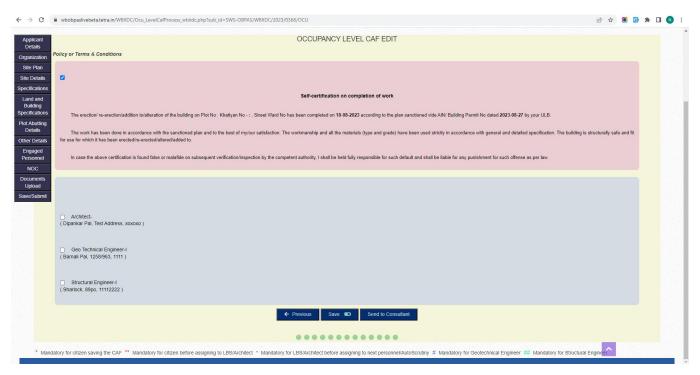
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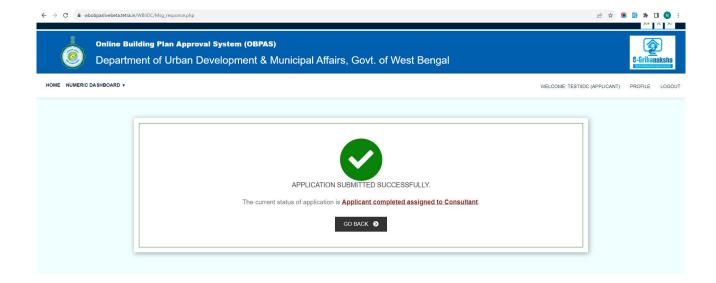




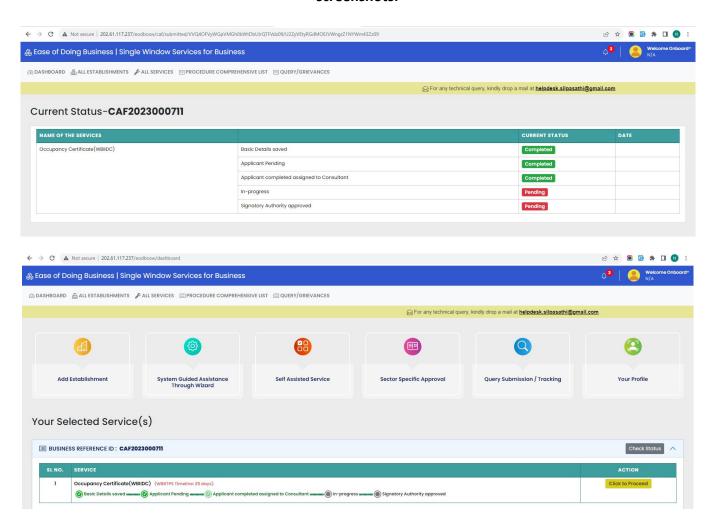


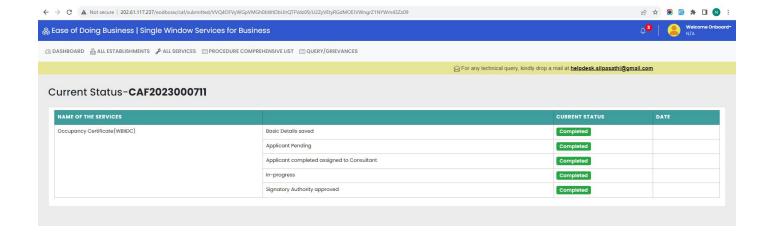


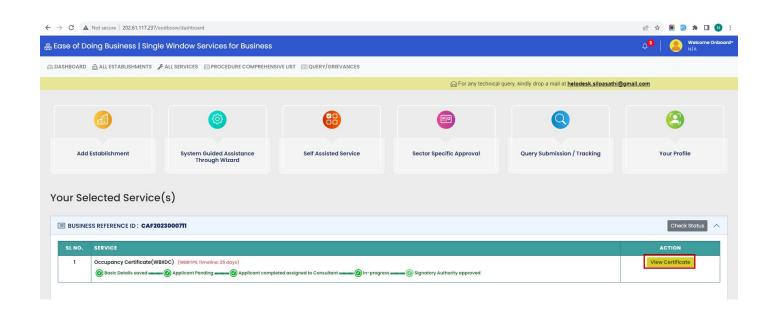


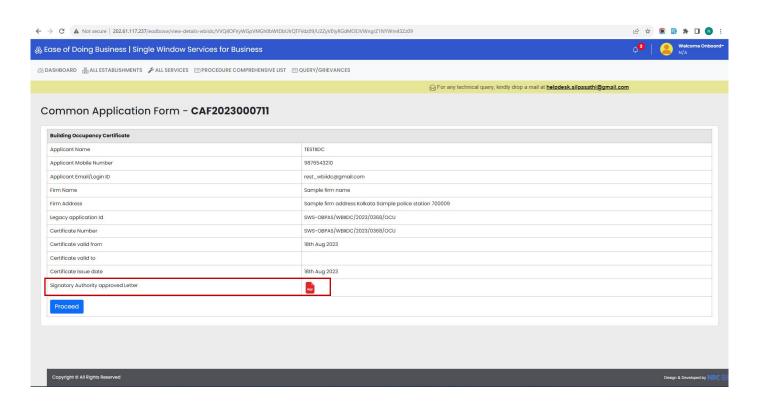


After checking the updated status of the application by clicking on the 'Update status' button, applicant needs to wait for few days and keep on checking the current status by clicking on 'Update status' button to receive the letter duly approved by the signatory authority. Please refer to the below mentioned screenshots:









Sample Certificate

FORM 13

Form of Occupation Certificate

From:

The Chief Executive officer, WBIIDC, DJ-10, Sector II, Saltlake City, Kolkata 700 091

To:

abc Itd

Memo No SWS-OBPAS/WBIIDC/2023/0368/OCU Dated the 18-08-2023

Sin

With reference to your notice of completion dated 18-08-2023, , I hereby certify that the building as per description below and certified plans of abc Itd whose Bldg. plans were sanctioned vide letter No.SWS-OBPAS/WBIDC/2023/0877 dated 27-08-2023, The site has been inspected with reference to Building Regulations, hygienic and sanitary conditions inside and in the surroundings and is declared fit for occupation.

The approving Authority approves Architectural Drawings/Development Control norms with respect to the Building Regulations only. The technical drawings /documents submitted by the owner / consultant / Architect /Engineer /Structural Engineer /Landscape Architect /Urban Designer / Engineer for Utility Services are considered as part of the records/inFormation supporting the building permit only. The responsibility of the correctness of inFormation/application of technical provisions fully vests with the owner /consultant/ Architect /Engineer /Structural Engineer /Landscape Architect /Urban Designer /Engineer for Utility Services and shall be liable as per laws.

The structural stability of the building is based on the certificate given jointly by the Owner/Architect/ Structural Engineer & Proof Consultant along with one set of Structural Drawings, incorporating therein the provisions of Structural Safety as specified in the relevant prevailing IS Codes/Standards/Guidelines stated in this Regulations. For the fire-safety clearances are to be obtained from respective authority of the fire Department, Govt. of West Bengal. The Authority /Local Body shall not have any responsibility for any loss caused to the building from any natural hazard / calamity.

Completion Certificate is issued for Plot No. LR-34 : 43 as per enclosed drawings.



Competent Authority
Signature Not Verified
Digitally Signed
Digitally Signed
Digitally Signed
Digitally Signed
Digitally Signed
Digitally Conference
Digital

Executive Engineer

WBIIDC