



དཔལ་ལྷན་འབྲུག་གཞུང་། ཕུན་ཚོགས་གླིང་ཁྲོམ་རྩེ།

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)