Directorate of Municipal Administration, Government of Odisha

Implementation of an Integrated e-Governance Solution across all Urban Local Bodies of Odisha

User Manual for Architects & Technical Persons – Online Building Plan Approval System (OBPAS)

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Document history

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07/05/2021	1.0	Freddy Luckose	Tapojit Bhattacharya	Jatinder Singh	Initial draft version

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1 Introduction

1.1 Background

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 113 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Online Building Plan Approval System (OBPAS) is one of the focus areas for the H&UDD to help all stakeholders and citizen get building plan approvals through end to end automation of the processes involved.

OBPAS envisages complete automation of all processes related to building approval at Odisha. The building approval process involves private Architects/Technical Persons submitting building plans as per the approved Bye-laws of the state of Odisha. All the processes and steps including calculation of fee, payment of fee, receipt of approval for the permission and certificates etc would be delivered online through an integrated one stop solution.

OBPAS shall enable local government to bring in transparency, accountability and time-bound service for the public.

1.2 Scope of this Document

The purpose of this document is to help the Architects and Technical Persons in operating the Online Building Plan Approval System. It provides a digital interface, allowing the Architects/Technical Persons to apply for the Building Permit and subsequently make the payment online.

This manual covers up the various features of OBPAS and every feature is defined with a screenshot for user assistance.

1.3 Intended Audience and Functionalities

This manual can be used by Architects who are registered under Council of Architecture and Technical Persons who use the software to apply for Building Permit and Occupancy Certificate.

The OBPAS allows the User to

- Automatically scrutinize the plan or drawing based on pre-configured bye-laws.
- Apply for a Building Permit and Occupancy Certificate
- Complete the necessary payments required.
- Download the payment receipts.
- Keep a track of the application lifecycle.

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2 General Functions

2.1 Registering into the system

To Register, please go to the following link:

https://sujog.odisha.gov.in/home
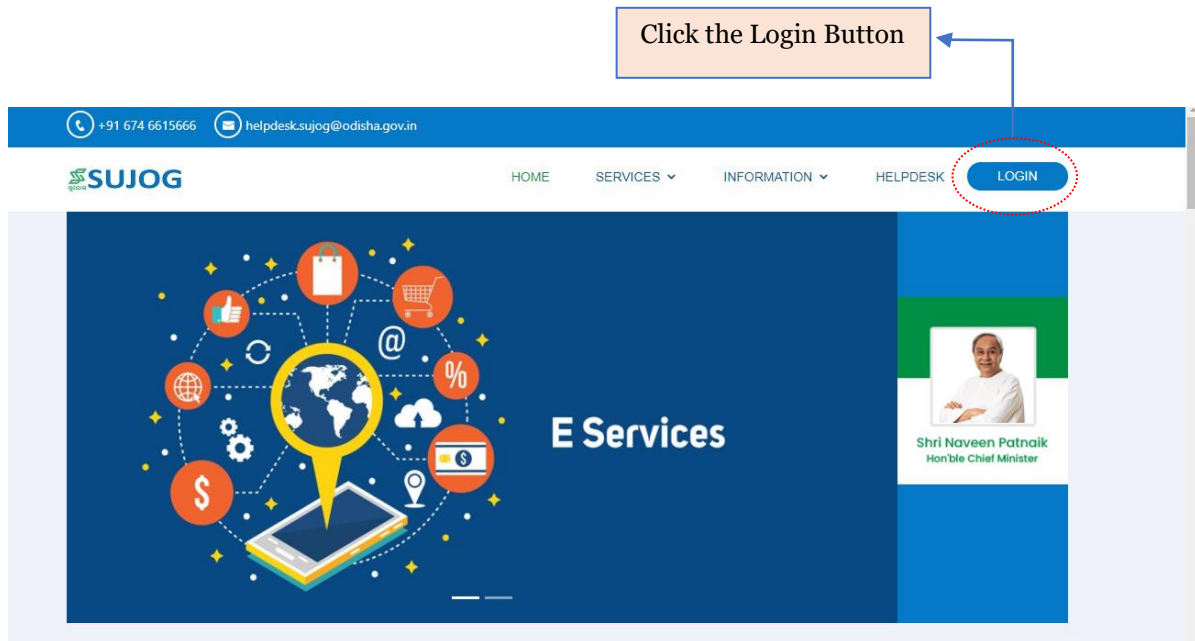
Once the architect/Technical Person clicks the login button, the following screen will appear

The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the OBPAS homepage will appear.

2.2 OBPAS Homepage

On Login/Register, the homepage will appear in the Architects/Technical persons page.

2.3 **Editing the Profile**

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.

Click here to Edit Profile

Option to edit/enter Name, City and Email ID

Click here to upload Photo

Click here to Save changes
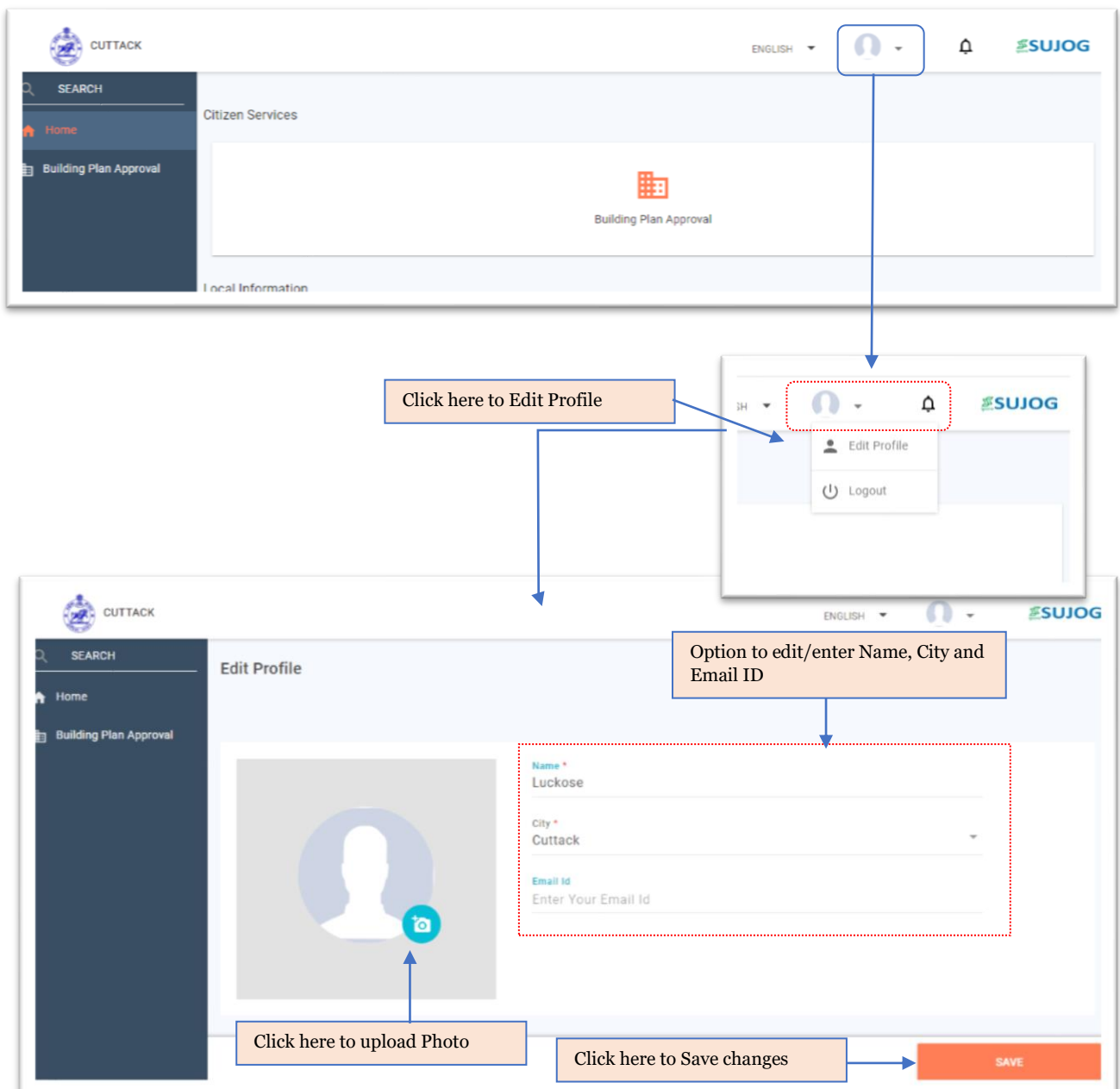
3 Register as an Architect/Technical Person

User can apply to be registered as an Architect or Technical Person in the OBPAS Module. Only Registered Architect/Technical Person can do drawing Auto scrutiny and apply for Building Permit.

Click on 'Building Plan Approval' Button on Homepage and follow the steps mentioned in the following sub-sections -
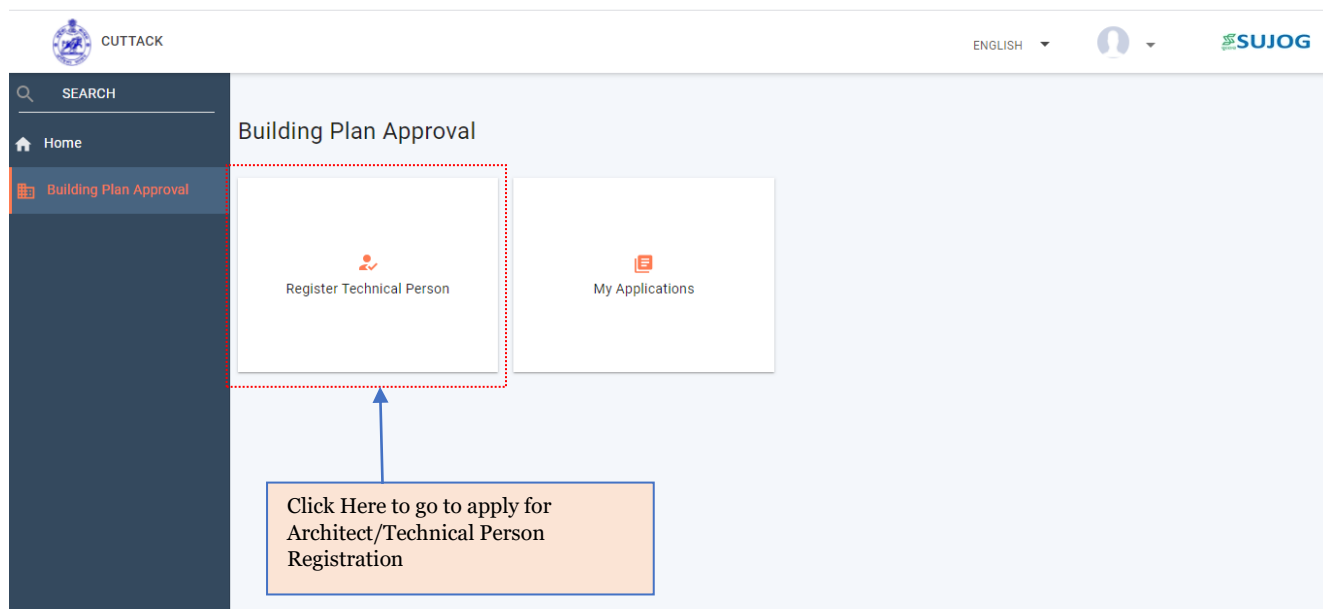
3.1 Licensee Details Section
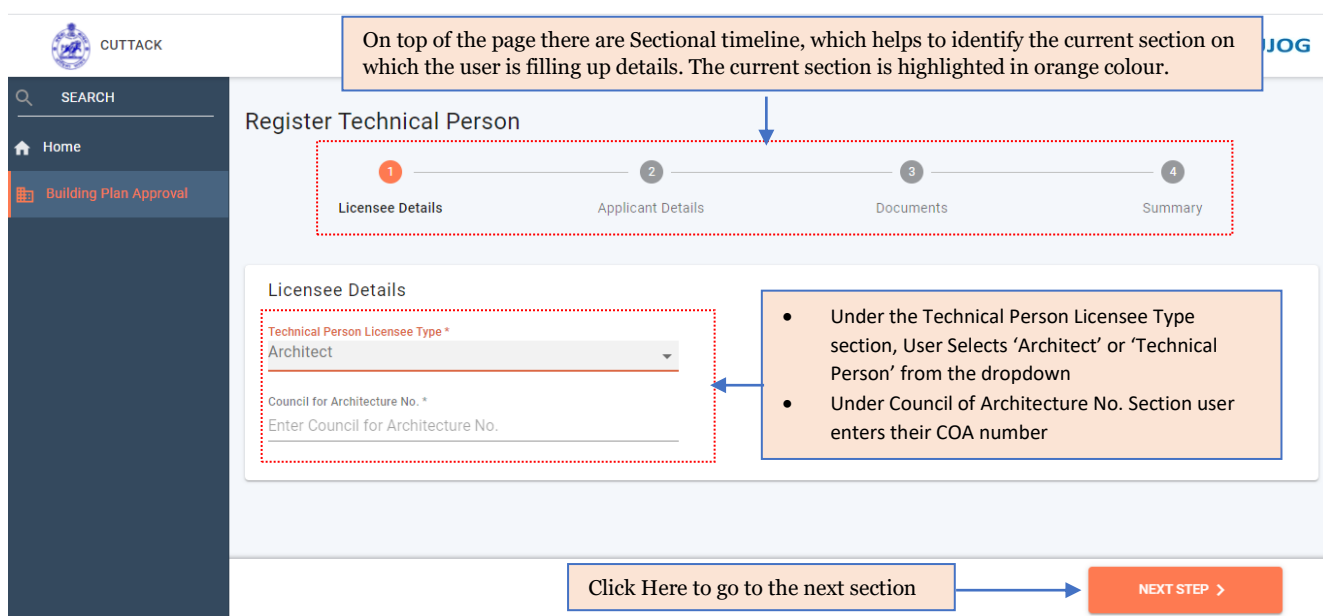
3.2 Applicant Details Section

Following are the fields in Applicant Details

Field Name	Field Type	Purpose
Applicant Name	Mandatory Field	Applicant Name gets Auto populated
Gender	Mandatory Field	Select the appropriate gender
Date of Birth	Mandatory Field	Enter applicant date of birth either by entering date manually or click on calendar button the right to select the required date
Mobile No.	Mandatory Field	Applicant Mobile number gets Auto populated
Email	Mandatory Field	Enter Email Id
Pan No	Optional Field	Enter the applicant Pan Card No.

Following are the fields in Permanent address section

Field Name	Field Type	Purpose
Door/House No	Optional Field	Enter Door/House Number
Building/Colony Name	Optional Field	Enter Building/Colony Name
Street Name	Optional Field	Enter Street details
Locality	Mandatory Field	Enter Locality Details
City	Mandatory Field	Enter City Name
Pincode	Mandatory Field	Enter the Pincode

3.3 Documents Section

Following are the fields in Documents Section

Field Name	Field Type	Purpose
Copy of Govt. approved identity card with photo attested by a Gazetted officer within one month from the date of application	Mandatory Field	Upload Scanned copy of attested Govt, approved identity card with photo
Educational Certificates	Mandatory Field	Upload scanned copy of Educational certificates
Experience Certificate	Optional Field	Upload scanned copy relevant experience certificates
Recent passport size photo - Taken within six months prior to the date of application shall be uploaded – please ensure that the photo uploaded is of passport size and gives a front and clear view of the face	Mandatory Field	Upload recent passport size Photograph
Details of show cause notice received/cancellations of licenses if any	Optional Field	Upload copy of show cause notice/cancellation of licenses received if any
Income Tax Statement of Last Three Consecutive Financial Year	Optional Field	Upload copy of income tax statement of last three consecutive FY
Others	Optional Field	Option to upload any other required documents

Registration certificate of the licensee – copy attested by a gazette officer attested within one month prior to the date of application to be scanned and uploaded. (including renewal certificate if any)	Mandatory Field	Upload Attested scanned copy of the registration Certificate received from the certification authority

3.4 Summary Section

4 Building Plan Auto Scrutiny

4.1 Drawing Auto Scrutiny for Building Permit application

The following steps has to be followed to perform a auto scrutiny of the drawing/plan

Step 1 : Citizen Services page
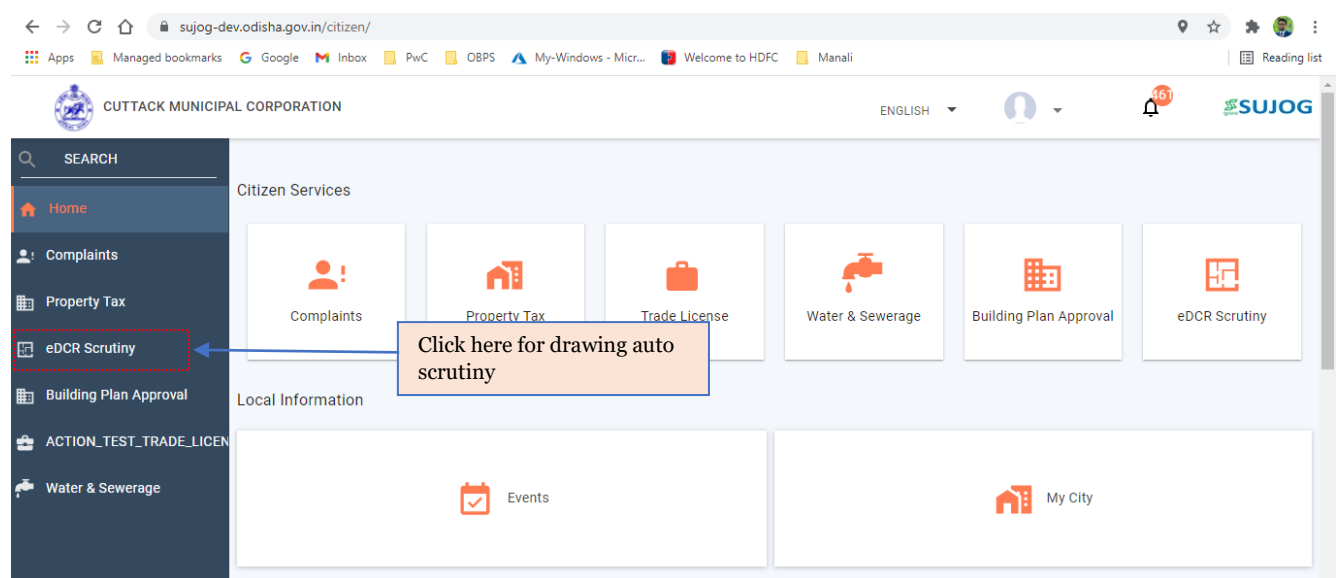
Step 2 : eDCR Page
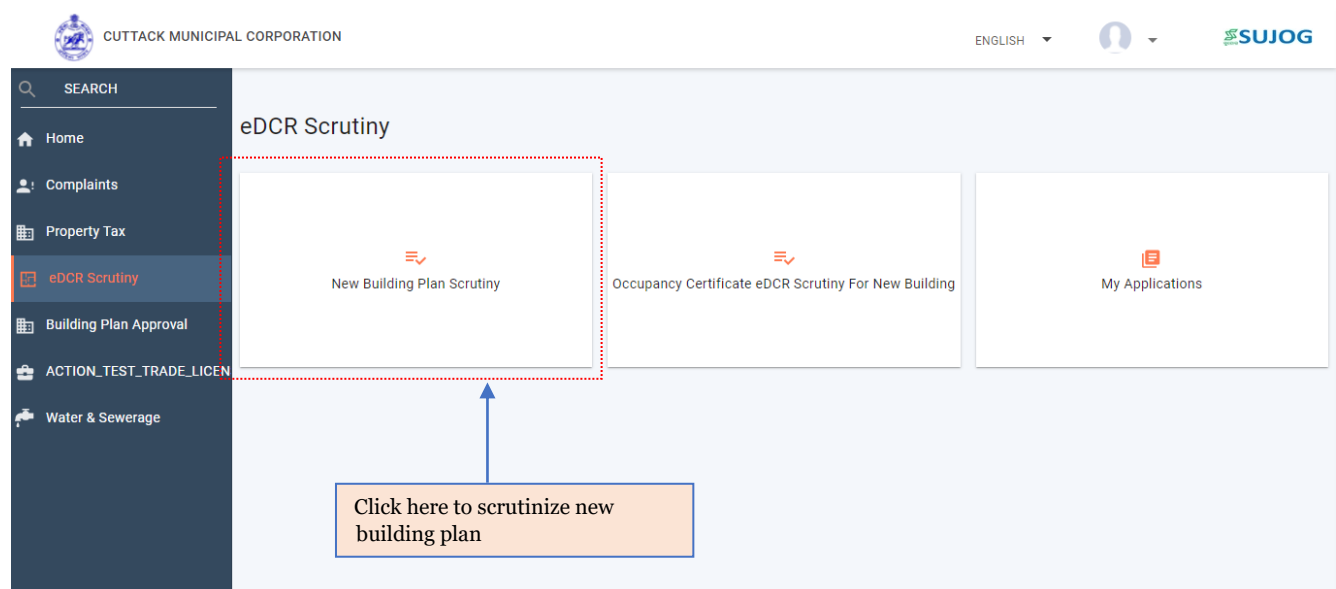
Step 3 : Drawing Scrutiny page

Following are the fields in New Building Plan Scrutiny Section

Field Name	Field Type	Purpose
City	Mandatory Field	Select City from the dropdown where the Project is located
Applicant Name	Mandatory Field	Enter Applicant Name
Service Type	Mandatory Field	Select 'New Construction' from the dropdown

Step 4 : Drawing Scrutiny Result – Accepted Case

Sample Scrutiny Report

Cuttack Municipal Corporation

AUTOMATED BUILDING PERMIT APPROVAL SYSTEM

EPBSR SCRUTINY REPORT

STATUS : Accepted

APPLICATION DETAILS

1	APPLICANT NAME	ABC	2	APPLICATION DATE	08/05/2021
3	APPLICATION NUMBER	01434-2021-QE	4	APPLICATION TYPE	Permit
5	OCCUPANCY TYPE	Residential	6	DCR NUMBER	DCR52021AJBSE
7	ARCHITECT / TECHNICAL PERSON NAME	Pre-Approved Plan	8	SERVICE TYPE	New Construction

PLOT DETAILS

1	PLOT NO	32/1	2	KHATA NO	560
3	MAUZA	ANDARPUR	4	DISTRICT	CUTTACK
5	PLOT AREA (As per declaration) in m²	116.12	6	PLOT AREA (As per measurement) in m²	116.1288
7	AVERAGE WIDTH OF PLOT in m	11.0	8	AVERAGE DEPTH OF PLOT in m	9.0
9	ROAD WIDTH in m	9.0	10	SURRENDER ROAD WIDTH AREA in m²	0.00
11	RISK TYPE	LOW	12	DEMOLITION AREA in m²	0.0

Declarations in Drawings

1	Is the plot part of the layout approved by the authority or developed/allotted by the government or statutory bodies or is this a final plot in town planning schemes or development schemes ?	YES
2	Does the Project require NOC from AAI as per the Colour Coded Zone Maps ?	NO

4.2 Drawing getting rejected case

In case the drawing is getting rejected, follow the bellow steps –

1. One can open the .dxf file, that was uploaded for scrutiny
2. Make the modifications in the drawing as per the scrutiny report.
3. After update of drawing, user can resubmit the drawing for scrutiny following the steps mentioned above

Most common reasons for drawing getting rejected –

1. Plan Info Not present in the Drawing
2. Not all answers are provided in Plan Info
3. Building Footprint Layer Not Present
4. Built Up Area Layer Not Present
5. Built Up area Layer Color code is not as per Drawing Manual – Occupancy Color Codes
6. Setback Layer Polygon is Drawn Incorrect – Edges of Setback Polygon should fall on Building Footprint Polygon and Plot Boundary Polygon
7. Bring only the necessary layers from Drawing Template

5 Applying for Building Permit

5.1 *Building Permit Application Form*

Follow the steps below to apply for Building permit.

Step 1 : Citizen Services page
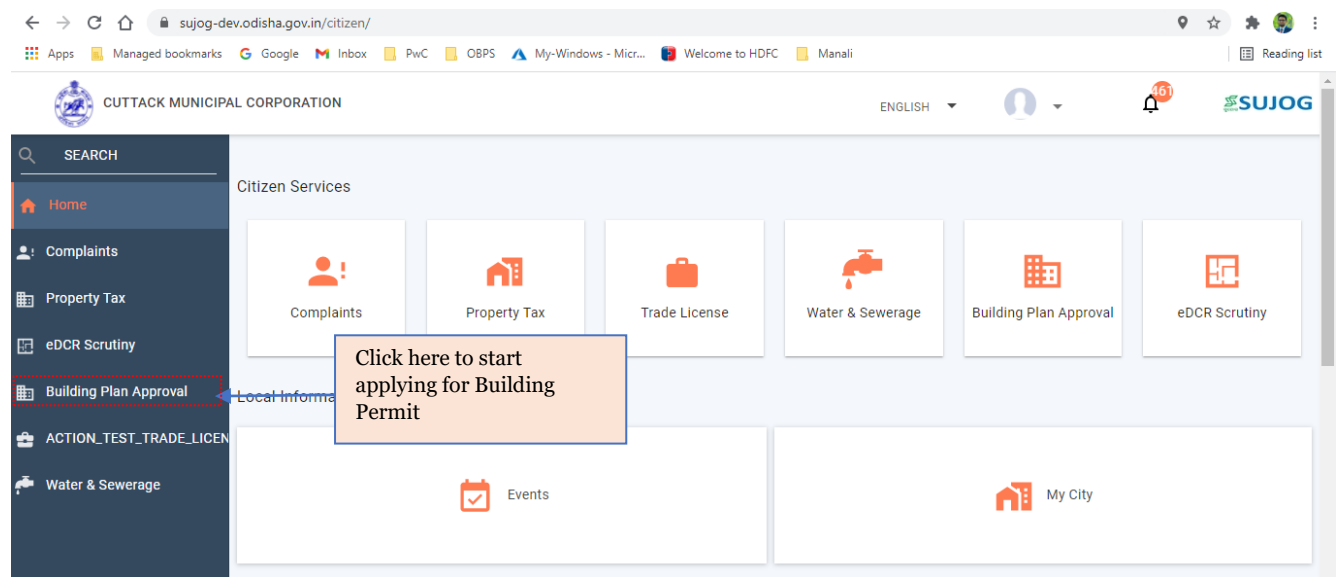
Step 2 : Building Plan Approval Page
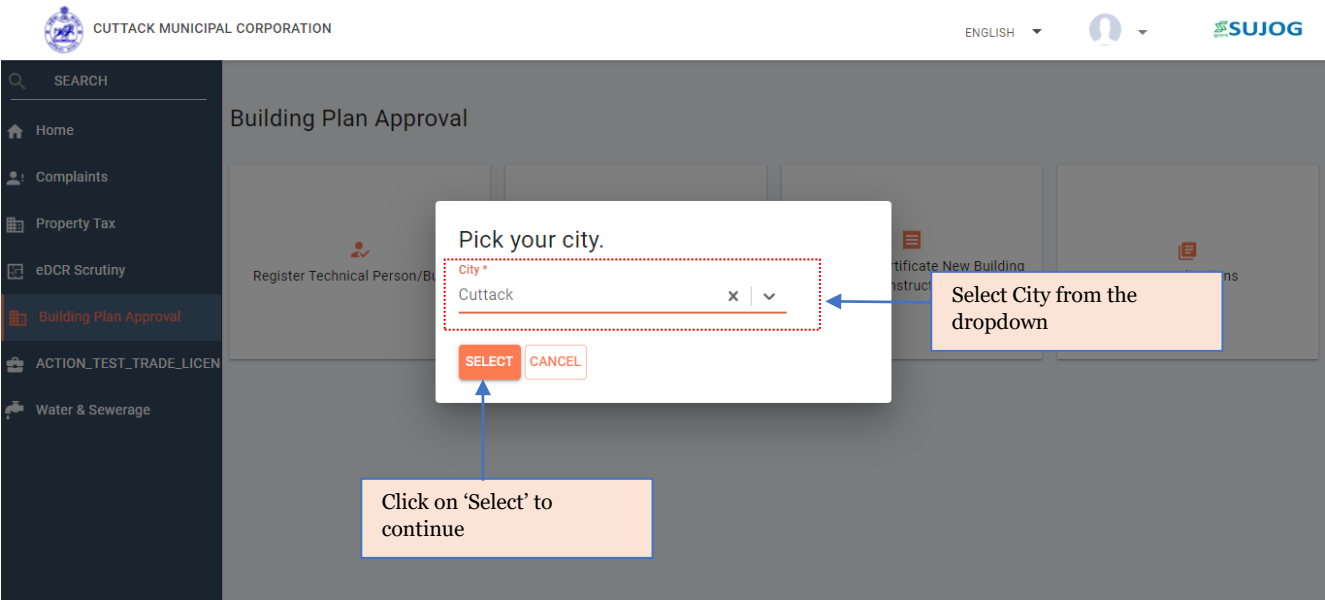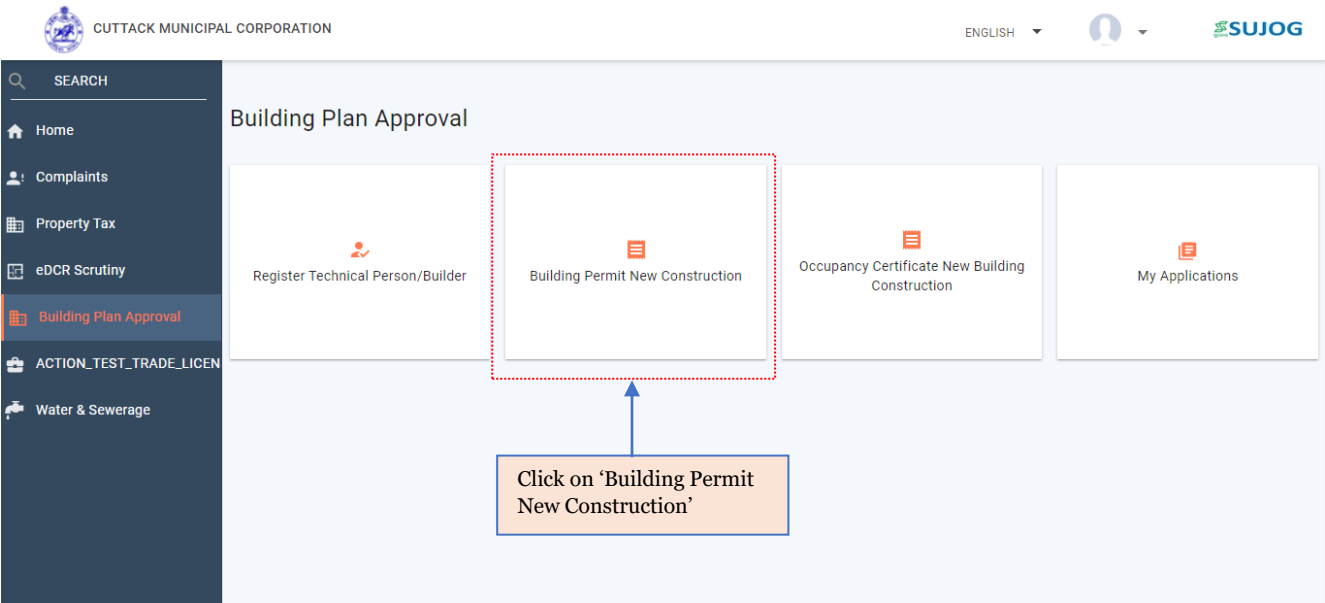
Step 3 : Fill the Application form

5.1.1   Basic Details Section

Following are the fields in Basic details Section

Field Name	Field Type	Purpose
Building Plan Scrutiny number	Mandatory Field	Enter the Scrutiny number that was generated after accepted drawing auto scrutiny, then click the search button on the right side. Information from the drawing will get auto populated in the application form
Applicant Name	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Application Type	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Risk Type	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Service Type	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Application date	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Remarks	Optional Field	Enter remarks if any
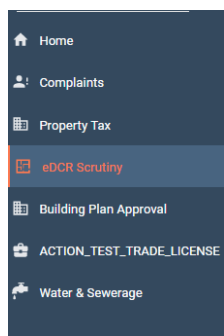
Following are the fields in Location details Section

Field Name	Field Type	Purpose
City	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Building/Colony Name	Optional Field	Enter Building/Colony details
Street Name	Optional Field	Enter Street details
Village	Mandatory Field	Select city where project is located from the dropdown
Pincode	Optional Field	Enter project Pincode
GIS Coordinates	Optional Field	Enter project GIS coordinates
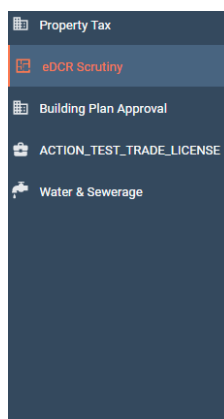
Following are the fields in Details of Plot

Field Name	Field Type	Purpose
Plot Area	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Khata No.	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Holding No	Optional Field	Enter Holding Number
Plot No.	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Land Registration Details	Optional Field	Enter Land Registration Details

5.1.2   Scrutiny Details Section

5.1.3   Owner Info Section

Following are the fields in Owners' details section

Field Name	Field Type	Purpose
Owner Type	Mandatory Field	Select Owner type from the dropdown
Type of Owner - Subtype	Mandatory Field	Select Type of Owner from the dropdown

Mobile No	Mandatory Field	Enter Registered Mobile Number of the Land Owner (Citizen) and click the search button on the right side. Owners information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Gender	Mandatory Field	Select gender from the dropdown
Date Of Birth	Mandatory Field	Enter Owners date of birth
Email	Optional Field	Enter Email Id of the owner
Guardian Name	Mandatory Field	Enter Owner's guardian name
Relationship	Mandatory Field	Select relationship of the Owner's guardian
PAN No.	Optional Field	Enter Owner's PAN No.
Correspondence Address	Mandatory Field	Enter Correspondence Address of the Owner
Is Primary Owner?	Optional Field	Uncheck if there are multiple Owner's for the project

5.1.4 Documents and NOC details Section

Document Upload

Following are the fields in Required Documents section

Field Name	Field Type	Purpose
Applicant details and other General documents		
Applicant ID Proof (Self Attested)	Mandatory Filed	Upload Scanned copy of Applicant ID Proof
Land Owner ID Proof (Self Attested)	Mandatory Filed	Upload Scanned copy of Land Owner's ID Proof

ROR (Self Attested)	As per Applicability	Upload Document if applicable to project
Sale Deed / Gift Deed (Self Attested)	As per Applicability	Upload Document if applicable to project
Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar	As per Applicability	Upload Document if applicable to project
Peaceful possession of land Affidavit	As per Applicability	Upload Document if applicable to project
Building Plan Diagram		
Building Plan Layout (Scale 1:100)	As per Applicability	Upload Document if applicable to project
Services Plan	As per Applicability	Upload Document if applicable to project
Landscape Plan	As per Applicability	Upload Document if applicable to project
Proposed type and grade of materials specifications (signed by Architect/ PMO/ Technical Person)	As per Applicability	Upload Document if applicable to project
Site Photograph	As per Applicability	Upload Document if applicable to project
Site Supervision Certificate	As per Applicability	Upload Document if applicable to project
Structural Stability Certificate	As per Applicability	Upload Document if applicable to project
3rd Party Certification for Structural Design / Architecture	As per Applicability	Upload Document if applicable to project

NOC Details

Upload Scanned copy of NOC if present

Click here to go to next section

Click here to go to previous section

NOC Details Section –

A copy of the application will be automatically submitted to all the applicable NOC departments when submitting the Building Permit application form in OBPAS. However, if the applicant already has received the required NOC from the respective departments prior to filling the Building Permit Application form, He/She can upload the same in the NOC Details section.

5.1.5   Summary Section

Application fee with breakdown - to be payed

Review the entered application details and click on the edit button if any changes are required

Click here to send the application to Citizen for approval

Click here to go to previous section

5.2 Citizen Approval

After filling the necessary details in the Building Permit application by the Architect/Technical Person, it will be forwarded to the Citizen (Owner) for His/Her review and approval.

Only after getting the approval can the application fee be payed and submitted to the approving authority.

Citizen (Owner) can send the application back to Architect/Technical Person if any changes to the application details are required. In such case, the necessary changes can be incorporated and the application can be submitted again to the Citizen for his/her approval.

5.3 Application Fee Payment and Submission

Application fee can be payed either by the Architect/Technical Person or the Citizen (Owner).

However, The following 3 steps (Step 1 to Step 3) must be completed by the Architect/Technical Person even if Citizen is making the payment (Citizen can pay application fee only after Architect/Technical person completes Step 3).

Step 1 – Citizen Services page

Step 2 – My Applications Page

Step 3 – Give Declaration

Step 4 to Steps 6 has to be performed by the Architect if and only if he wants to make the payment on behalf of the Citizen.

Step 4 – Initiate Application Fee if Architect/Technical Person is making the Payment

Step 5– Review Application fee details

Application fee with breakdown - to be payed

Click here to make the application fee payment

Step 6– Pay Application fee in Payment Portal

Provide necessary Billing information

Click here to make payment

Step 7– Download Fee Receipt and Application submission confirmation

5.4   *Track application progress*

Follow the steps below to track application progress after submission to approving authority.

Step 1 – Citizen Services page

Step 2 – My Applications Page

Step 3.1 – Application Status

Step 3.2 – Application Progress History

5.5 Send back to citizen

In case approving authority finds any discrepancy/correction required with any document uploaded or if any document specific to the project has not been uploaded by the applicant, then the authority can send the application back to the applicant so that he/she can upload the correct/missing document and submit the application back to the authority.

Please follow the bellow steps if 'Send back to citizen' has been initiated by the authority.

Step 1 – My Applications Page

Step 2 – Application details

Step 3 – Correct/Missing Document Upload

Upload necessary correct/missing document as per comment received

Enter Comments for Authority employee

Option to upload any other supporting documents

Click here to forward the application back to the authority

Step 4 – Application forward confirmation

Application forward confirmation

5.6 Permit Fee Payment

Permit fee can be payed either by the Architect/Technical Person or the Citizen (Owner).

The following steps has to be followed if Architect/Technical Person is making the payment.

Step 1 – My Applications Page

Step 2 – Applications Detail Page

Step 3 – Permit fee details

Step 4 – Permit fee Payment confirmation and Building Permit download

Sample Permit Fee Receipt

Cuttack Municipal Corporation

Sanction Fee Payment Receipt

Cuttack Municipal Corporation
001-2345876
http://cmccuttack.gov.in
complaints.cuttack@gmail.com

Receipt No.	05/2021-22/000260	**Consumer ID**	OD-BP-2021-05-10-000520
Payment Date	10/05/2021	**Payer Name**	Freddy Citizen
Payer Contact	9111111112	**PDF_STATIC_LABELDEPOSITED ONSOLIDATED_RECEI PT_PAYMENT_STATUS**	

Service Type	Sanction Fee	**Billing Period**	01/01/2021 to 31/12/2021
Total Bill Amount	₹ 35548	**Paid Amount**	₹ 35548
Pending Amount	₹ 0	**Excess Amount**	₹ 0
Payment Mode	Online	**Transaction ID**	OD_PG_2021_05_10_000224_12
G8 Receipt No.	NA	**G8 Receipt Date**	NA

Generated By: Freddy Architect

Commissioner/EO

This is Computer generated receipt, Signature is not required

5.7 Download Building Permit

The following steps has to be followed to download Building Permit.

Step 1 – My Applications Page

Step 2 – Application details page

Sample Permit Order

No.: OD-BP-2021-05-11-000067, **Cuttack, Dated:** 11/05/2021

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 is hereby granted in favour of;

Smt/Sri **Freddy Citizen** for

New Construction of [G+1] Residential Plotted building in respect of Plot No 32/1, Khata No 560, Village/Mouza **Andarpur** of **Cuttack Municipal Corporation/Municipality/NAC/Gram Panchayat** subject to the following conditions/restrictions.

1. The land/ Building shall be used exclusively for Residential purpose and the uses shall not be changed to any other use without prior approval of this Authority.
2. The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
3. Parking space measuring 0 sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.
4. The land over which construction is proposed is accessable by an approved means of access of 9 mtr. width.
5. The land in question must be in lawful ownership and peaceful possession of the applicant.
6. The permission is valid for period of three years with effect from the date of issue.
7. Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.
8. If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute.
9. Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.

By Order of FREDDY - PLANNING ASSISTANT

Authorised Officer

Cuttack

Application No. OD-BP-2021-05-11-000521, Dated 11/05/2021

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