Grade A Landlord Fit-Out Approval Checklist

Gurgaon, Noida, Delhi and Bangalore · Officea Design & Build · 10 November 2026

What approvals does an office fit-out need in a Grade A building?

Written approval of your drawings from the building's property manager against its fit-out manual, consistency with the building's fire certificate, and power and services connections within the building's norms. That approval sets the real start date.

Drawings go to the property manager for review, the MEP design works within the building's power, DG and HVAC norms, and material moves through booked goods lifts. The landlord inspects again before ceilings close and at close-out. Officea plans the review as a fixed early step in every programme, because no site work starts until it is signed.

The checklist, stage by stage

Stage	What to do	Who
Before you sign the lease	Get the building's current fire certificate and its validity, and check whether the floor is sprinklered. Get the fit-out manual: approved devices, contractors and permits. Attach a written handover specification to the term sheet.	Client or admin head
Concept design	Check occupant load, travel distances and exits on the furniture layout.	Designer
Detailed design	Prepare the layout, ceiling plan, sprinkler and alarm drawings with hydraulics, egress plan and material specifications, within the building's power, DG and HVAC norms.	Designer and fire consultant
Landlord approval	Submit the drawings and get written approval before any fire work starts. Confirm whether the building uses its own contractor for riser and panel tie-ins.	Design and build contractor
Construction	Take permits for drain-downs and hot work, book goods lifts, firestop every penetration and photograph it, and leave fire doors untouched.	Site team
Before ceilings close	Hold a joint inspection with the landlord.	Contractor and landlord
Pre-handover	Run the sprinkler pressure test, the fire alarm cause-and-effect test including interlocks, and the 90-minute emergency lighting test.	Contractor and landlord
Occupation	Get the landlord's completion letter and the state certificate, NOC or self-declaration that applies, and hold a mock drill.	Client

Which fire law applies in each city?

Gurgaon follows the Haryana Fire and Emergency Services Act, 2022, Delhi the Delhi Fire Service Act, 2007 and Rules, 2010, and Bangalore the Karnataka Fire Force Act, 1964 as amended in 2023. For Noida we confirm the requirement with the building and the Uttar Pradesh fire department on each project.

Fire rules are a state subject, so the trigger for a certificate changes at the state border. In Haryana, alterations beyond the limits in the Haryana Building Code 2017 cause the building's fire certificate to cease, which is why fit-out changes matter there.

Fire rules by city, as summarised in our fire safety guide

City	Law	When a certificate is needed
Gurgaon	Haryana Fire and Emergency Services Act, 2022	Business buildings with more than 500 sq m on any floor, high-rise buildings and buildings with two or more basements; certificates run for three years for non-residential use
Delhi	Delhi Fire Service Act, 2007 and Rules, 2010	A Delhi Fire Service notice of June 2026 listed business buildings above 15 m or with five or more storeys
Bangalore	Karnataka Fire Force Act, 1964, amended in 2023	Fire NOC mandatory for high-rise buildings above 21 m
Noida	Uttar Pradesh fire department	Confirmed with the building and the department on each project

Does the landlord’s fire certificate cover my fit-out?

No. A fit-out does not inherit the building’s compliance. New partitions, false ceilings and layouts change sprinkler coverage, detection and escape routes, so they must be redesigned, approved by the landlord and, where state rules require it, cleared by the fire department before occupation.

A full-height wall can put a new cabin outside the spray of the nearest sprinkler head, and extra heads add flow demand, which is why landlords ask for a hydraulic check. Read the full office fire safety requirements in India.

What extra steps does an SEZ building add?

To operate as an SEZ unit, a company needs approval from the zone’s Development Commissioner under the SEZ Act, 2005. Material and contractors also pass through the zone’s gate and security.

Supplies to SEZ units and developers for authorised operations are zero-rated under section 16 of the IGST Act, 2017, so your tax adviser confirms the GST position for your unit before the job is priced. We book goods lifts and gate passes in advance and keep a delivery log the landlord can check. If your company is not an SEZ unit, ask the landlord which towers or floors can be leased outside SEZ rules. More in Candor TechSpace Gurgaon.

What should you agree before you sign the lease?

A written handover specification, the fit-out manual, the building’s fire certificate and its validity, and the deposits and paperwork the building needs from your contractor.

Two landlords can use “warm shell” to mean different things, so attach the handover specification to the term sheet (see bare shell vs warm shell). Ask whether the building needs a refundable fit-out deposit, contractor insurance, labour lists and work permits, and agree in writing whether you return the floor as bare shell, warm shell or as is at exit. Our complimentary floor plan audit checks the floor against your headcount before you sign.

What documents should you receive at handover?

As-built fire drawings, the sprinkler pressure test record, the fire alarm cause-and-effect test, the emergency lighting test, material fire test certificates with firestop photos, the extinguisher list and the landlord’s completion letter.

Add the state certificate or self-declaration that applies. The full handover list, including warranties and manuals, is in what an office handover checklist should contain.

Officea Design & Build designs and builds corporate offices from studios in Delhi (Nehru Place), Gurgaon (DLF Grand Mall), Noida (Sector 3) and Bangalore (Residency Road). 2026 rate card for Delhi, Gurgaon and Noida: ₹1,800 to ₹4,500 per sq ft before GST, furniture included. Send a floor plan for a complimentary audit: officea.in/free-floor-plan-audit/ · corporate@spacesolutions.co.in · +91 98711 11446