

List of Mandatory Documents for New Factory Permit u/s 390 of MMC Act:

- A) Udyog Aadhaar card (mandatory)
- B) Copy of registered Agreement Showing the ownership / occupancy i.e. purchased deed of factory premises in the name of applicant or Leave & License Agreement. (mandatory)
- C) Copy of Building Occupation Plan / Building Completion Plan issued by EX. Engineer (Bldg. Proposal) of concern zone. Or Structure authorization (in case of flour mill or individual structure) is in existence prior to 01/04/1962 or at least prior to the date of census i.e. 01/04/1976. (mandatory)
- D) Copy of Machinery Layout Plan with scale 1" : 8'. (mandatory)
- E) Extract of Assessment issued by Asstt, Assessor & Collector of concern ward in the name Applicant.
- F) N..O.C. of Landlord / Owner in case of Leave & License.
- G) NOC from society. (mandatory)
- H) Copy of Partnership Deed, Memorandum & Articles of Association, Company registration Certificate, etc. (mandatory)
- I) Indemnity Bond on ₹200/- stamp paper (mandatory)
- J) Undertaking of Owner on ₹100/- stamp paper (mandatory)
- K) N.O.C. of Maharashtra Pollution Control Board.
- L) Structural Stability Certificate in case of life of structure is more than 30 years.
- M) If factory permit was already issued to said premises-
 1. If yes then submit the scan copy of previous permit.
- N) Zonal Confirmation Certificate from Ex. Engineer (Development Plan).
- O) RMC Plant Application.: Copy of Approved Plan issued by Ex. Engineer, (Bldg. Proposal) of concern zone /SRA/ MHADA/MMRDA/Estate Dept. / Asstt. Engineer (Maintenance Dept.), whichever is applicable.
- P) At least four geo-tag photographs of Factory premises/ 2 videos (2 min each) of factory premises.