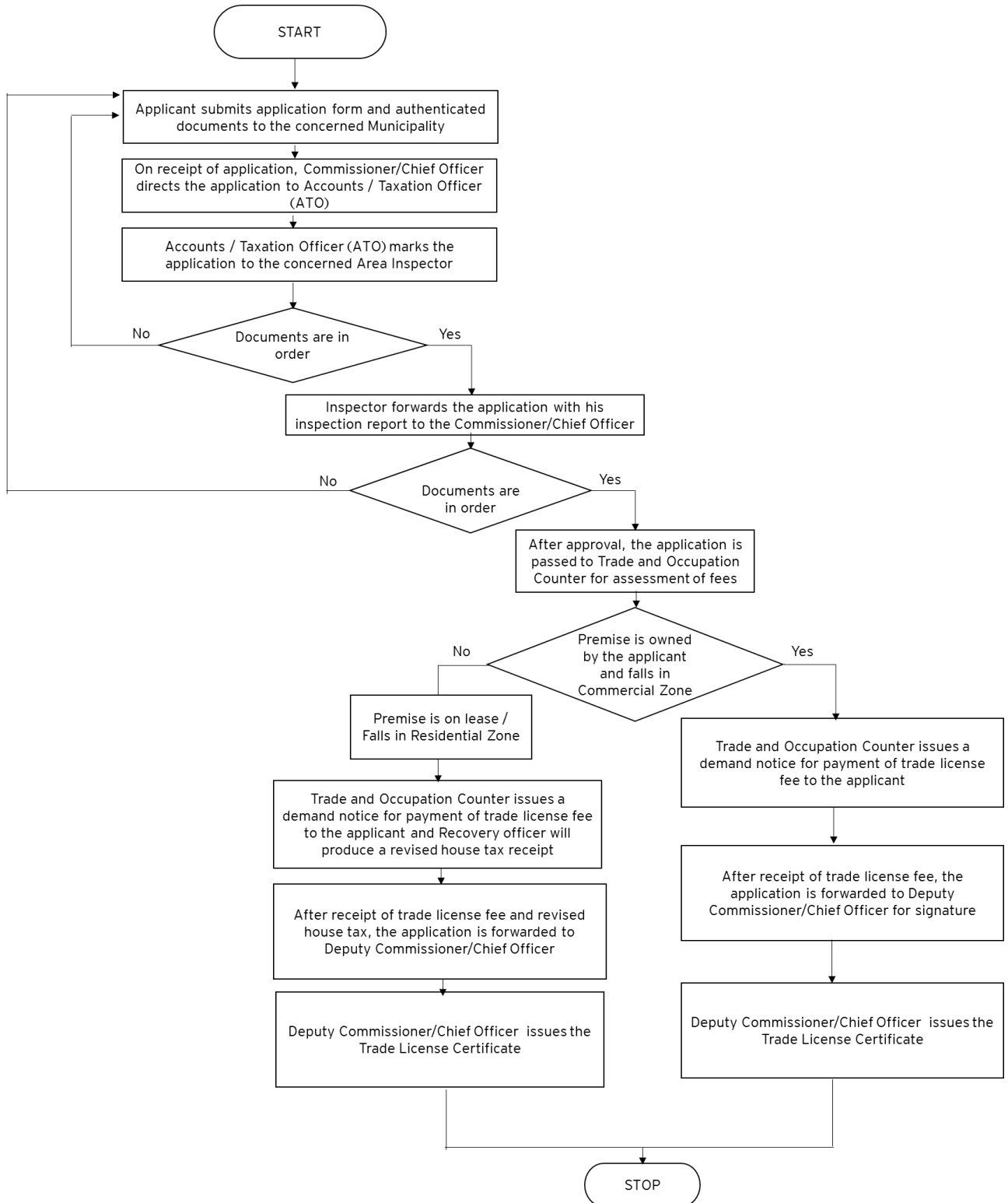


# 1. Procedure and Checklist for issue of Trade License /Occupation License from concerned ULB

## 1A - Flowchart: Inspection procedure for obtaining Trade License / Occupation License from the concerned ULB



### **1B - Documents required for issue of Trade License / Occupation License**

1. Form 'B' Application form with 2 passport size photos
2. Drawing of the proposed Business/Occupation premise showing location, area, reference to payment of House Tax, Plans of the premises, reference to Occupancy certificate, NOC from owner, lease deed, rent receipt.
3. Occupancy certificate, NOC of Owner of premises, Leave and License agreement if the premise is taken on rent
4. Copy of House Tax payment receipt
5. NOC from Food and Drugs Administration (If applicable)
6. NOC from Directorate of Health (If applicable)
7. NOC from Directorate of Fire Services (If applicable)
8. NOC from Police Department (for Cyber cafe & IT)
9. Undertaking/Affidavit incase society is not formed or NOC from society
10. NOC from Pollution Control Board in case of Workshops and other mechanized units e.g Flour Mill