



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



**Checklist 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).			
8	Plumbing and Electrical works are done by a certified Plumber and Electrician respectively.			
9	Any other issues			

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

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

(Signature)  
**Head**  
**Development Regulatory Division**



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



**Checklist for issuance of New of 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	Any 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)**