

Procedure for submission of Online Occupancy Application:

- Visit GHMC website (www.ghmc.gov.in) and click on “DPMS – Submission of Building Applications Online”
- Registered user can login with credentials.

Submission of details:

- Select Occupancy tab in Applications and then select the Building completion on right side top of the screen.
- Go to option "Do you have a DPMS online building permit number? [Yes/No]
- If you Select ‘Yes’, enter the DPMS (Online approval) File Number and click on find button. The details of the sanctioned file will be captured from the database and displayed in application form. Check the details displayed and Click on Save & continue button.
- If the Building Permission is not issued under Online procedure, fill in the application form with all details. After entering the details, check all the filled data and save the page.
- A New file Number will be created.
- Open the New proposal and select document tab and attach the required documents/Plans.
- Ensure that all the information is filled properly before final submission. Since after submission to GHMC, there will be no provision to edit the details entered.
- A File number will be generated and SMS will be sent to registered mobile number (entered in application form)
- You can check the application in the Submitted Applications folder.
- Status of the file is automatically updated on the website and SMS message will be sent on periodical process of file i.e inspection, shortfall letter/rejection letter, payment of compounding fees intimation letter & Occupancy Certificate.
- If payment of compounding fees is involved, then go to the payment page and pay the compounding fees through available online integrated payment gateways.
- After final approval the Occupancy Certificate will be generated sent through email and will be available in the respective login for view and download purpose.

[View Application Form](#)

[View Document](#)

[Site Visit](#)

[Fees](#)

[Sign Letters & Plan](#)

* Do you have DPMS building permit No?

Yes

No

* Enter File No.

* Owner Name

* Email

* District

Zone Office

Mandal

* Proposed Use

Parking Space Provisions

RWH Pits (nos)

* Building Permit No.

* Work Commenced Date:

* Due date for completion of the building

* Mobile

* Locality

Circle Office

Village

* Net Plot Area (Sq.mt)

Road Widening

* Tot-lot area (m2)

* Building Permit Date:

* Work Completion Date:

* Required

[View Application Form](#)

[View Document](#)

[Site Visit](#)

[Fees](#)

[Sign Letters & Plan](#)

Document Check list

Documents verified on

[Raise Objection for Technical Aspects \(Mandatory\)](#)

Technical Aspects (Mandatory)

Click on Document (s) to View Attachment / Remarks

Building completion certificate issued by LTP.

Copy of sanctioned plan (If not pertains to the DPMS), .

Completion certificate to special conditions while sanctioning building plan

Land value certificate issued by the Revenue Department (if deviations are made to Sanctioned plan).

[Save](#)

View Application Form

View Document

Site Visit

Fees

Sign Letters & Plan

Check List Site Photographs

Site Visit Check List

Due Date

Site Inspection on

#	Description	As per Sanction on Plan	As on Ground	Deviation	Deviation %	Observation	Remarks
2	No. of Floors						
3	Cellar						
4	Stilt						
5	Ground						
6	Upper Floors						
7	Height of the Building						
8	Building Setbacks						
9	Front						
10	Rear						
11	Side (1)						
12	Side (2)						
13	Usage of Building						
14	Side Length						
15	Rear						
16	Side 1						
17	Side 2						
18	Parking Space provision						
19	Road widening						
20	RWHS Pits Nos.						