



Directorate of Municipal Administration, Government of Odisha

Citizen User Manual for – SUJOG Pre Approved Plans (OBPAS)

Applying For Pre-Approved Plan

This is to Fastrack the Building Permit Application for which the state has notified Pre-approved drawings. These are Low-risk projects so the applicant doesn't need the Architect/Technical person to get his/her project approved. The applicant can choose from the various plan options provided in SUJOG and can submit the respective permit application directly to the Approver skipping document verification and field inspection stages.

Follow the steps below to apply for Pre-Approved Plan:

Step 1: Register and Log into SUJOG Portal

To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



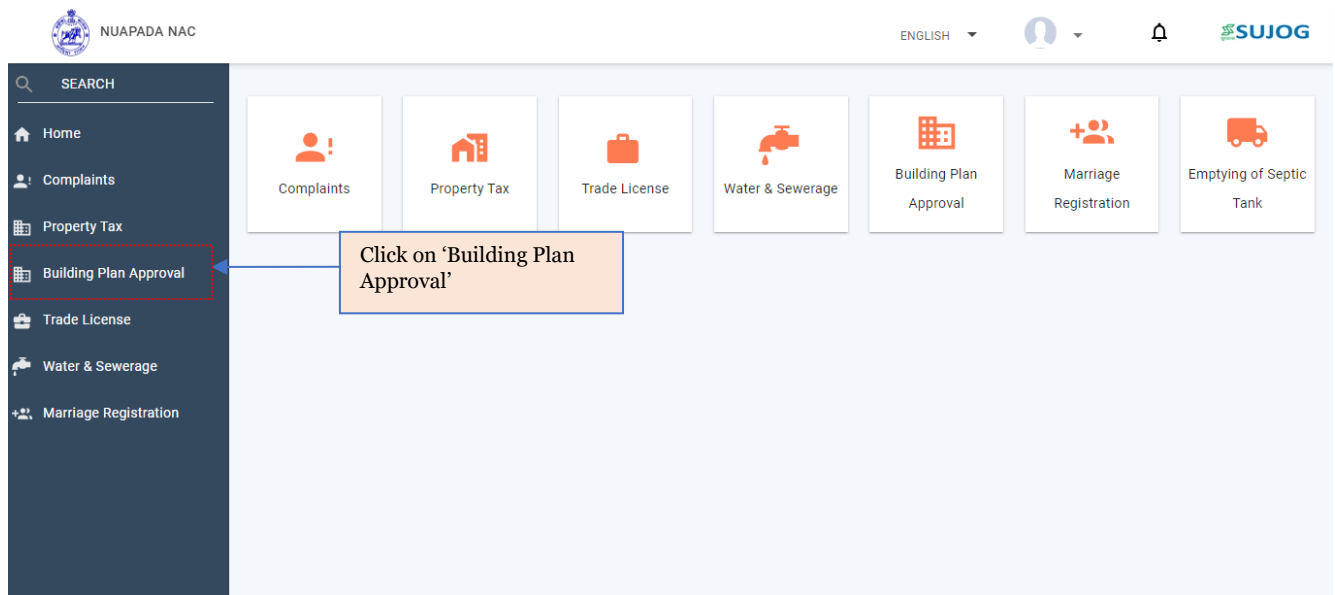
Once the user clicks the login button, the bellow screen will appear

The screenshot shows the 'REGISTER' page of the SUJOG Odisha application. It features three input fields: 'Mobile Number *' with a placeholder '+91 Enter your mobile number', 'Name *' with a placeholder 'Enter your name', and 'City *' with a dropdown menu labeled 'Select your city'. Below these fields is a 'CONTINUE' button. To the right of the form, three callout boxes with arrows point to the respective fields: 'Enter Your Mobile Number' points to the mobile number field, 'Enter Name' points to the name field, and 'Select your city from the dropdown' points to the city dropdown menu. A link 'Have an account? LOGIN' is located below the city field.

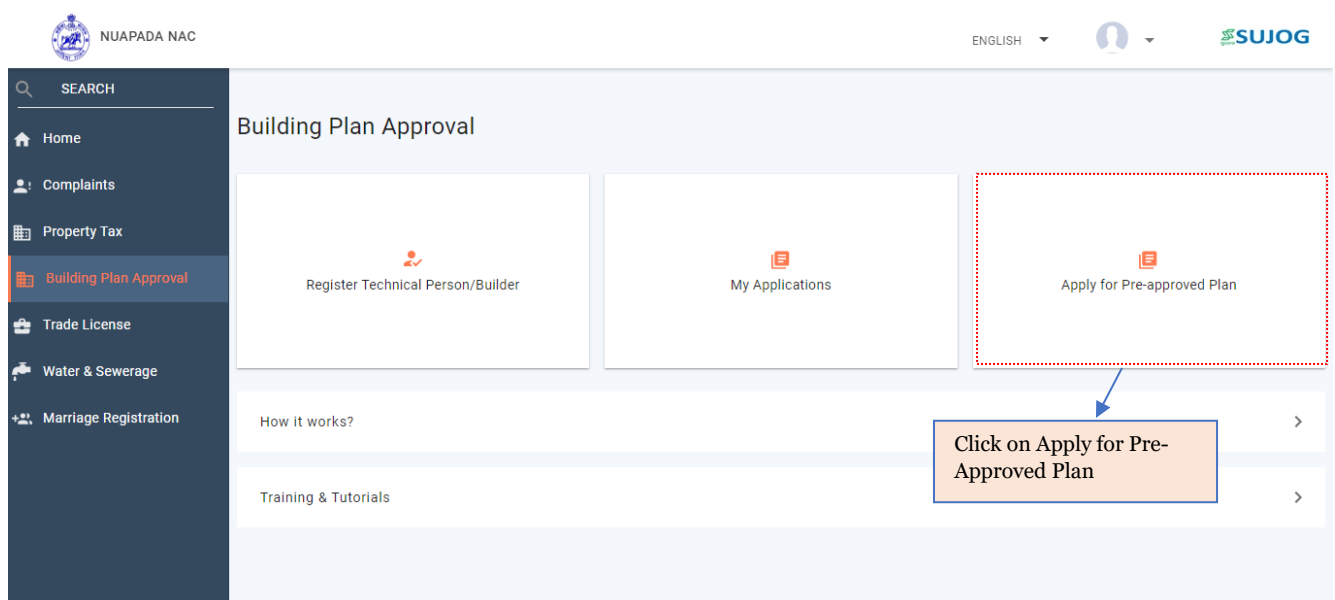
The screenshot shows the 'ENTER OTP' page of the SUJOG Odisha application. It displays a message: 'An OTP has been sent to : 999998134. Please check your messages'. Below this is an 'OTP *' input field with a placeholder 'Enter OTP'. A link 'Request another OTP in 24 seconds' is positioned below the OTP field. At the bottom is a 'CONTINUE' button. To the right of the form, two callout boxes with arrows point to the respective elements: 'Enter OTP' points to the OTP input field, and 'Click here to continue' points to the 'CONTINUE' button.

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 the OBPAS homepage will appear.

Step 2: Navigating Citizen Homepage



Step 3: Building Plan Approval Page



Step 4: Fill in the mandatory fields

NUAPADA NAC

ENGLISH

SUJOG

SEARCH

Home

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Trade License

Water & Sewerage

Marriage Registration

New Building Plan Scrutiny

Whether the Plot is part of Approved layout/ Town Planning scheme/ Government Scheme *
Select Layout Type

Land Status *
Select Land Status

Project Component *
Select Project

Length of plot(in ft.) *

Width of plot(in ft.) *

Abutting road width(in m.) *

LENGTH

WIDTH

ROAD WIDTH

***Note:** Only if the Plot is vacant, you can apply for pre-approved plan. You cannot apply for Pre-approval if your plot is under construction or constructed already.

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New Building Plan Scrutiny

Whether the Plot is part of Approved layout/ Town Planning scheme/ Government Scheme *
Yes

Land Status *
Vacant

Project Component *
PREAPPROVE_PREAPPROVE_TYPE_RESIDENTIAL

Length of plot(in ft.) *
25

Width of plot(in ft.) *
40

Abutting road width(in m.) *
9

LENGTH

WIDTH

ROAD WIDTH

Click on 'search' after you have filled all the mandatory fields.

Plots not Available

PREAPPROVE_DOWNLOAD_LIST

Width of plot(in ft.) *

40

Abutting road width(in m.) *

9

Click on the plan you find suitable for your plot.

PREAPPROVE_DOWNLOAD_LIST

Undertaking and Intimation of commencement form-VI(A)

PREAPPROVE_UNDER TAKING_SHEET_FORM-VI_A_FILE

Building Standard

CLEAR FORM

SUBMIT

Note: Once you click on the plan of your choice the image will then expand, after which click on the screen again and below you will find the fee details of the plan you've selected.

Fee Details

Sanction Fee Details

BPA_SANC_SANC_FEE:180

BPA_SANC_WORKER_WELFARE_CESS:0

BPA_SANC_SHELTER_FEE:0

BPA_SANC_TEMP_RETENTION_FEE:0

BPA_SANC_SECURITY_DEPOSIT:0

BPA_SANC_PUR_FAR:0

BPA_SANC_EIDP_FEE:0

Other Fee:0

Application Fee Details

BPA_BLDNG_OPRN_FEE:250

Documents(Please download the documents to preview drawing details)

Documet-0 : PREAPPROVE_BUILDING_PLAN_PDF

Documet-2 : PREAPPROVE_BUILDING_PLAN_IMAGE

Detailed fee estimate

Click here to download the Building Plan PDF and Image of the Plan as per your selection and then click on submit.

CLEAR FORM

SUBMIT

Fill Building Permit Application Form

Basic Details

On top of the page there are Sectional timeline, which helps to identify the current section on which the user is filling up details. The current section is highlighted in orange color.

Drawing No

1 Basic Details 2 Scrutiny Details 3 Owner Info 4 Document and NOC details 5 Summary

Basic Details

Building plan scrutiny number
PAP-000086

Preapproved Notified Drawing No. *
25400902

Occupancy
Residential

Application type *
Permit Application

Risk Type
LOW

Service type *
New Construction

Application Date

Remarks

NEXT STEP >

Scrutiny Details

Drawing No

1 Basic Details 2 Scrutiny Details 3 Owner Info 4 Document and NOC details 5 Summary

Pre Approve plan Application Details

Drawing Number
PAP-000086

Block wise occupancy /sub occupancy and usage details

Proposed Building Details

Occupancy Type *
Residential

Sub Occupancy Type

Review the information

Click here to go to next section

Click here to go to previous section

< PREVIOUS STEP

NEXT STEP >

Owner Info

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Drawing No

Fill in Mandatory details

Basic Details

Scrutiny Details

Owner Info

Document and NOC details

Summary

Owner Details

Owner Type
Select Owner Type

Type of Owner - Subtype
Select Owner Subtype

Click here to go to next section

Owner Information

Please select logged in user as primary owner

Mobile No. *

0000000000

Click here to go to previous section

< PREVIOUS STEP

NEXT STEP >

Document and NOC details

CUTTACK MUNICIPAL CORPORATION

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Drawing No

Application No. BPPAP-CTC-2022-11-04-003123

Upload all Mandatory and applicable documents

Basic Details

Scrutiny Details

Owner Info

Document and NOC details

Summary

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

Applicant details and other General documents

Applicant ID Proof (Self Attested) *
BPA_UPLOAD_FILE_RESTRICTIONS

Select Document Type *
Driving License

Click here to go to next section

DOC1.PDF

Click here to go to previous section

< PREVIOUS STEP

NEXT STEP >

Summary Section

The screenshot shows the 'Summary' section of the application process. The top navigation bar includes the Cuttack Municipal Corporation logo, the text 'CUTTACK MUNICIPAL CORPORATION', a language dropdown set to 'ENGLISH', a user profile icon, and the 'SUJOG' logo. A left sidebar contains a search bar and a list of services: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (highlighted in orange), Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'Drawing No' with the application number 'BPPAP-CTC-2022-11-04-003123'. Below this is a progress bar with five steps: Basic Details, Scrutiny Details, Owner Info, Application fee with breakdown - to be paid (highlighted with a blue box and an arrow pointing to the fee estimate table), and Summary. The 'Application Summary' section contains a 'Fee Estimate' table with a total amount of 'Rs 970'. The table lists 'BPA_BLDNG_OPRN_FEE' as 970. A red label 'BPA_COMMON_NOT_PAID' is next to the total. A blue box with the text 'Click here to proceed to application payment' has an arrow pointing to the 'SUBMIT' button. Another blue box with the text 'Click here to go to previous section' has an arrow pointing to the 'PREVIOUS STEP' button.

Application No. BPPAP-CTC-2022-11-04-003123

Basic Details Scrutiny Details Owner Info Application fee with breakdown - to be paid Summary

Application Summary

Fee Estimate		Total Amount
BPA_BLDNG_OPRN_FEE	970	Rs 970
Total Amount		970

BPA_COMMON_NOT_PAID

Click here to proceed to application payment

Click here to go to previous section

< PREVIOUS STEP SUBMIT >

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

Pay Application Fee

Step 1– Review Application fee details

The screenshot shows the 'Pay Application Fee' section. The top navigation bar is identical to the previous screen. The left sidebar is also identical, with 'Building Plan Approval' highlighted. The main content area is titled 'Payment Information' with the consumer code 'OD-BP-2021-05-10-000519'. Below this is a 'Payment Collection Details' section containing a 'Fee Estimate' table with a total amount of 'Rs 1806'. The table lists 'Building Operation Fees' as 1225, 'Land Development Fees' as 581, and 'Arrears' as 0. A blue box with the text 'Application fee with breakdown - to be payed' has an arrow pointing to the table. Below the table is a 'PAY_PAYER_DETAILS' section with fields for 'Owner' (dropdown), 'Payer Name *' (Freddy Citizen), and 'Payer Mobile No. *'. A blue box with the text 'Click here to make the application fee payment' has an arrow pointing to the 'MAKE PAYMENT >' button.

Consumer Code OD-BP-2021-05-10-000519

Application fee with breakdown - to be payed

Fee Estimate		Total Amount
Building Operation Fees	1225	Rs 1806
Land Development Fees	581	
Arrears	0	
Total Amount		1806

PAY_PAYER_DETAILS

NOC_PAYMENT_PAID_BY_LABEL * Owner

Payer Name * Freddy Citizen

Payer Mobile No. *

MAKE PAYMENT >

Step 2– Pay Application fee in Payment Portal

Provide necessary Billing information

Click here to make payment

Billing Information

Billing Name

Address

Zip Code City

New Delhi India

Mobile Number Email

Notes (Optional)

☐ My Billing and Shipping address are different

Payment Information

Net Banking

All Other Banks

Select Bank

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

☐ Save your bank name with CCAvenue Checkout for future payments.

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1806.00 (Total Amount Payable)

Make Payment Cancel

English

ORDER DETAILS

Order #: OD_PG_2021_05_10_000223_12

Coupon Code 09811165595 [Apply](#)

Order Amount 1806.00

Total Amount INR 1806.00

CCAvenue CHECKOUT

Checkout login for registered users only.

abc@gmail.com

Enter Password

[Forgot Password?](#) [Login](#)

Step 3– Download Fee Receipt and Application submission confirmation

CUTTACK MUNICIPAL CORPORATION

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eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

Payment Information Application No. OD-BP-2021-05-10-000520

Payment has been paid successfully!

A notification regarding Payment has been sent to the registered Mobile No. of the user/owner.

Download or Print Payment Receipt

Payment Receipt Number

05/2021-22/000259

Application fee Payment Status

GO TO HOME