

GREATER HYDERABAD MUNICIPAL CORPORATION

*Office of the Commissioner,
Town Planning, Head Office,
GHMC, Hyderabad.*

Lr. No.1801/TPS/HO/GHMC/2025

CIRCULAR INSTRUCTIONS

Dated: .12.2025

08/01/2026

- Sub:** GHMC – Town Planning Section – Head Office - Guidelines for processing of Occupancy Certificates (OC) for building permissions obtained under G.O.Ms No.168 MA & UD Dt:07/04/2012 and validity of the building permissions lapsed/expired but constructed as per sanctioned plans & Telangana Building Rules, 2012 – Issued - Reg.
- Ref:** 1. G.O.Ms.No.86 MA& UD Dept., Dt:03.03.2006.
2. G.O.Ms.No.168 MA & UD Dept., Dt:07.04.2012.
3. G.O.Ms.No.7 MA & UD Dept., Dt:05.01.2016.

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Adverting to the above subject and references cited, it has been brought to the notice and observed that certain applications are being received with a request to consider and issue Occupancy Certificates for the buildings which are completed long back and having building permissions obtained under G.O.Ms No.168 MA & UD Dt:07/04/2012 and validity of the building permissions lapsed/expired but constructed as per sanctioned plan and Occupancy Certificates have not been obtained due to various reasons, as such the purchasers/prospective buyers/builders are facing problems from the service providers i.e., HMWS&SB, TSSPDCL etc., in obtaining service connections and paying additional tariffs as penalties and also facing difficulties in approaching the financial institutions for grant of loans and therefore requested to consider such applications for issue of occupancy certificate duly examining the same as per the provisions of building rules.

Keeping in view of the above circumstances, it is proposed to adopt a uniform procedure to deal with such type of applications for processing and issue of Occupancy Certificate in respect of buildings under Non High-Rise Category only and for applications which are submitted after lapse of specified time period in the building permit order.

Case-I: Applied for Occupancy Certificate within 2 years of revalidation period from the date of lapse of validity of building permission.

If application for issue of Occupancy Certificate is submitted after validity period is expired/lapsed and within (2) years but not availed Revalidation, such applications shall be processed as per the Rule 26 of G.O.Ms.No.168 MA&UD 07.04.2012 duly collecting the building permit fee and other charges that were missing at the time of original sanction and also any other charges levied after issue of building permission i.e., Link Road Charges, CRMP Charges etc. The Occupancy certificate shall be considered only if the buildings are constructed within the permissible limits i.e.10% deviations to the mandatory setbacks other than front setback.

Case-II: Applied for Occupancy Certificate after 2 years of revalidation period from the date of lapse of validity of building permission.

If application for issue of Occupancy Certificate is submitted after validity period is expired/lapsed and after (2) years, such applications shall be processed as per the Rule 26 of G.O.Ms.No.168 MA&UD 07.04.2012 duly collecting all the charges applicable to the total built-up area including the charges that are applicable as on date of application for issue of Occupancy Certificate and any other charges levied after issue of building permission i.e., Link Road Charges, CRMP Charges etc.. The Occupancy certificate shall be considered only if the buildings are constructed within the permissible limits i.e. 10% deviations to the mandatory setbacks other than front setback.

Further, while processing such applications the following documents shall be insisted:

- a) The building should be complied with all parameters specified under Rule No.26 of GO Ms.No.168 MA&UD Dept., Dt.07.04.2012.
- b) Building Completion Certificate duly signed by the Owner / Architect/Structural Engg. /Builder.
- c) Latest Photographs of all sides including terrace.
- d) Sanction Plan & Proceedings.
- e) Registered Gift Deed for Road affected area if any.
- f) Structural Stability Certificate from the empanelled Structural Engineer.
- g) NOC / Consent from all the Flat Owners / Buyers.
- h) Undertaking for the Court cases/Legal disputes.
- i) Fire NOC (in case of other than residential buildings)

The above procedure shall be made applicable for Non High Rise buildings only.

Commissioner
GHMC

K. V. D. S. 15/12/2022 *(Signature)*
15/12/22

To

1. The Zonal Commissioners, GHMC
2. The Addl. Chief City Planners, HO, GHMC
3. The City Planners, HO and Zonal Offices, GHMC
4. The Deputy Commissioners, Circle No. 1 to 30, GHMC.
5. The Deputy City Planners, HO, Zonal and Circle Offices, GHMC
6. The Deputy City Planners / Asst. City Planners, Circle No.1 to 30, GHMC.

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