

CC, OC & Final Handover Checklist

Use this as a project-control checklist from sanctioned permission through construction, occupancy and final handover. Exact authority stages vary by location and project.

1. Pre-commencement / CC

☐	Current sanctioned drawings and approval conditions are identified.
☐	Required pre-CC NOCs / charges / undertakings are tracked.
☐	The exact CC / stage permission obtained is recorded before site work proceeds.

2. Construction controls

☐	Site uses the current sanctioned / approved revision set.
☐	Programme, contractor scope, billing / measurement and quality records are maintained.
☐	Safety, insurance and statutory inspections are tracked.
☐	Design / site changes are routed through required approval / amendment process.

3. Completion / OC

☐	Consultant completion / stability / service certificates are collected as applicable.
☐	Fire / lift / utility / other completion requirements are tracked where applicable.
☐	Occupancy Certificate / applicable occupancy approval is obtained and archived.

4. Handover

☐	Possession records and outstanding-item / defect list are signed.
☐	As-built drawings, warranties, manuals and service contacts are handed over.
☐	Society / common-area / accounts / asset records are handed over as applicable.
☐	Conveyance / title-transfer and final project records are completed / tracked.

Record: Project / Society _____ Date _____ Reviewed by _____