



དཔལ་ལྷན་འབྲུག་གཞུང་། ཕུན་ཚོགས་གླིང་ཁྲོམ་རྒྱུ།
ROYAL GOVERNMENT OF BHUTAN
PHUENTSHOLING THROMDE
POST CODE 21101, POST BOX NO. 02, PELKHIL LAM



Check List for Renewal of Occupancy Certificate

Applicant's Name:..... Contact No:.....

Thram No:..... Plot No:.....

Location:..... Date:.....

Verification by Inspection & Monitoring Section, Development Regulatory Division

Sl. No	Check List	Yes	No	Remark
1	Any illegal Structure within the registered plot boundary			
2	Any change/conversion in use of the building			
3	Any change in use of Jamthog/Attic (habitation)			
4	Any change/conversion in use of basement			
5	Any maintenance required for the building			
6	Any other issues			

Verified & Submitted to Head, DRD by:

(Name & Signature)
Building Inspector/Zone In-Charge
I&MS, DRD

**Note: *Report to be submitted to DRD within 3 working days after submission/registration of application.
* If any illegal activities, OC will not be renewed until rectifications.**