



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



Check List for Issuance of New Occupancy Certificate-DRD

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 deviation from the Approved drawings (Setbacks, Architectural Elements & painting, Balcony projections, Jamthog and others)			
3	Basement and parking as per approved drawing			
4	Safety grills installed in all the windows wherever necessary			
5	Labor camps/temporary structures and debris cleared			
6	Septic tank/sewer connection /storm water drainage properly done.			
7	Any damages to Public & Private Properties (Water Line, Sewer Line, Drainage, Footpath, Road and others).			
9	Any other issues			

Note: Any issue should be supplemented with Picture for the Record and reference.

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

(Signature)
Head
Development Regulatory Division

Note: *Report to be submitted to DRD within 3 working days after submission/registration of application.
* The applicant and the Zone In-charge to follow up with other divisions for clearance.
* Zone In-charge shall prepare and issue OC only after receiving clearances from other divisions.



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ROYAL GOVERNMENT OF BHUTAN
PHUENTSHOLING THROMDE
POST CODE 21101, POST BOX NO. 02, PELKHIL LAM



Check List for Issuance of New Occupancy Certificate-LSD

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

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

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

Verification by Land Record and Survey Division

Sl. No	Check List	Yes	No	Remark
1	Any encroachment in State Land			
2	Any encroachment in Pvt. Properties			
3	Temporary Lease land if any surrendered to PT			
4	Boundary Peg Installed			
5	Other issues			

Note: Any issue shall be supplemented with Picture for the Record and reference and submit the latest map with all structure on this plot.

Verified& Submitted to DRD by:

(Name & Signature)
Surveyor
Land Record & Survey Division

(Signature)
Head
Land Record & Survey Division

Note: *Report to be submitted to DRD within 3 working days after submission/registration of application.
* The applicant and the Zone In-charge to follow up with other divisions for clearance.
* Zone In-charge shall prepare and issue OC only after receiving clearances from other divisions.