



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



Checklist for Renewal of 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 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 be renewed until rectification.**



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



Checklist for Renewal 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 Private 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 pictures 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 and Survey Division

(Signature)
Head
Land Record and Survey Division