Building Plan Approval System

Business Licensee User

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Table of Contents

1 Getting Started.....7

1.1 Building Plan Approval.....7

1.2 Change Password.....8

1.3 Sign out.....8

1.4 Recover Password.....9

1.5 Home Page.....10

1 Business Licensee Registration.....11

2 Building Plan Scrutiny.....12

2.1 Users.....13

2.2 Overview.....13

2.3 Building Plan Scrutiny:.....13

2.4 Steps to submit a Building Plan Scrutiny.....13

2.4.1 EDCR- Building Plan Scrutiny.....14

2.4.2 New EDCR Plan.....15

2.4.3 Resubmit 'Building Plan Scrutiny'.....18

3 Application Submission.....21

3.1 List of Services.....21

3.1.1 Save, Submit and Close.....26

3.1.2 Online Payment.....26

4 Letter to party reply.....27

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4.1 Update, Print letter to party and Close.....29
4.1.1 Update.....29
4.2 Print letter to party.....29
4.3 Close.....29

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About eGovernments

eGovernments Foundation is a best-in-class technology solutions developer for electronic governance and smart cities with over 13 years of experience in transforming urban governance. Building a comprehensive, intelligent platform for technology-powered, mobile-enabled urban governance is the only work we do. Our products are relied upon by millions of people across India, both in government as well as citizens in their day-to-day lives. They offer exceptional possibilities to organizations engaged in developing/integrating solutions and applications in the e-governance domain.

Key components of our e-Governance platform:

- **ERP** - to fully digitize civic body operations •
- **CRM** - digital service delivery to citizens •
- **Payment System** – enabling government offices to go cashless both internally as well as with citizens
- **Financial Management** – includes budgeting, forecasting and financial accounting that are compliant with National Municipal Accounting Standard
- **Dashboards for State / City / Town level monitoring and control**
- **Mobile apps** for citizens to pay taxes, raise and resolve complaints
- **Mobile apps** for civic body employees
- **Data Analytics**

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- We are committed to collaborate with reputed solution/application developers and system integrators to make Digital India a reality and transform urban governance globally.

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Our strength:

eGovernments Foundation is promoted by two visionary technocrats – Nandan Nilekani, ex CEO, Infosys, former Chairperson of the Unique Identification Authority of India (UDAI) and former Head of Government of India's Technology Committee, and Srikanth Nadhamuni, CEO, Khosla Labs, and ex CTO UIDAI – with a vision to transform urban governance through cutting edge technology.

• Our benefactors include Omidyar Network and Tata Trust

• Over the past decade, we have gained deep insights into eGovernance space at a very granular level

• Our state-of-the-art, ERP-based platform – with 22 modules – for urban governance is built on advanced Open Source technologies for better flexibility, interoperability and faster implementation

• Our products enable administrators in information-driven decision-making, enhanced citizen connect, intelligent financial management; and help citizens to interact with government in an easy, transparent, and real-time fashion.

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About this User Guide

This User Manual describes the features, benefits, workflow, and roles offered by the Building Plan Approval module of eGovernments platform, and a step-by-step-by guide to using the module by different users.

Conventions

The conventions used in this manual are:

1) Navigation > Arrow '>' notation describes the flow of navigation in the app.
2) LP: Letter to Party

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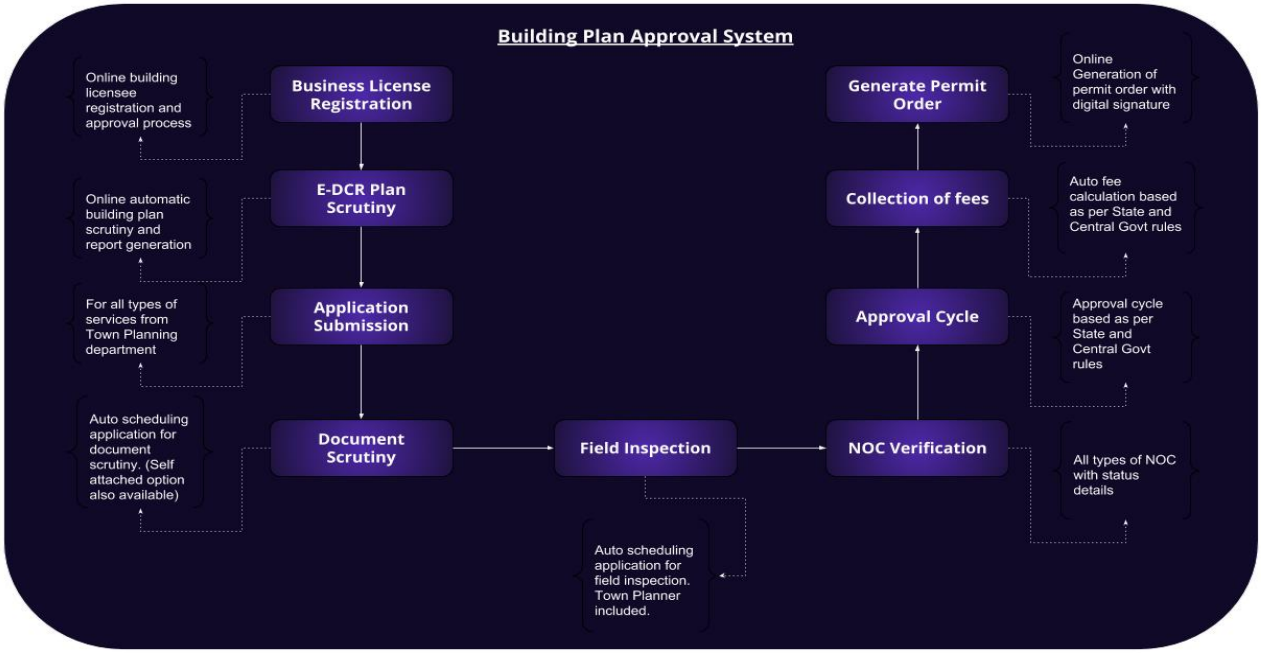
1 Getting Started

1.1 Building Plan Approval



- Building Plan Approval module is available as part of the eGovernments platform. To log into eGovernments platform / your citizen services portal, on your web browser, type <URL> and click on **enter.**
- Upon entering the web page, you will see the following options in the home page.
- Use your log in details - **Mobile Number/Login ID** and
- **Password** - and click on **Sign in.**

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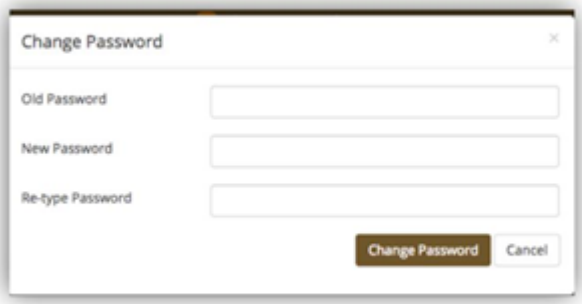
1.2 Change Password

- In the top panel, on the right hand top corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down, click on Change Password option.
- Provide Old Password, New password, Retype new password, and click on Change Password.



1.3 Sign out

- In the top panel, on the right hand corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down click on Sign out.

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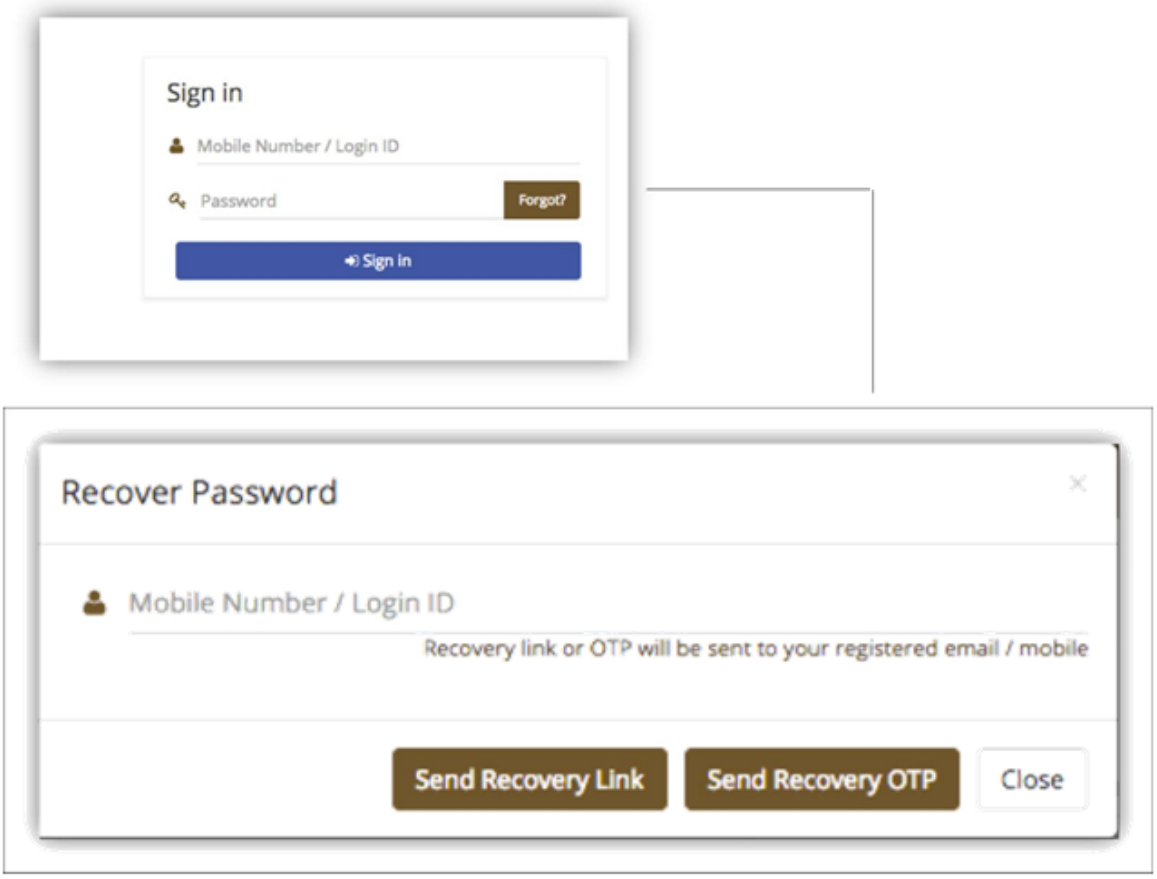
1.4 Recover Password

- If you forget your password, in the log in page click on Forgot in the Password box
- In the Recover Password window that opens, enter your Mobile Number or Email ID, and choose the password recovery option (either my OTP to mobile phone or password recovery link to email)



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1.5 Home Page

Elements	Functionalities
Left Panel	• Provides two options – BPA and EDCR. • BPA enable you to submit application for different service types.
Top Panel	• Enables you to view dashboard and Notifications. • In addition, the Top Panel enables you to update your profile.
Right Panel	• Shows list of submitted applications, Drafts, and Notifications in List View sorted chronologically with most recent on top. • Notifications contain the tasks with any changes occurred

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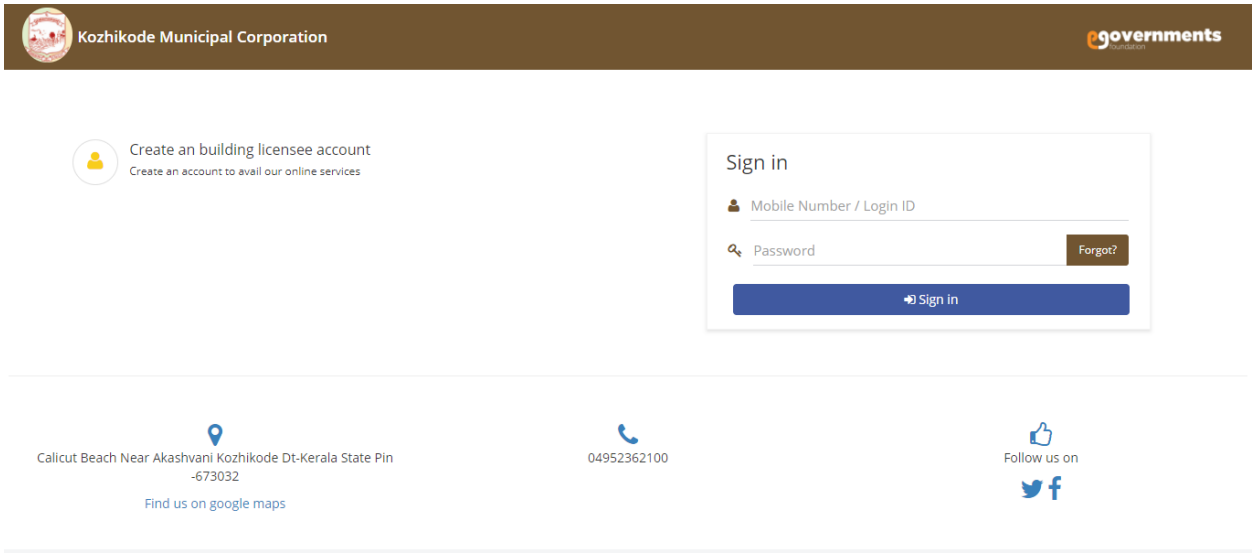
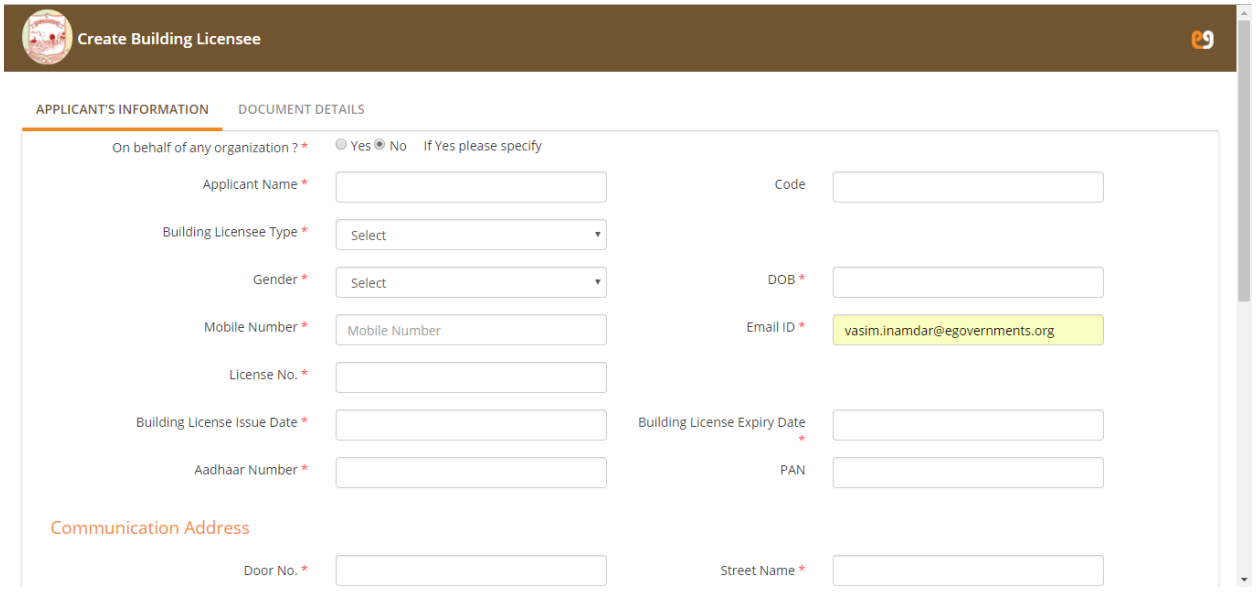
1 Business Licensee Registration

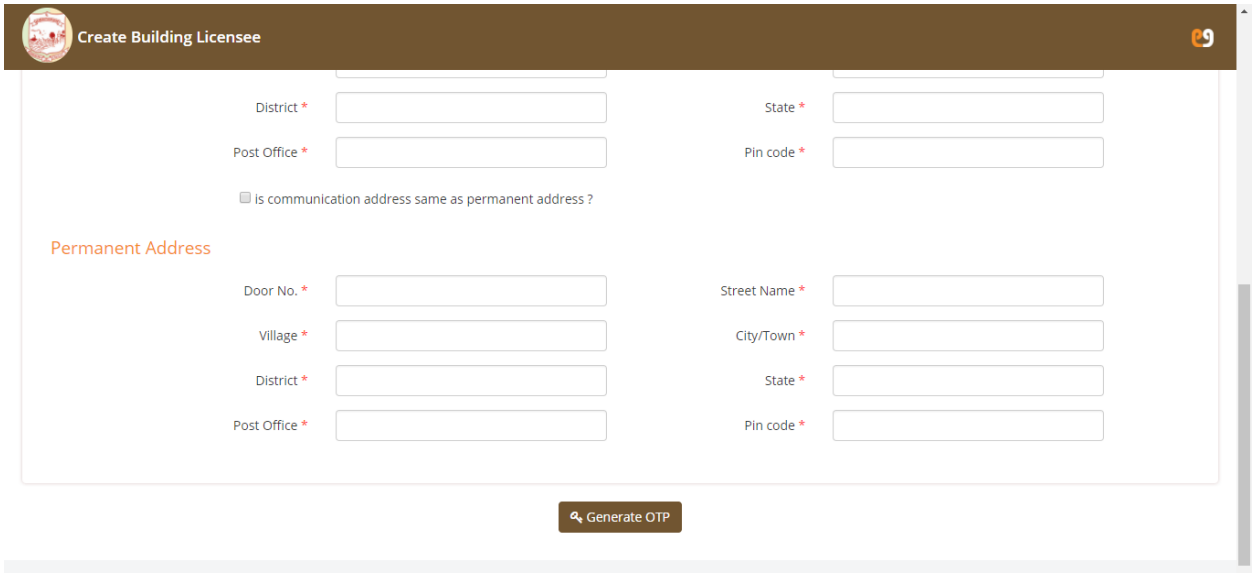
- URL: http://kozhikode.egovernments.org
- For building licensee registration, User needs to click on create a building licensee account on the left side of the screen.



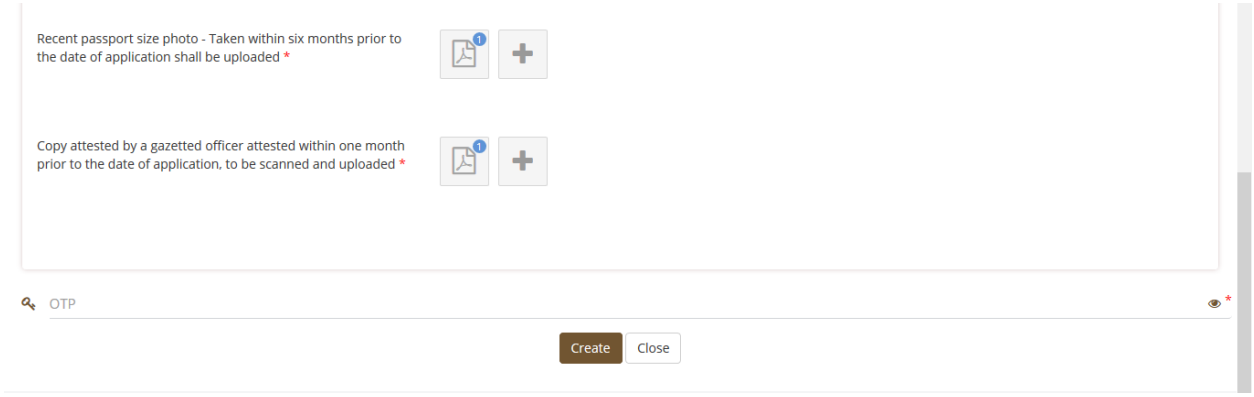
- The building licensee needs to enter all the mandatory fields and documents.



- Once all the mandatory details are entered, the user need to click on generate OTP tab for verification of mobile number.
- The user need to enter the system sent OTP on the entered mobile number.



- Click on submit button to submit the "**Building Licensee registration Application**" with ULB.
- Click on close to close the tab.



- Once the application for registration is approved, the user will receive login credentials via SMS and email.

2 Building Plan Scrutiny

2.1 Users

- Valid Business Licensee: Architect, Building Designer A, Building Designer B, Engineer A, Engineer B, Town Planner A, Town Planner B, Supervisor A and Supervisor B.

2.2 Overview

- A business user resembles the one who has valid license from ULB in order to submit a "Building Plan Approval" (BPA) application.
- Only a business user can submit a Building Plan Approval application.
- A business user can do plan scrutiny for "n" number of times for a single plan and can submit and scrutinize multiple building plans for 'n' number of time.
- Business user and citizen will be completely in sync with each and every details related to building plan approval application, via Building Plan Approval system, throughout the application cycle

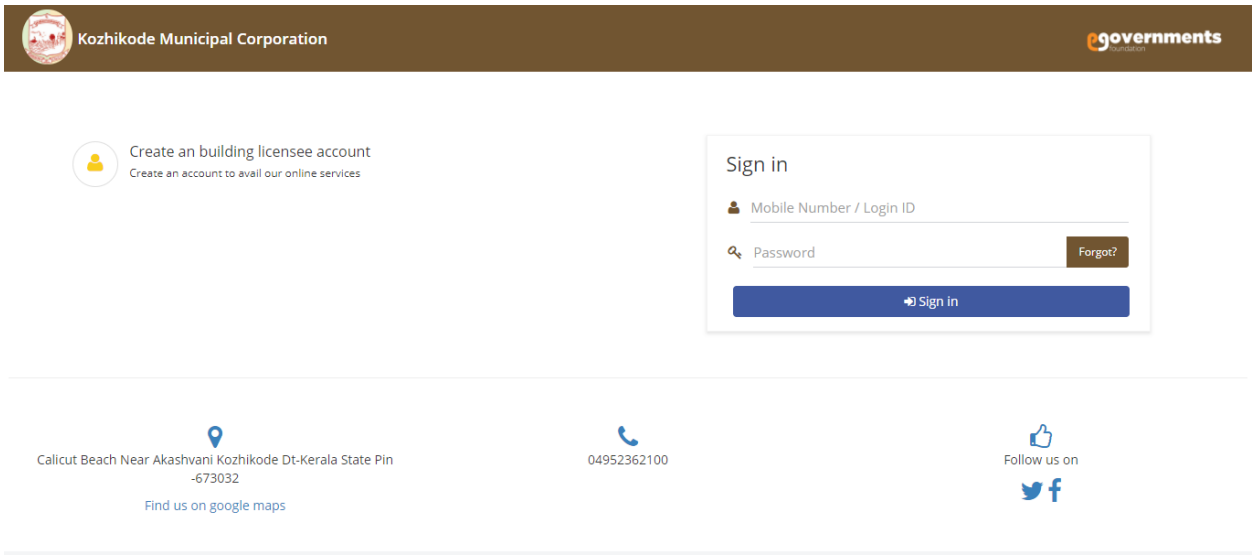
2.3 Building Plan Scrutiny:

In order to make a complete automated and transparent process for scrutinizing a building plan and getting the government approval for the same, eGovernments foundation has created an open source software (built on all open source tools) for 'Building Plan Scrutiny' and 'Building Plan Approval System'

2.4 Steps to submit a Building Plan Scrutiny

1) For registration of Business licensee, click on new registration on http://kozhikode.egovernments.org

2) A business user will be able to login or will receive the unique login credentials only after approval from the ULB authority.
3) Login as registered business user using the user name and password send via SMS and Email.
4) URL for login: http://kozhikode.egovernments.org.



2.4.1 EDCR- Building Plan Scrutiny

1. On the left panel dashboard click on EDCR icon.
2. Two options will appear on the screen.
3. A) New EDCR Plan
4. B) Resubmit EDCR Plan

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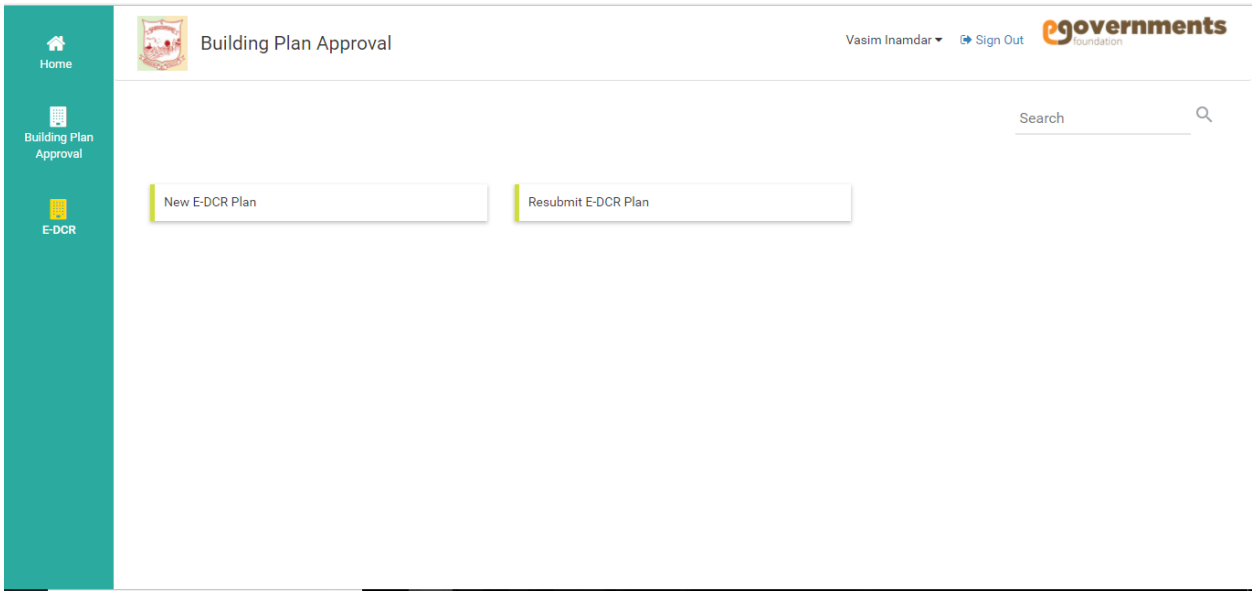
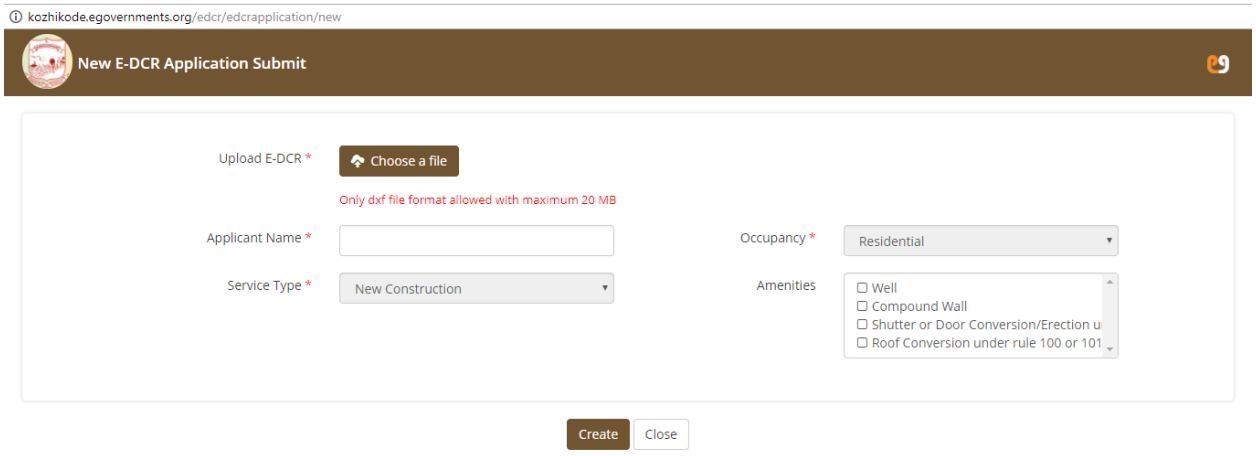


2.4.2 New EDCR Plan

- For submitting the 'Building Plan Scrutiny', the user can upload only .DXF type of cad drawing file. Maximum size of the file can be up to 20MB.



- The user needs to enter the applicant name occupancy type and service type (along with amenities if any) mandatorily.

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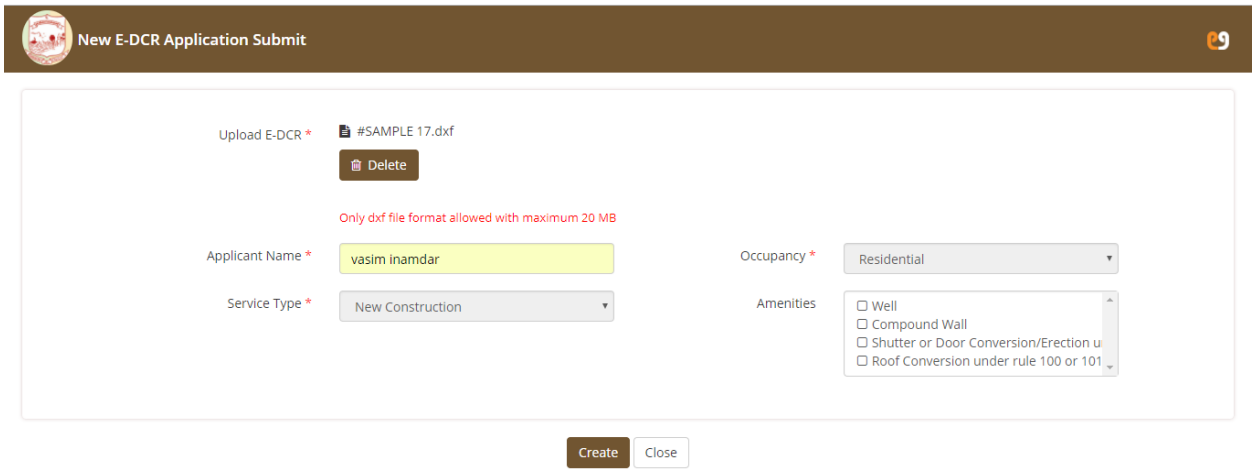

- Click on **create** in order to scrutinize the building plan
- Click **close** to close the tab.
- The system scrutinizes the submitted plan automatically in few seconds and output report is generated along with the status of the report as shown in the below screenshot
- The first tabular form the screen shows the submitted **EDCR Application details** before doing building plan scrutiny of the submitted file.
- In **EDCR Application details** the system generates an unique application number.
- The table with the header '**EDCR Processing Details**' gives details of submitted 'Building Plan Scrutiny' file. The table contains details like **uploaded file name, report output file name, uploaded date and time and status of the submitted** 'Building Plan'.

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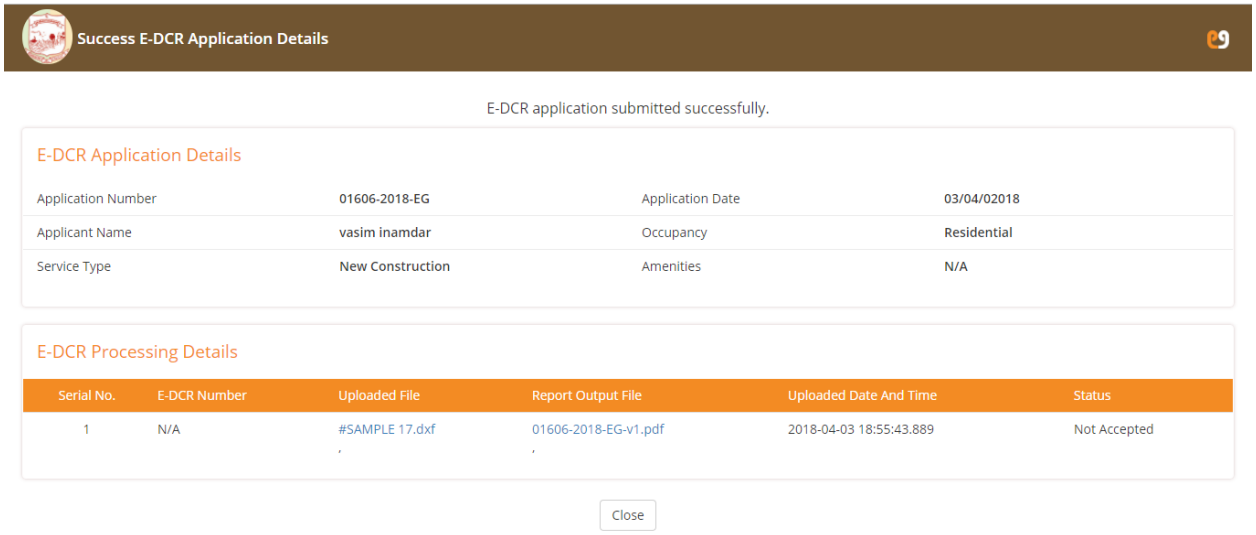
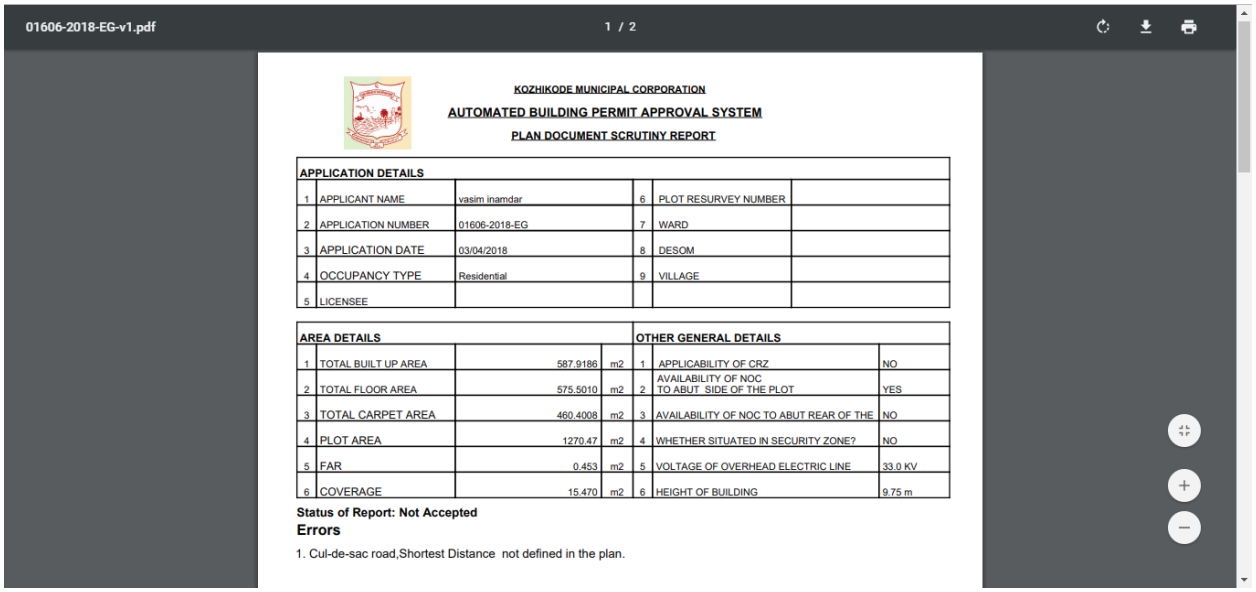
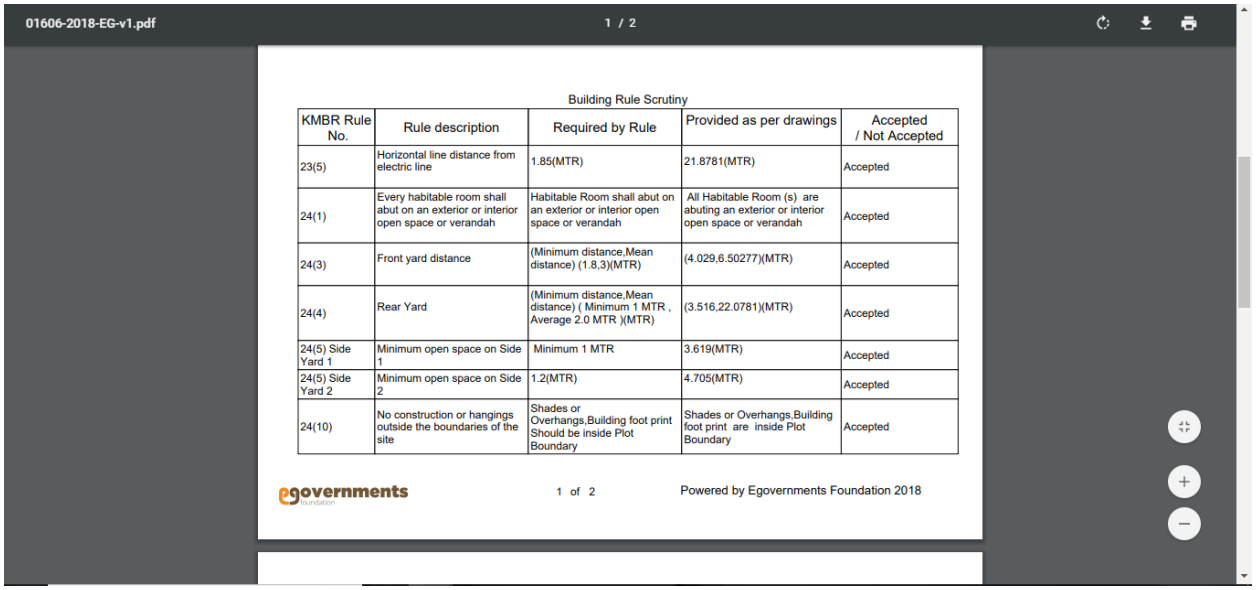


- Click on **close** button to close the tab.
- On clicking **report output file** that is generated after system doing the building plan scrutiny, the in detailed report of the scrutiny file is generated as shown in the below screens.
- The **report** is generated based on latest version of **KMBR** rules.



- The report explains **rule number, rule description, required as per rule, provided as per drawings and accepted/Not accepted** in a tabular form as mentioned in the below screen.
- The report also clearly mentioned for which rule the plan is accepted or not accepted. Based on the rule wise status output, the user can re-submit the plan again by correcting the submitted plan for all the rules which shows 'Not Accepted' status in the report.



Building Rule Scrutiny

KMBR Rule No.	Rule description	Required by Rule	Provided as per drawings	Accepted / Not Accepted
23(5)	Horizontal line distance from electric line	1.85(MTR)	21.8781(MTR)	Accepted
24(1)	Every habitable room shall abut on an exterior or interior open space or verandah	Habitable Room shall abut on an exterior or interior open space or verandah	All Habitable Room (s) are abuting an exterior or interior open space or verandah	Accepted
24(3)	Front yard distance	(Minimum distance,Mean distance) (1.8,3)(MTR)	(4.029,6.50277)(MTR)	Accepted
24(4)	Rear Yard	(Minimum distance,Mean distance) (Minimum 1 MTR , Average 2.0 MTR)(MTR)	(3.516,22.0781)(MTR)	Accepted
24(5) Side Yard 1	Minimum open space on Side 1	Minimum 1 MTR	3.619(MTR)	Accepted
24(5) Side Yard 2	Minimum open space on Side 2	1.2(MTR)	4.705(MTR)	Accepted
24(10)	No construction or hangings outside the boundaries of the site	Shades or Overhangs,Building foot print Should be inside Plot Boundary	Shades or Overhangs,Building foot print are inside Plot Boundary	Accepted

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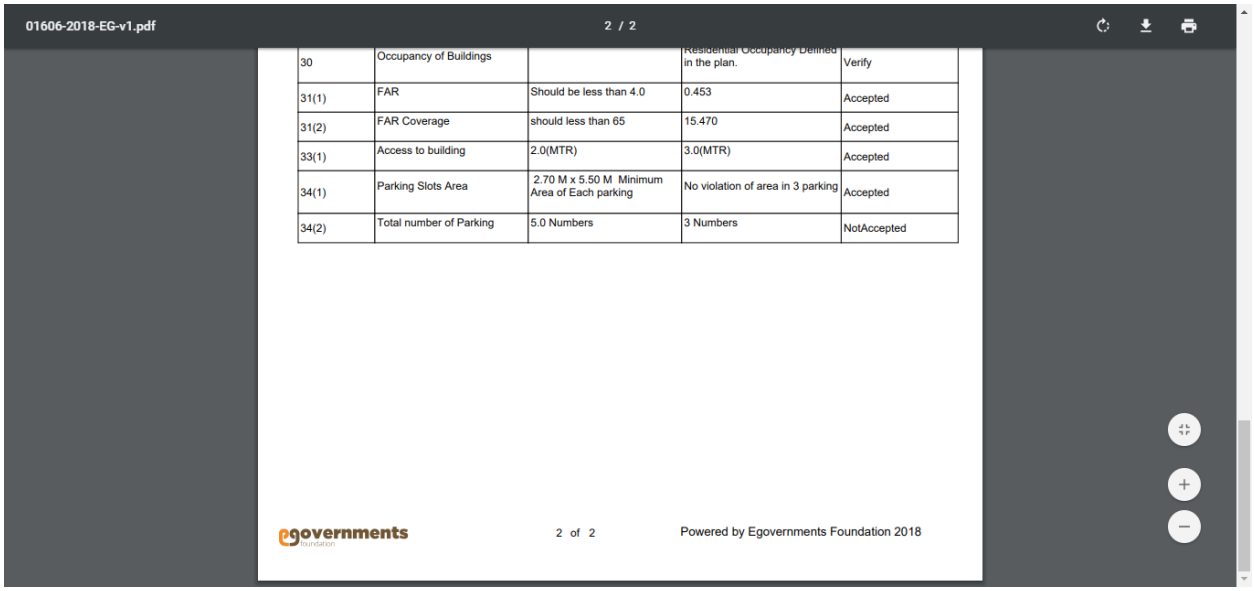
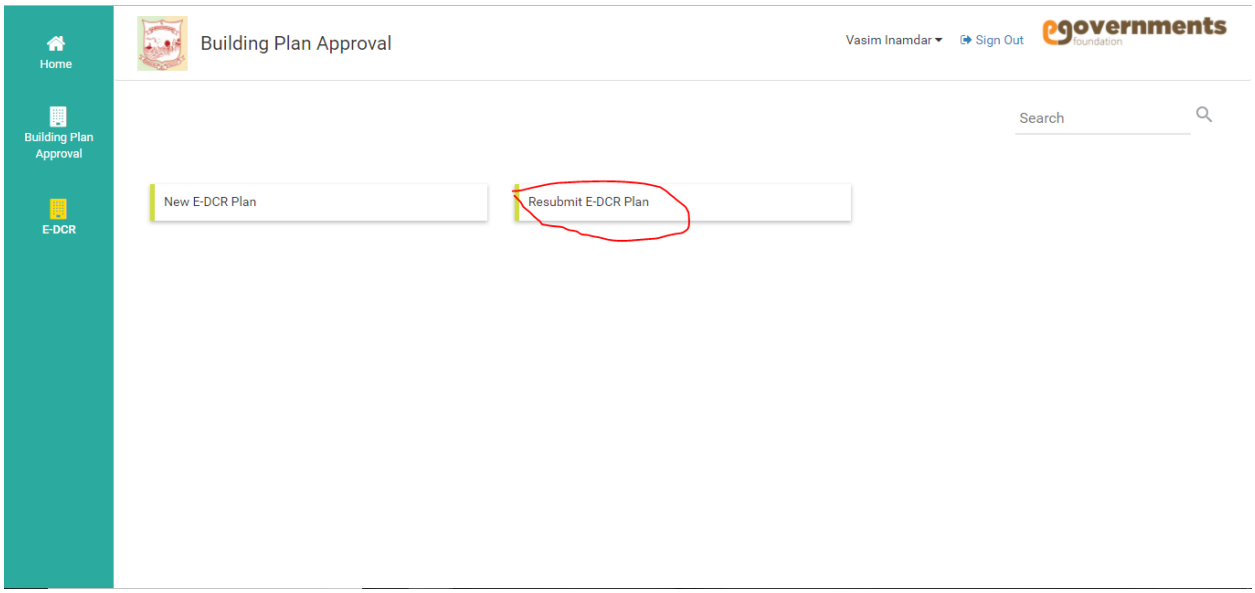


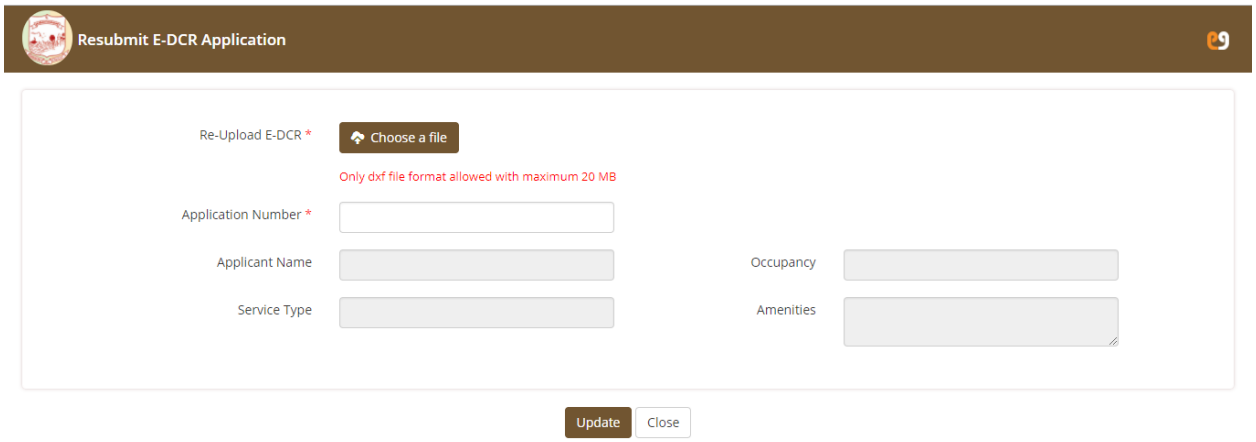
2.4.3 Resubmit 'Building Plan Scrutiny'

- Click on '**Resubmit EDCR Plan**' (Building Plan Scrutiny), to resubmit the building plan.



- On Click of '**Resubmit EDCR Plan**' (Building Plan Scrutiny), the system navigates to below mentioned screen.

- The user needs to resubmit the corrected '**Building Plan Scrutiny**' file and upload the corrected **.DXF** file.
- The user needs to enter already generated application number with previous 'Building Plan Scrutiny' report.
- Click on **update** and generate the 'Building Plan Scrutiny' report for the resubmitted file.
- Click on **close** button to close the tab.



- The resubmitted file details will also be updated in the **E-DCR processing details**.
- The user can download the scrutinized report for the resubmitted file by clicking on the **report output file.**

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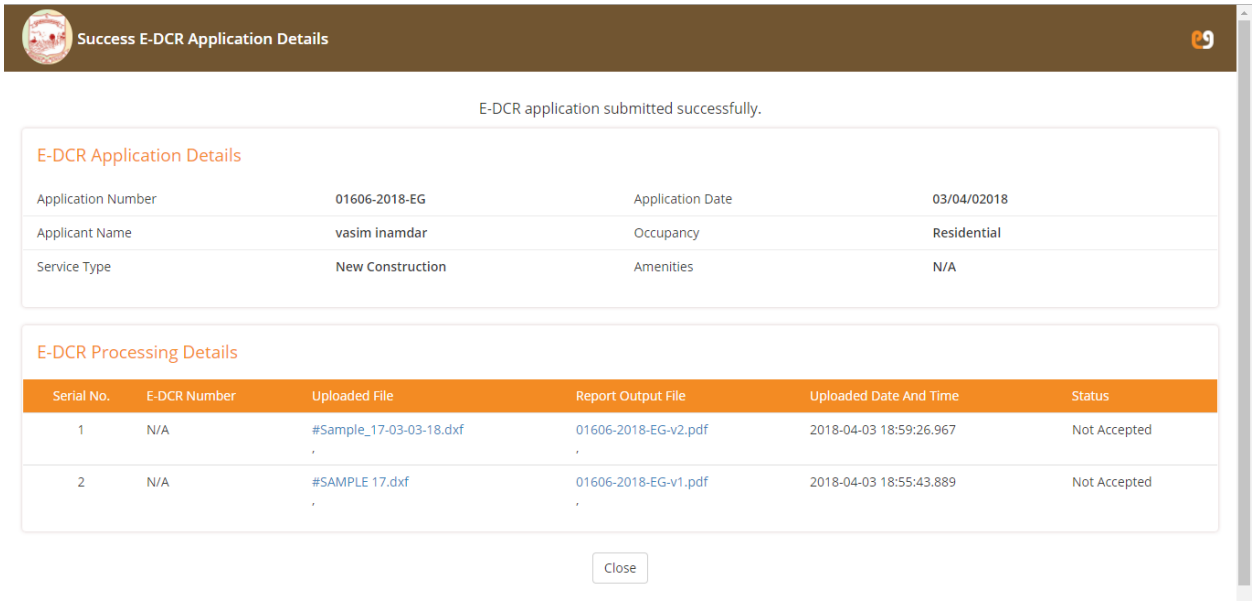

- Click on **close** button to close tab.
- The final accepted 'Building Plan Scrutiny' file has a **unique application number** which is used while submitting the 'Building Plan Approval' application.
- All the detail of the scrutinized and accepted building plan file which is generated is automatically attached along with the 'Building Plan Scrutiny' submitted file and accepted output report.
- The user needs to mandatorily enter the accepted 'Building Plan Scrutiny' report unique application number while submitting the building plan approval application for various service types (for required service type).

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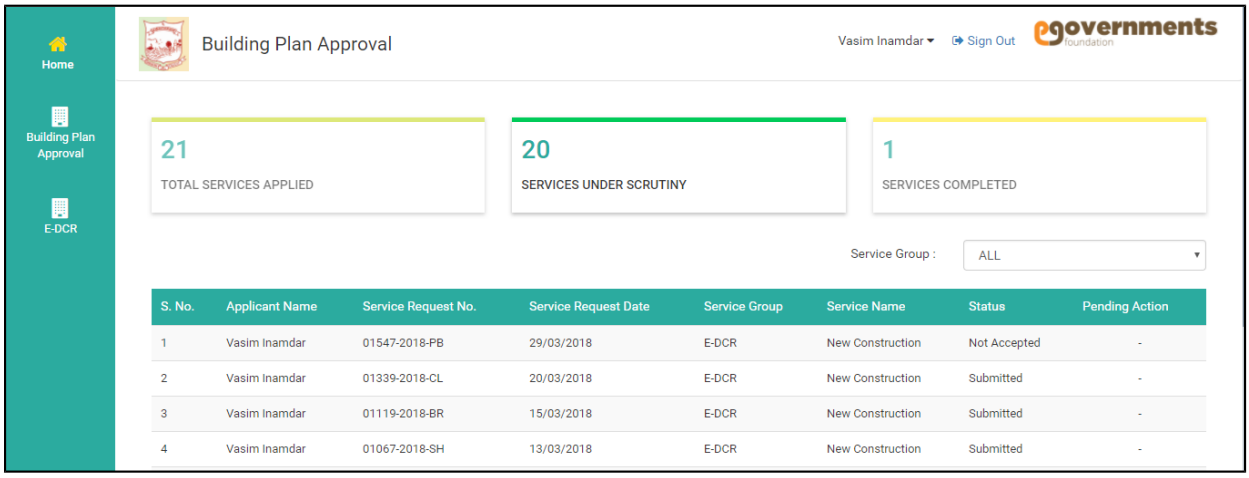
3 Application Submission

- After logging in to the system using the credentials shared to user via SMS and email, the user will be navigated on the landing screen.
- From the left panel dashboard select "Building Plan Approval" option.



- The user will be navigated to the list of services for which he/she wants to submit an application.

3.1 List of Services

- New Construction
- Demolition
- Change in occupancy
- Re-Construction
- Addition or extension
- Alteration
- Sub-division of plot/Land development
- Huts and Sheds
- Amenities
- Tower Construction
- Pole Structure

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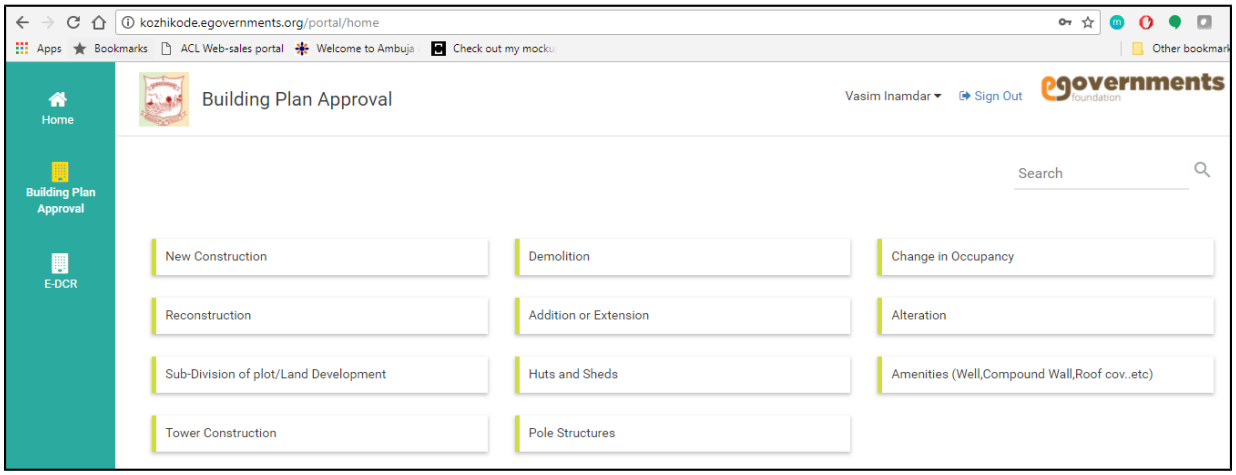
- User need to select one service type, for which he/she wants to submit an application , from the available list of services.



- User needs to enter all the mandatory details.
- The occupancy type: User needs to mandatorily select one “Occupancy Type” mandatorily.
  - Residential
  - Special Residential
  - Educational
  - Medical/Hospital
  - Assembly
  - Office/Business
  - Mercantile/Commercial
  - Industrial
  - Small Industrial
  - Storage
  - Hazardous (1)
  - Hazardous (2)
  - Thatched/Tiled house
  - Mixed
- User need to enter the approved plan scrutiny unique number.

Note: User needs to mandatorily scrutinize “Building Plan” for all the necessary service type. System generates a unique “Building Plan Scrutiny” number once the plan is approved

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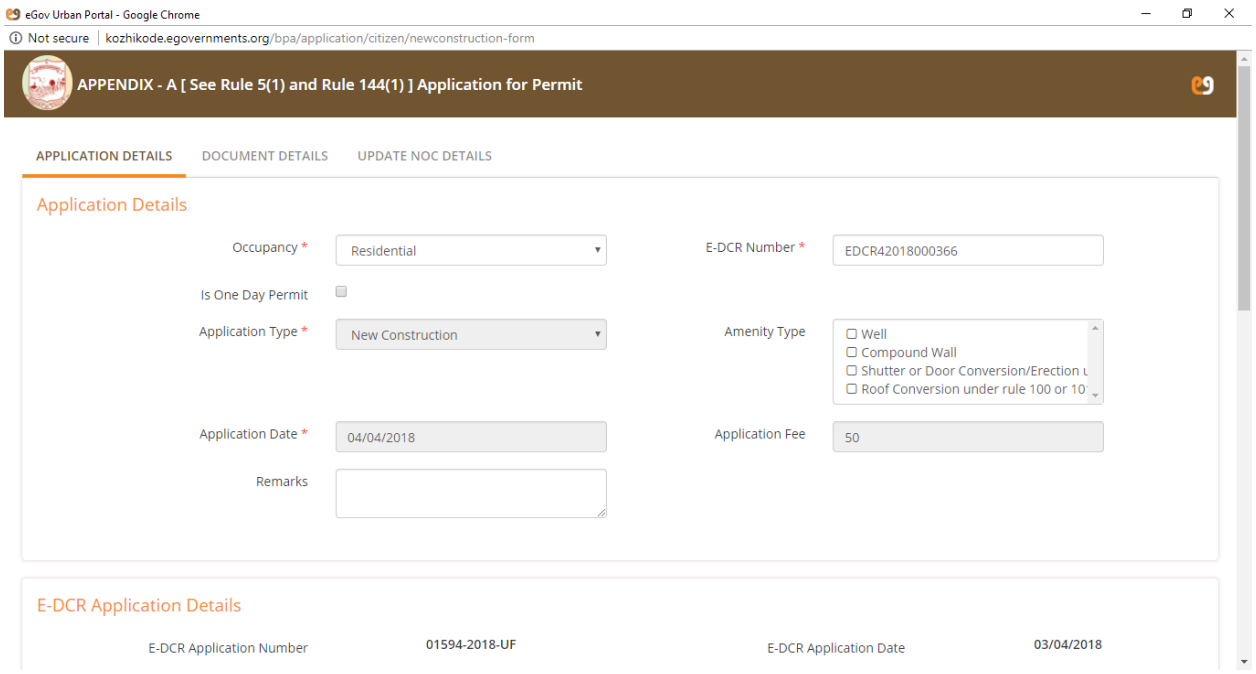
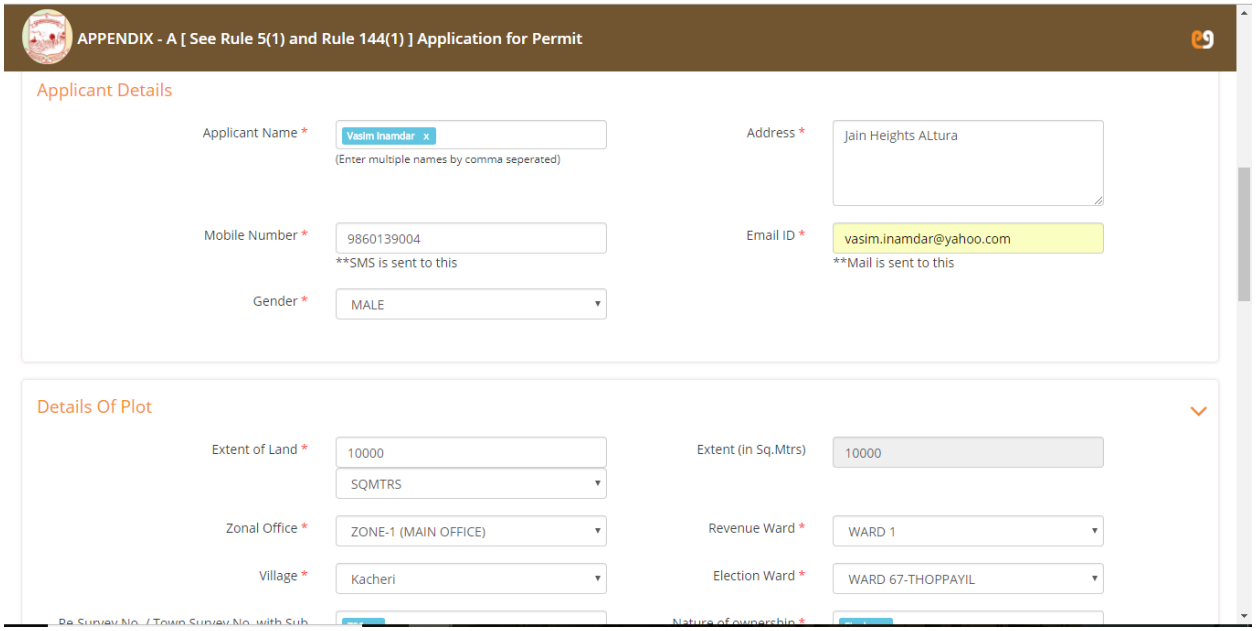
(Building Plan Scrutiny). User need to mandatory enter the "Building Plan Scrutiny" number.

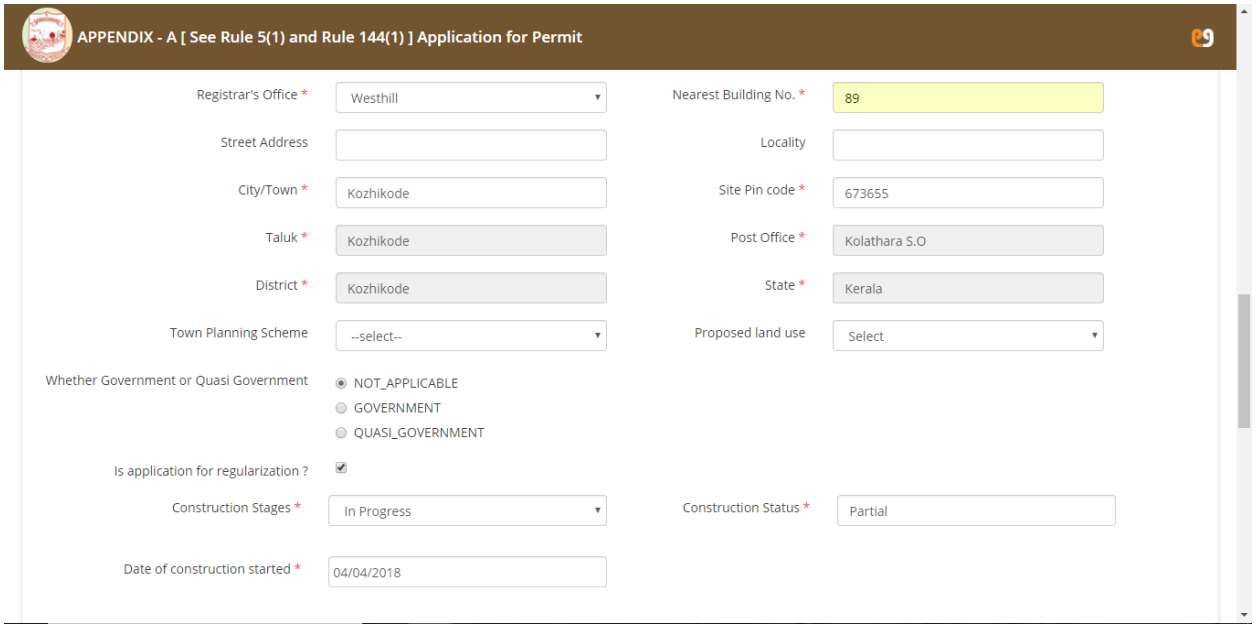
- On entering the unique "Building Plan Scrutiny" number, the system automatically populates and attaches the "Building Plan Scrutiny" submitted file and its report (Only accepted status).



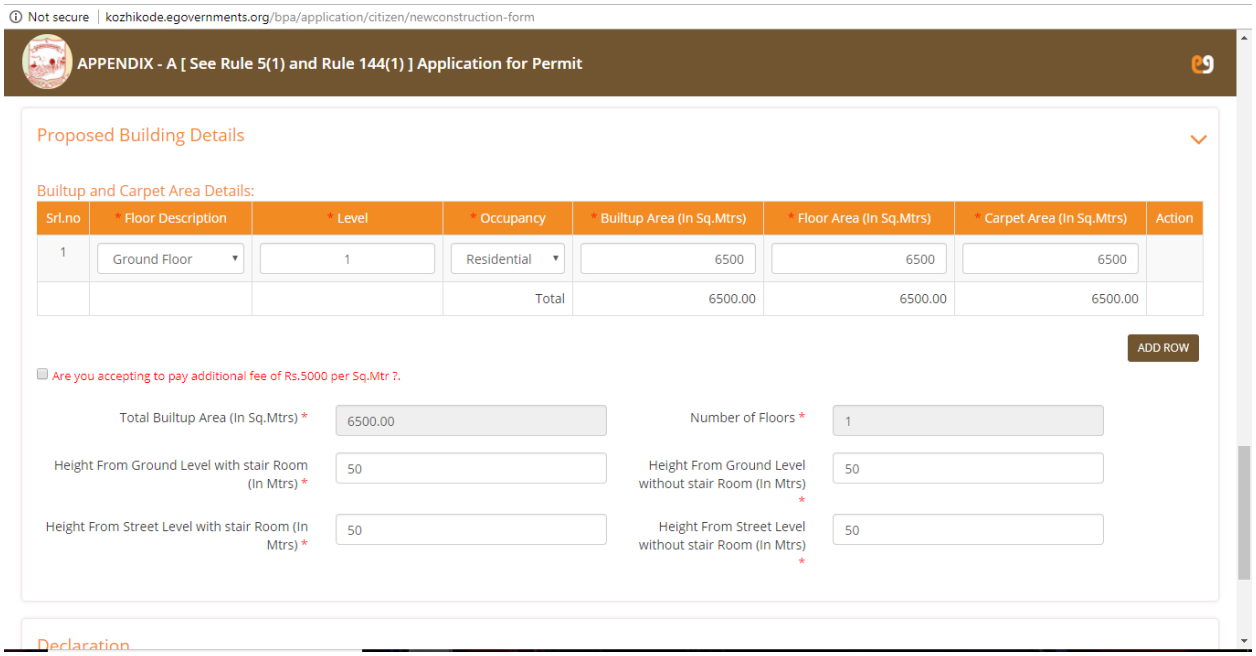
- The user needs to mandatorily enter all the details of plot in "Details of Plot" section of application.



- The details of plot include the **zone, revenue ward, electoral ward, registrar's address** etc.



- In "**Proposed Building Section**" user needs to enter the floor wise building details. User need to mandatorily enter **floor description, level, occupancy (on that floor), Built up area, floor area and carpet area.**



- User needs to tick the option "**Are you accepting to pay additional fee of Rs 5000 per sq. mt** ?" if the application is crossing total built up area more than normal permissible area without additional fees.
- Read the **declaration** carefully and **tick** the check box if the user agrees to the terms of declaration.

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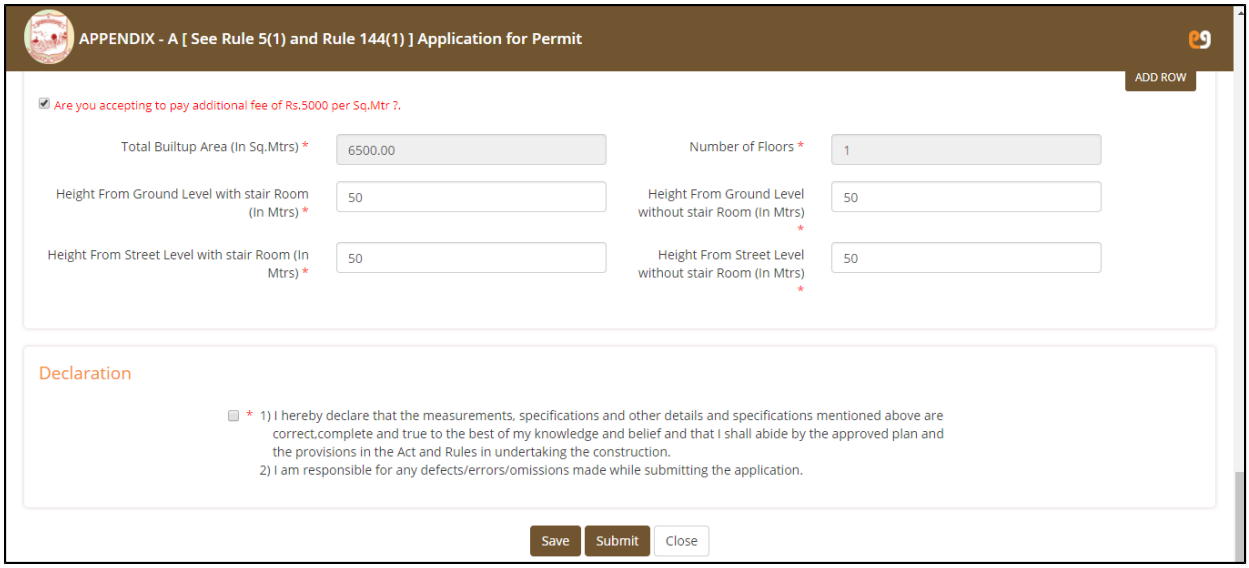
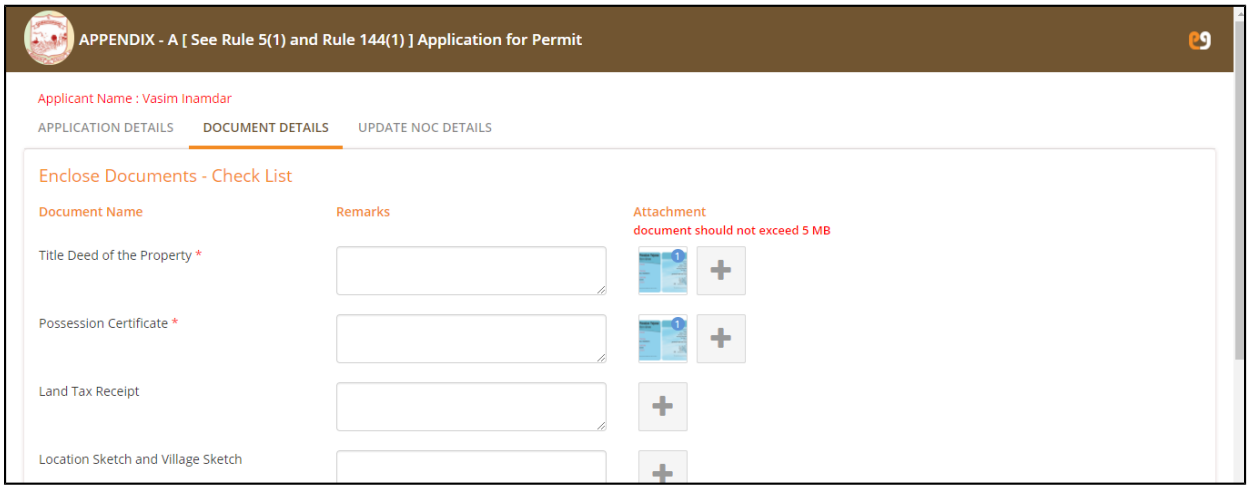


- User need to attach documents mandatorily for the selected service type.
- User can attach multiple documents/pages under a single header by clicking "**+**" sign.



NOC Details: User can add already obtained details under NOC details section. A copy of already obtained NOC's should be attached (if available).

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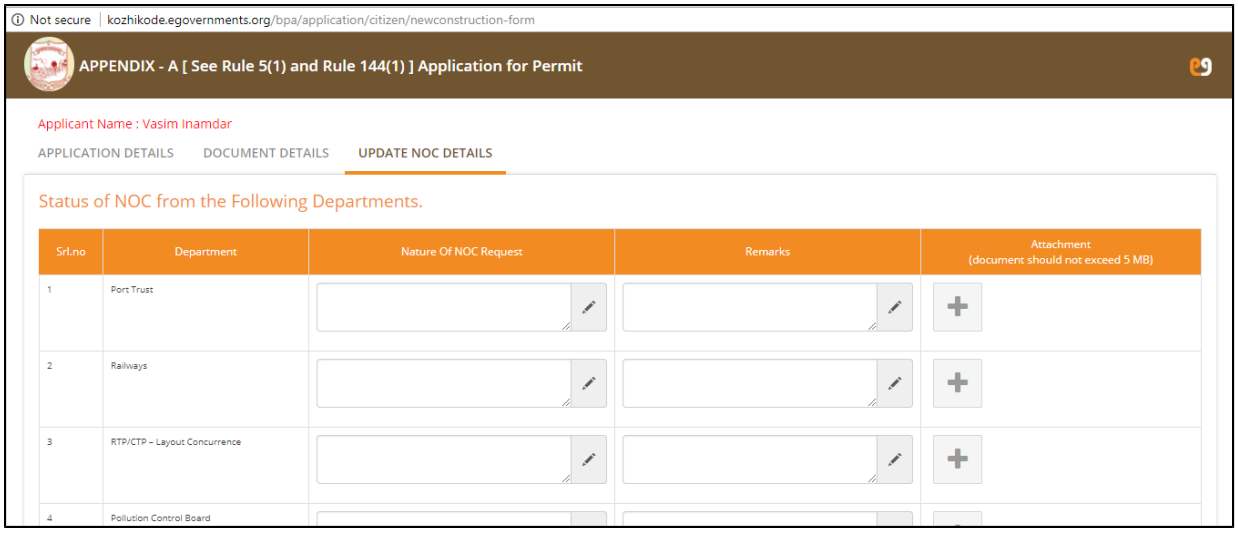
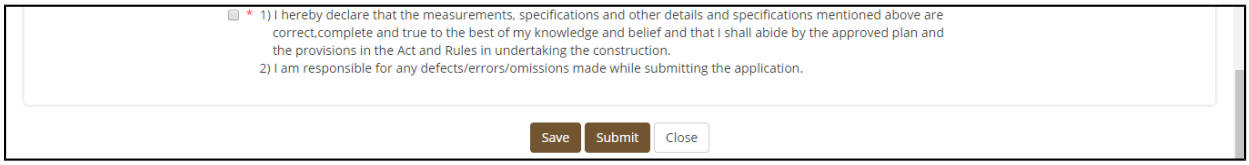


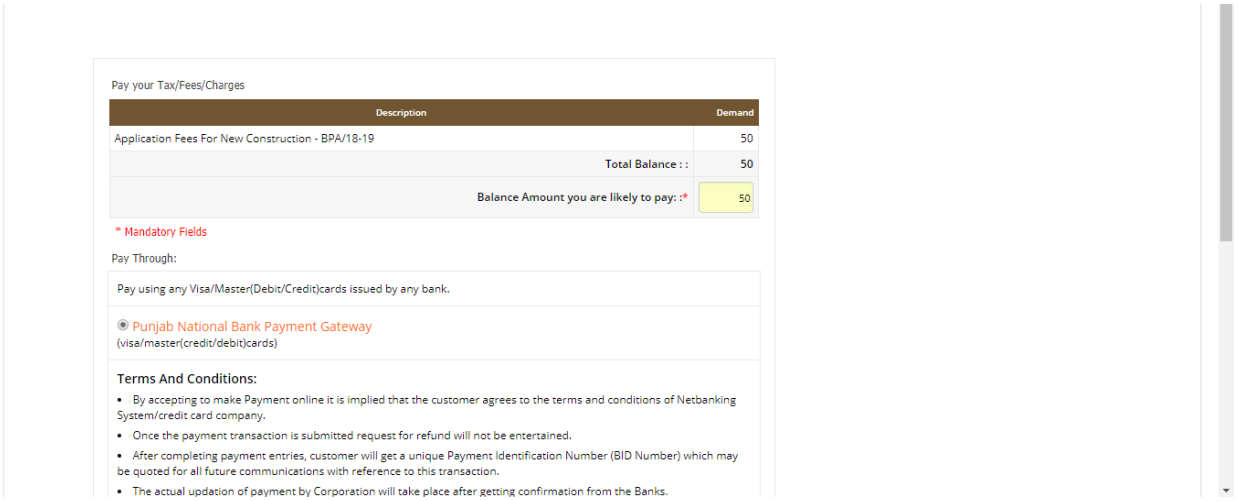
3.1.1 Save, Submit and Close



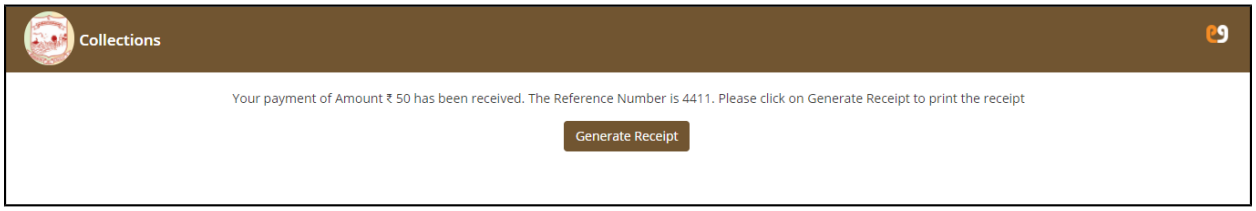
- **Save**: The user can save the partially filled application or if the user does not want to submit immediately.
- **Submit:** On click of submit, the user will be navigated to payment screen for making the payment before submitting the application.
- **Close:** On click of close button, the system will close the opened window.

3.1.2 Online Payment

- The user will be navigated to payment screen after filling all the mandatory details in the application screen.
- The applicable fees for submitting the application is auto calculated.
- The user will be navigated to select the payment options.
  1) **Debit/Credit card**
  2) **Internet Banking**



- After successfully making the payment, a payment receipt will be generated automatically for the paid amount.

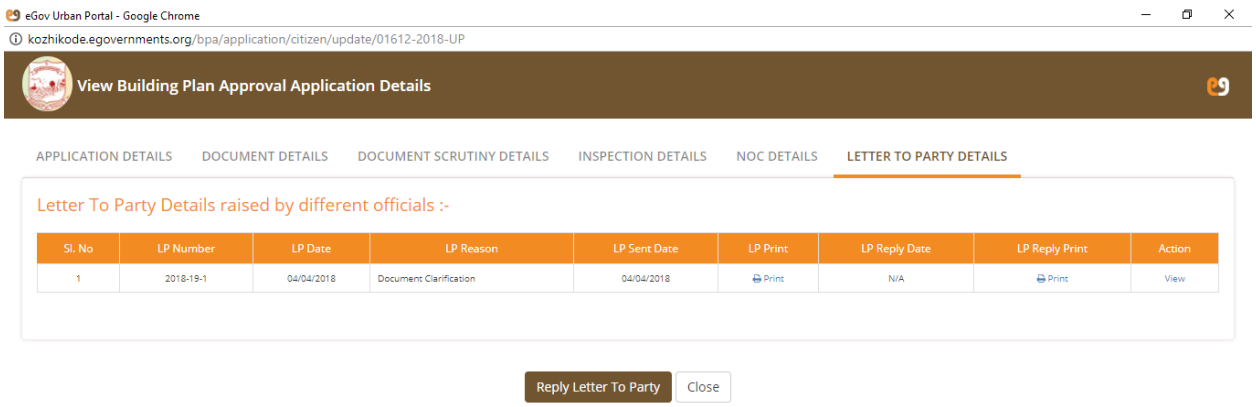


- The user can make the permit order fees via using the online payment's.
- The status of the application will be changed to "Pending for collection".
- All the **status** of any application can be seen in the status column on the home screen of the user's login.

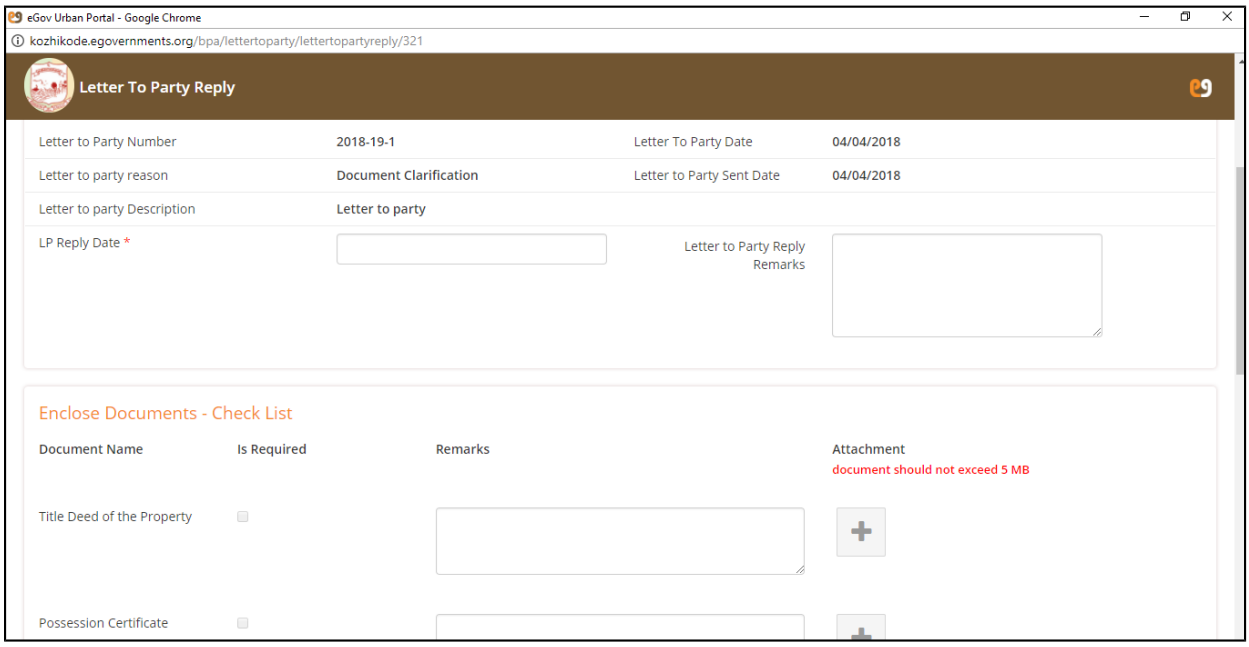
4 Letter to party reply

- The "Business Licensee User" can reply to letter to party raised by any official for the particular submitted application, via online web application.
- The status of the application will be changed to "**Letter to party raised**".
- The user can click on that particular application and open the application for **replying** to that letter raised by official.

- To view the raised "**Letter to Party**" details click on **view** option.
- To reply to the letter to party raised, click on "**Reply letter to Party**" tab.
- Click on **close** to close the tab.



- On click on "**Reply letter to Party**" tab, the user will be navigated to the letter to party reply screen as shown in the below screen.
- User need to enter the mandatory details asked in the letter, to reply.
- User can **attach** multiple documents as an attachment with the **reply** for the letter raised.



4.1 Update, Print letter to party and Close

4.1.1 Update

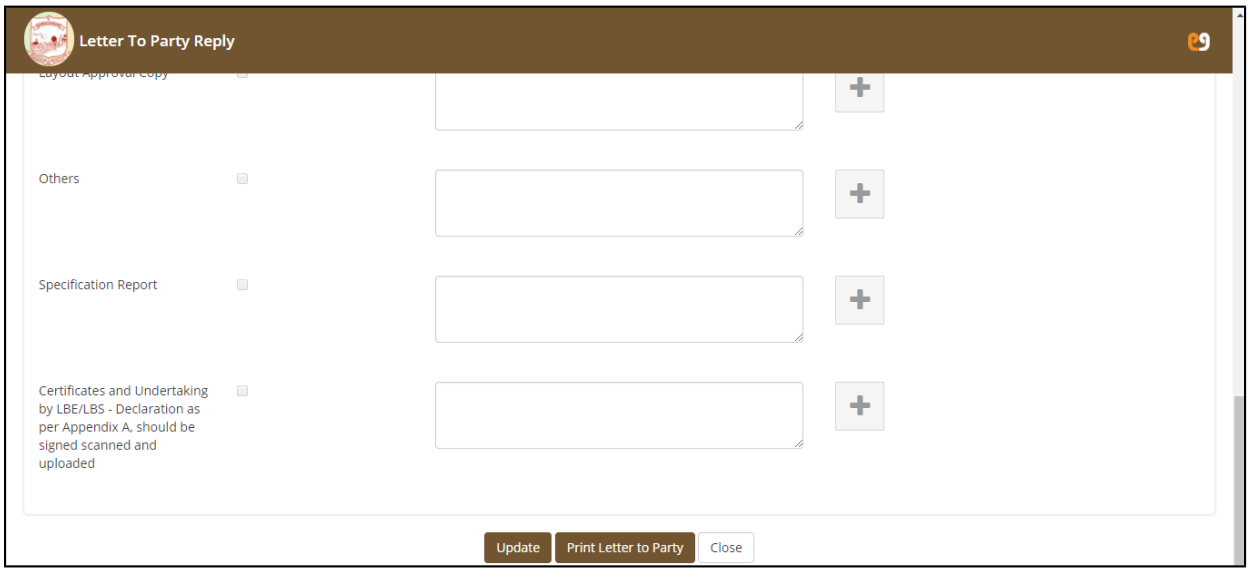
- In order to reply the user need to click on "update" button. The reply will be sent to the concerned official.

4.2 Print letter to party

- The user can print the letter to party raised by official.

4.3 Close

- Click on close button to close the opened tab.



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