



**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)**

**Submitted by:
PricewaterhouseCoopers Private Limited**

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Document history

Date	Version	Author	Reviewed by	Approved by	Description
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.

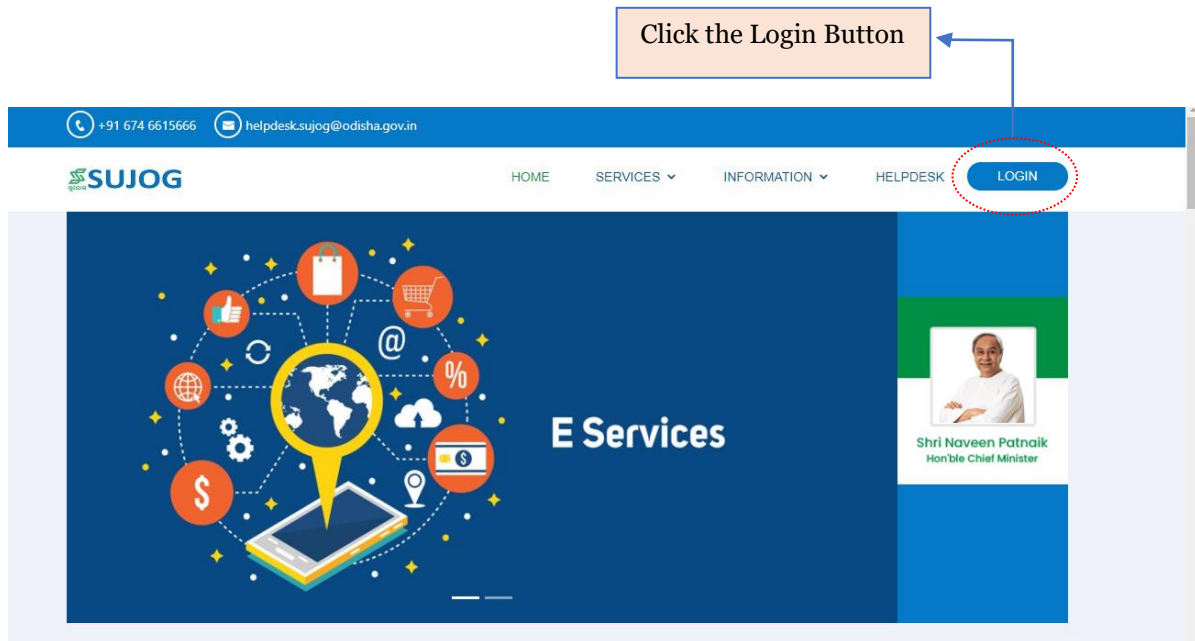


2 General Functions

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 screenshot shows the "REGISTER" page of the SUJOG Odisha website. The page has a dark blue background with a white form area. The form contains the following fields:

- Mobile Number ***: A text input field with a placeholder "+91 Enter your mobile number". A callout box points to this field with the text "Enter your mobile number".
- Name ***: A text input field with a placeholder "Enter your name". A callout box points to this field with the text "Enter name".
- City ***: A dropdown menu with a placeholder "Select your city". A callout box points to this field with the text "Select your city from the dropdown".

Below the form fields, there is a link "Have an account? LOGIN" and a large orange "CONTINUE" button.

SUJOG | Odisha

ENTER OTP

An OTP has been sent to : 9999981343 ✎

Please check your messages

OTP *
Enter OTP

[Request another OTP in 24 seconds](#)

CONTINUE

Enter OTP

Click here to continue

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.

CUTTACK ENGLISH **SUJOG**

Citizen Services

Building Plan Approval

Local Information

Events **My City**

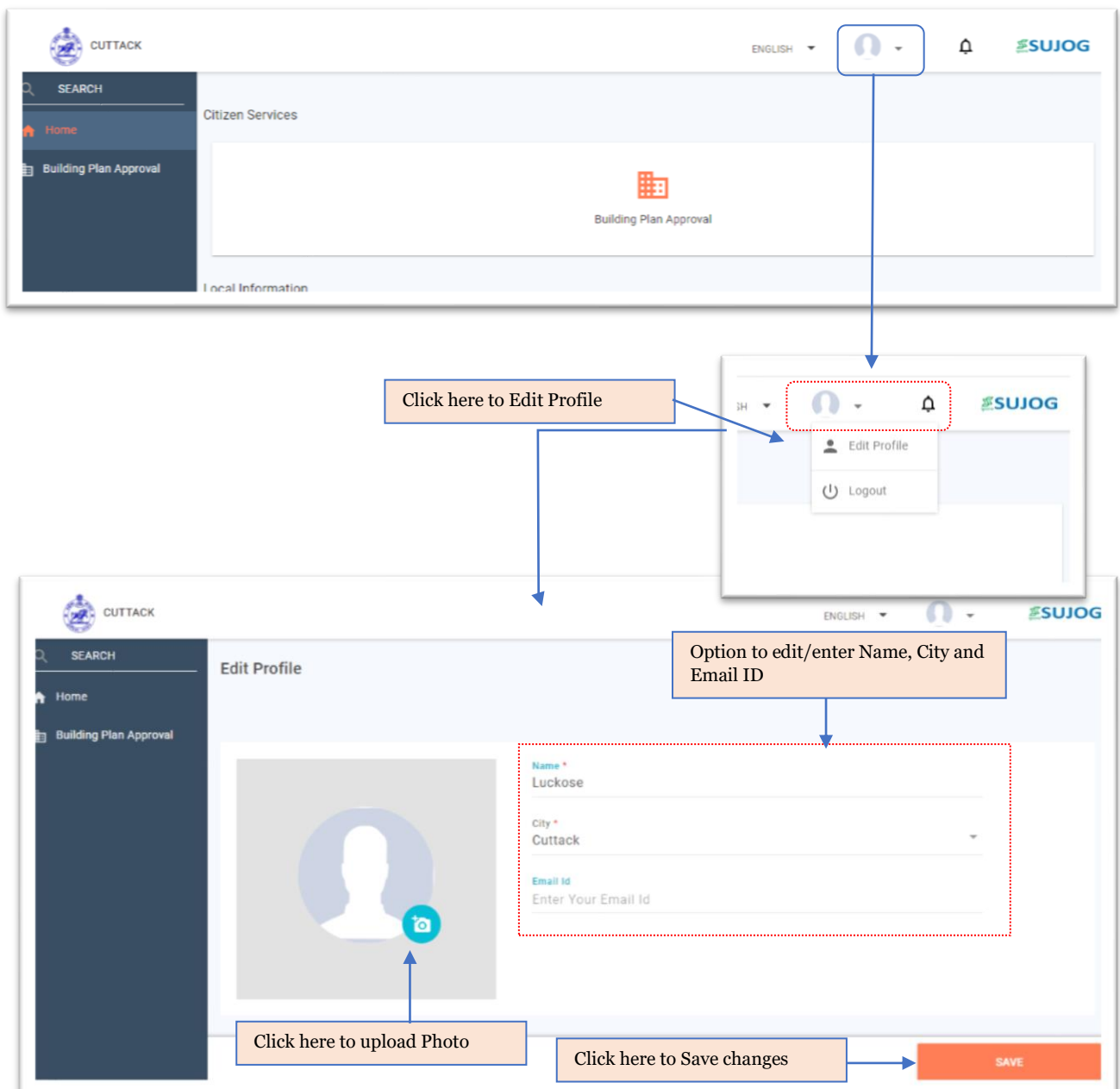
Click here to go to 'My Profile' page

Click here to open notifications

2.3 Editing the Profile

Follow the steps shown below to edit your profile.

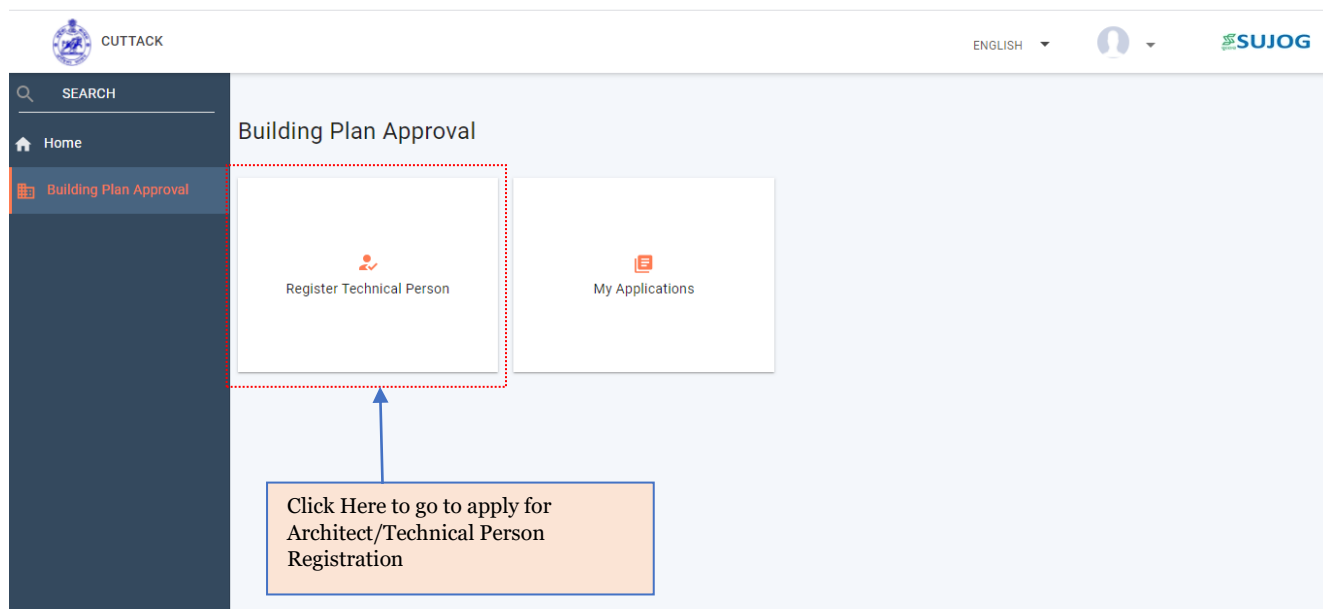
- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



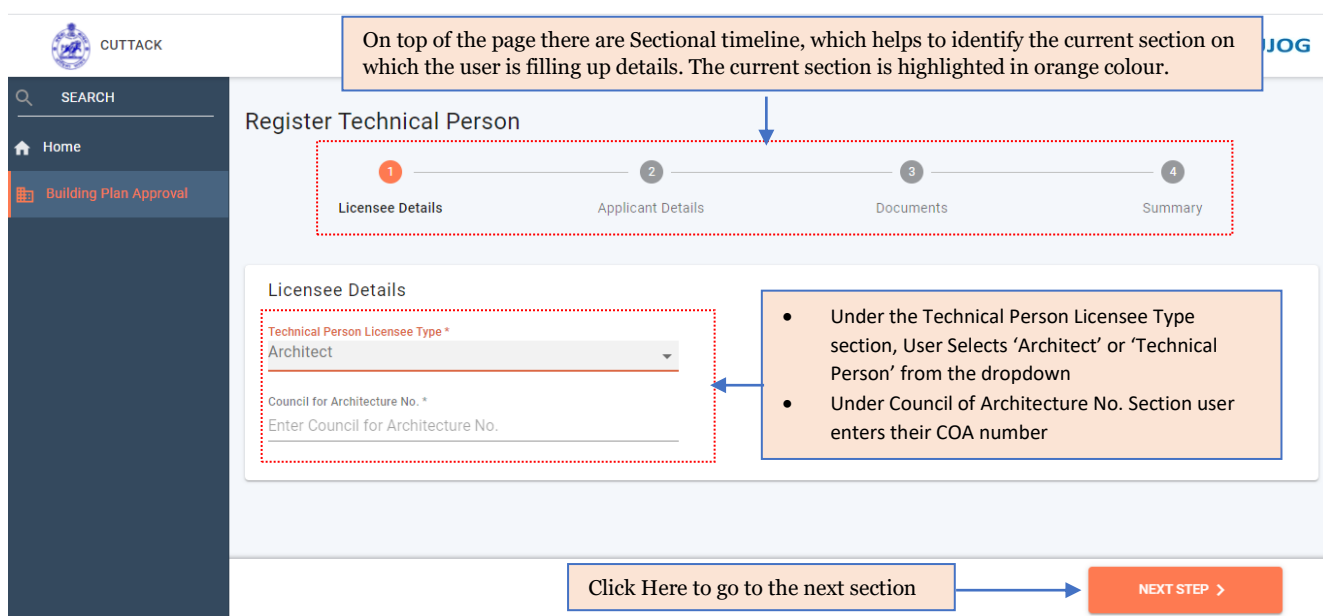
3 Register as an Architect/Technical Person

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

Register Technical Person/Builder

Fill Mandatory Details

1 Licensee Details 2 Applicant Details 3 Documents 4 Summary

Applicant Details

Applicant Name *
Fredy Architect

Gender *
☒ Male
 ☐ Female
 ☐ Transgender

Date of Birth *
dd/mm/yyyy

Mobile No. *
+91 | 8882540073

Email *
Enter Email

PAN No.
Enter Applicant's PAN No.

Click here to edit previous

< PREVIOUS STEP

NEXT STEP >

Click Here to go to the next

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.

The screenshot shows the 'Fill Mandatory Details' section for Permanent Address. The form is titled 'Permanent Address' and contains the following fields:

- Door/House No. (Optional Field)
- Building/Colony Name (Optional Field)
- Street Name (Optional Field)
- Locality * (Mandatory Field)
- City * (Mandatory Field)
- Pincode * (Mandatory Field)

Below the Permanent Address section is the 'Correspondence Address' section.

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

The screenshot shows the 'Fill Mandatory Details' section for Correspondence Address. The form is titled 'Correspondence Address' and contains the following fields:

- City * (Mandatory Field)
- Pincode * (Mandatory Field)
- Door/House No. (Optional Field)
- Building/Colony Name (Optional Field)
- Street Name (Optional Field)
- Locality * (Mandatory Field)
- City * (Mandatory Field)
- Pincode * (Mandatory Field)

Below the Correspondence Address section are the 'PREVIOUS STEP' and 'NEXT STEP' buttons.

3.3 Documents Section

Register Technical Person/Builder Application No. OD-BR-2021-05-08-000002

Licensee Details Applicant Details Documents 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

- Copy of Govt. approved identity card with photo attested by a gazetted officer within one month from the date of application *
BPA_UPLOAD_FILE_RESTRICTIONS [UPLOAD FILE](#)
- Educational Certificates *
BPA_UPLOAD_FILE_RESTRICTIONS [UPLOAD FILE](#)
- Experience Certificate *
BPA_UPLOAD_FILE_RESTRICTIONS [UPLOAD FILE](#)

< PREVIOUS STEP NEXT STEP >

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
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3.4 Summary Section

The screenshot shows the 'Register Technical' application summary page. The left sidebar contains navigation links: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (highlighted), ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main content area displays the 'Application Summary' with two sections: 'Licensee Details' and 'Applicant Details'. The 'Licensee Details' section shows 'Technical Person Licensee Type: Architect' and 'Council for Architecture No. swdfw'. The 'Applicant Details' section shows 'Applicant Name: Freddy Architect', 'Gender: Male', 'Date Of Birth: 01/01/1990', 'Email: abc@gmail.com', and 'PAN No. NA'. A progress bar at the top indicates the current step is 'Summary' (4), with previous steps 'Licensee Details' (1), 'Applicant Details' (2), and 'Documents' (3) marked as complete. Annotations include: 'Review the filled application details and click the edit button if changes are required' pointing to the 'Applicant Details' section; 'Click here to edit previous sections' pointing to the '< PREVIOUS STEP' button; and 'Click here to submit application' pointing to the 'SUBMIT >' button.

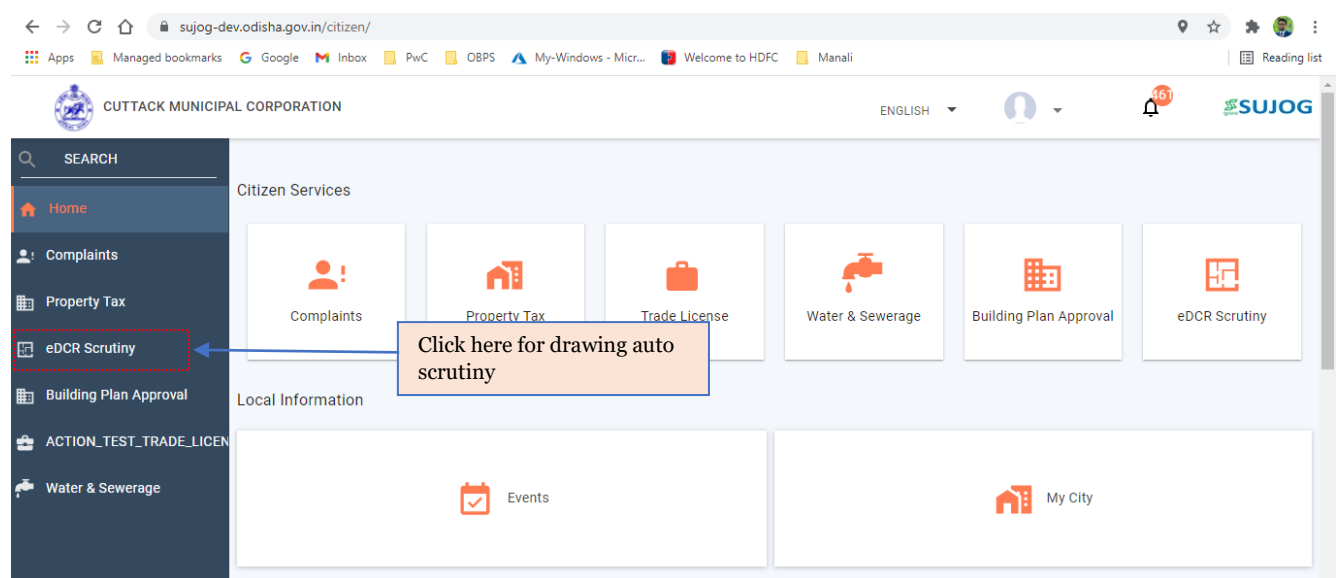
The screenshot shows the 'Application Submitted Successfully' confirmation page. The left sidebar is the same as the previous screenshot. The main content area displays a green checkmark icon and the text 'Application Submitted Successfully'. Below this, it states 'Application details have been sent to your registered mobile number.' and 'Application number OD-BR-2021-05-08-000002'. Annotations include: 'Application Submission Confirmation' pointing to the green checkmark icon; 'Application number will be generated' pointing to the application number; and a 'GO TO HOME' button at the bottom right.

4 Building Plan Auto Scrutiny

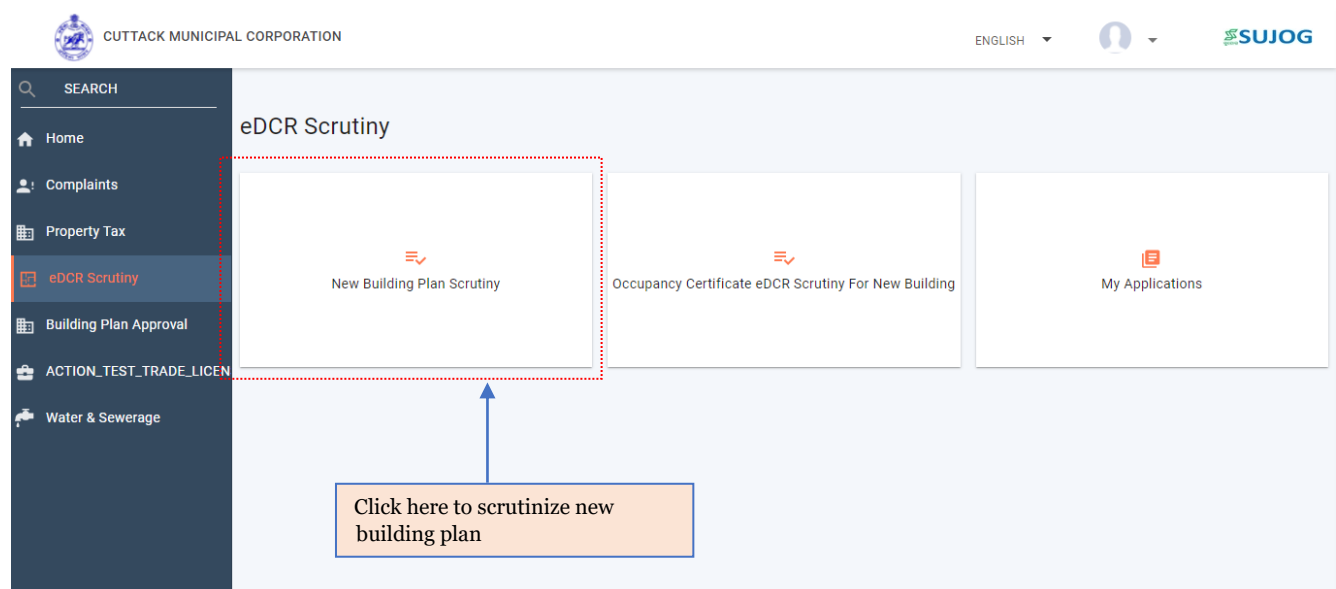
4.1 Drawing Auto Scrutiny for Building Permit application

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

The screenshot shows the 'New Building Plan Scrutiny' page. Annotations include:

- Fill in the details**: Points to the form fields for City, Applicant Name, and Service type.
- Click here to submit drawing for auto scrutiny**: Points to the 'SUBMIT' button.
- Upload CAD drawing in DXF format**: Points to the 'UPLOAD FILE' button.
- Click here to clear form**: Points to the 'CLEAR FORM' button.

The form fields are:

- City * (Dropdown menu showing 'Cuttack')
- Applicant Name * (Text input field showing 'ABC')
- Service type * (Dropdown menu showing 'New Construction')
- Building Plan* (Text input field with a note: 'Only .dxf files, 30MB max file size.')

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

The screenshot shows the 'New Building Plan Scrutiny' page after a successful submission. Annotations include:

- Option to Download or Print Scrutiny Report**: Points to the 'DOWNLOAD' and 'PRINT' buttons.
- Auto Scrutiny Status**: Points to the green checkmark icon and the text 'Building plan eDCR scrutiny is Accepted'.
- Scrutiny Number generated if drawing gets accepted**: Points to the 'Building Plan Scrutiny Number' field showing 'DCR52021AJBSE'.
- Click here to start applying for Building Permit**: Points to the 'CREATE BUILDING PERMIT APPLICATION' button.

The page also includes a 'GO TO HOME' button and a 'Building Plan Scrutiny Number' field.

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
3	APPLICATION NUMBER	01434-2021-QE	4	APPLICATION TYPE
5	OCCUPANCY TYPE	Residential	6	DCR NUMBER
7	ARCHITECT / TECHNICAL PERSON NAME	Pre-Approved Plan	8	SERVICE TYPE
PLOT DETAILS				
1	PLOT NO	32/1	2	KHATA NO
3	MAUZA	ANDARPUR	4	DISTRICT
5	PLOT AREA (As per declaration) in m ²	116.12	6	PLOT AREA (As per measurement) in m ²
7	AVERAGE WIDTH OF PLOT in m	11.0	8	AVERAGE DEPTH OF PLOT in m
9	ROAD WIDTH in m	9.0	10	SURRENDER ROAD WIDTH AREA in m ²
11	RISK TYPE	LOW	12	DEMOLITION AREA in m ²

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 –

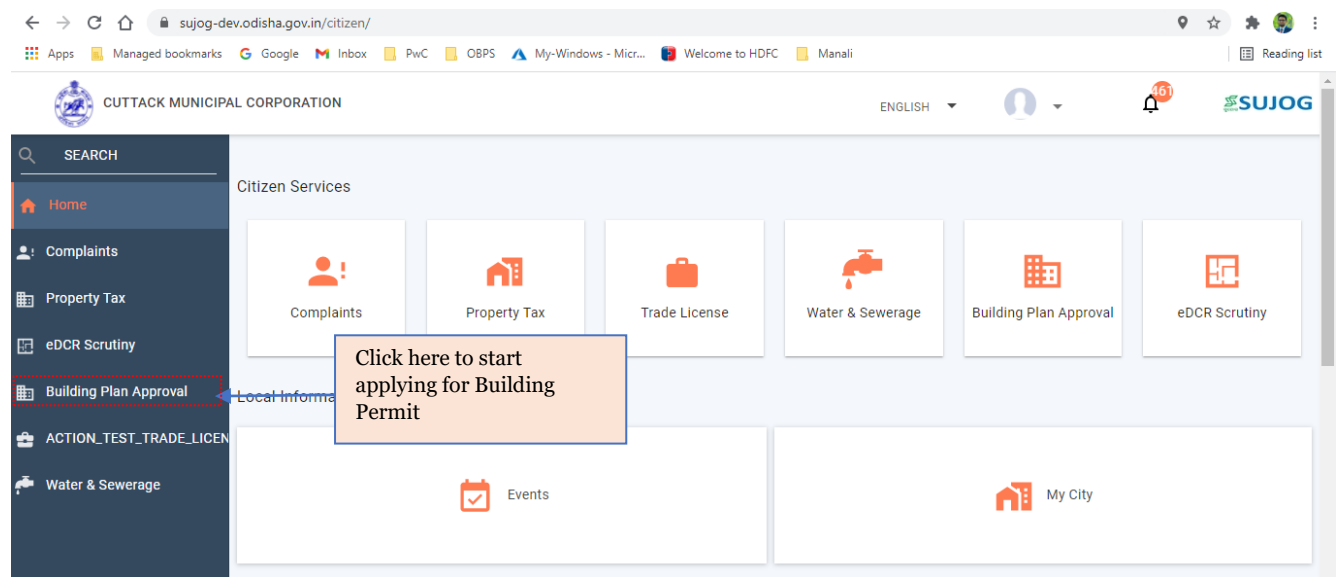
1. Plan Info Not present in the Drawing
2. Not all answers are provided in Plan Info
3. Building Footprint Layer Not Present
4. Built Up Area Layer Not Present
5. Built Up area Layer Color code is not as per Drawing Manual – Occupancy Color Codes
6. Setback Layer Polygon is Drawn Incorrect – Edges of 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

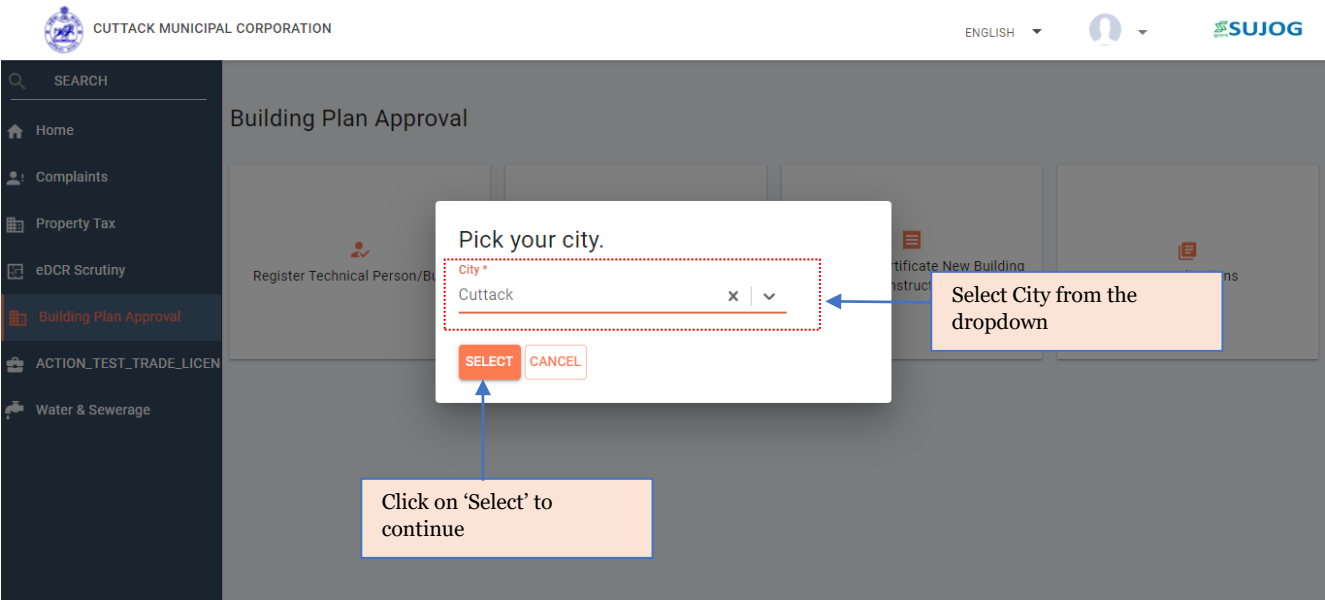
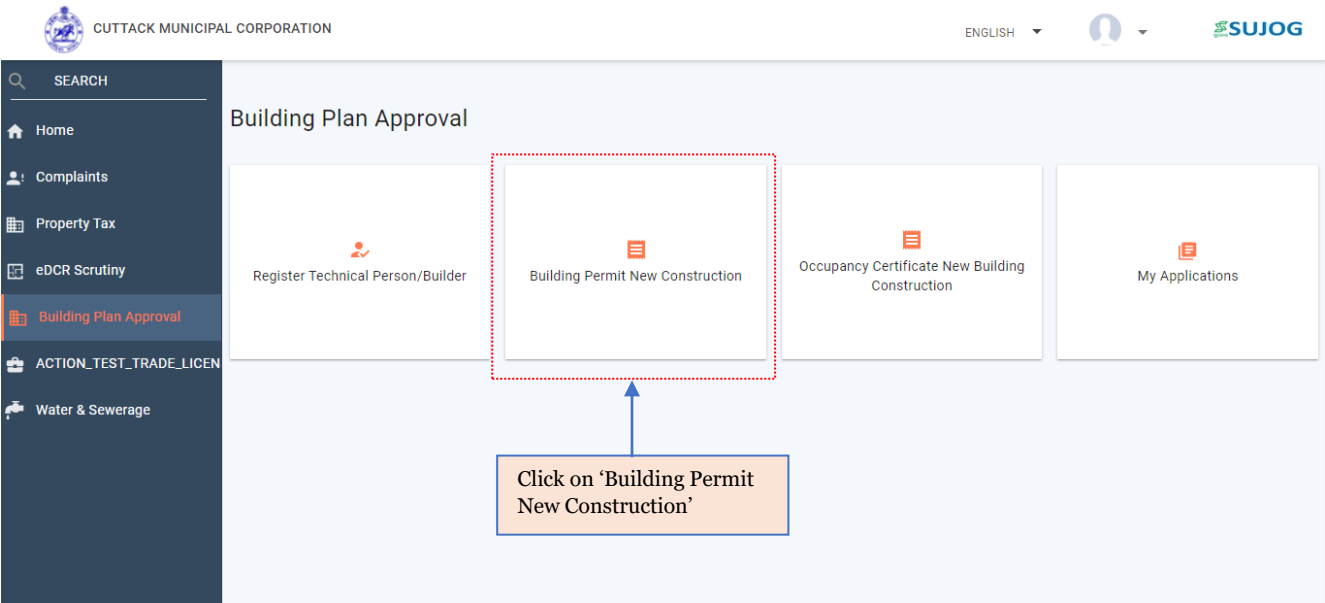
5.1 Building Permit Application Form

Follow the steps below to apply for Building permit.

Step 1 : Citizen Services page



Step 2 : Building Plan Approval Page

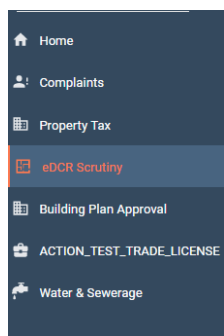


Step 3 : Fill the Application form

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



Fill Mandatory Details

Location Details

City *
Cuttack

Street Name
Enter Street Name

Pincode
Enter Pincode

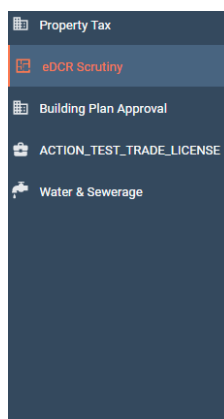
Building/Colony Name
Enter Building/Colony Name

Village *
Select Village

GIS Coordinates
Select your trade location on map

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



Details Of Plot

Plot Area *
116.12

Holding No.
Enter Holding No.

Land Registration Details
Enter Land Registration Details

Khata No. *
560

Plot No(MSP) *
32/1

Fill Mandatory Details

Click here to go to next section

NEXT STEP >

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

Apply for building permit

Review the information

Building Plan Scrutiny Application Details

eDCR Number: DCR520212WJQW

Uploaded Diagram: UploadedDiagram.dxf

Scrutiny Report: ScrutinyReport.pdf

Block wise occupancy /sub occupancy and usage details

Proposed Building Details

Block 1

Occupancy Type * Residential

Sub Occupancy Type Select Sub Occupancy Type

Floor Description	Level	Occupancy/Sub Occupancy	Buildup Area	Floor Area	Carpet Area
Ground floor	0	OCCUPANCY_H	82.4777	82.4777	

Click here to go to next section

Click here to go to previous section

< PREVIOUS STEP

NEXT STEP >

5.1.3 Owner Info Section

Apply for building permit

Fill in Mandatory details

Owner Details

Owner Type * Individual

Type of Owner - Subtype * Single Owner

Owner Information

Mobile No. * Enter Mobile No.

Applicant Name * Enter Name

Date Of Birth * dd/mm/yyyy

Gender * Select Gender

Email Enter Email

Click here to go to next section

Click here to go to previous section

< PREVIOUS STEP

NEXT STEP >

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

CUTTACK MUNICIPAL CORPORATION

ENGLISH

Upload Scanned copy of NOC if present

Click here to go to next section

Click here to go to previous section

< PREVIOUS STEP

NEXT STEP >

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

NOC Details

Airport Authority

Application Number
OD-NOCSRV-2021-05-10-000956

Status
CREATED

Submitted On
NA

Documents

No Documents Uploaded

UPLOAD

Fire Noc

Application Number
OD-NOCSRV-2021-05-10-000957

Status
CREATED

Submitted On
NA

Documents

No Documents Uploaded

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.

CUTTACK MUNICIPAL CORPORATION

ENGLISH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

Apply for building permit Application No. OD-BP-2021-05-10-000519

Basic Details

Scrutiny Details

Owner Info

Summary

Application fee with breakdown - to be paid

Application Summary

Fee Estimate

Category	Amount
Building Operation Fees	1225
Land Development Fees	581
Total Amount	1806

Total Amount
Rs 1806

Basic Details

Basic Details

Building plan scrutiny number
DCR520212WJQW

Occupancy
Residential

Application type
Permit Application

Service Type
New Construction

Click here to send the application to Citizen for approval

Click here to go to previous section

PREVIOUS STEP

SEND TO CITIZEN

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.

The screenshot displays the 'eDCR Scrutiny' section of the Cuttack Municipal Corporation website. The header includes the corporation's logo, name, language selection (ENGLISH), user profile, and the SUJOG logo. A left-hand navigation menu lists various services: Home, Complaints, Property Tax, eDCR Scrutiny (highlighted), Building Plan Approval, ACTION_TEST_TRADE_LICEN, and Water & Sewerage. The main content area is titled 'Application for Building permit Order' with the application number 'OD-BP-2021-05-10-000519'. A large green checkmark icon is accompanied by the text 'Application Successfully Sent To Citizen'. Below this, the application number is repeated. Two callout boxes with arrows point to the status and the application number. A 'GO TO HOME' button is located at the bottom right.

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Application for Building permit Order

Application No. OD-BP-2021-05-10-000519

Application Successfully Sent To Citizen

Application Successfully Sent To Citizen

Application number

OD-BP-2021-05-10-000519

Application Status

Application Number

GO TO HOME

5.3 Application Fee Payment and Submission

Application fee can be paid 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

1 – Click 'Building Plan Approval' button on the homepage

2 – Click 'My Application' button on Building Plan Approval Page

Step 2 – My Applications Page

Select the respective application by referring to the application number

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status
OD-BP-2021-05-10-000519	Permit Application	New Construction	-	60	Stakeholders's submission pending
OD-BR-2021-05-08-000002	Stakeholder	BPA Stakeholder Registration - Architect	-	28	Pending for Approval
OD-BP-2021-05-04-000516	Permit Application	New Construction	-	54	Pending For Application Fee
OD-BP-2021-04-22-000503	Permit Application	New Construction	-	42	Approved
OD-BP-2021-04-22-000502	Permit Application	New Construction	-	-	WF_BPA_null
OD-BP-2021-04-21-000500	Permit Application	New Construction	-	41	Pending For Application Fee
OD-BP-2021-04-19-000495	Permit Application	New Construction	-	39	Approved

Step 3 – Give Declaration

The screenshot shows the Cuttack Municipal Corporation web portal. The left sidebar contains a search bar and a menu with options: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (highlighted), ACTION_TEST_TRADE_LICEN, and Water & Sewerage. The main content area displays application details for a Building Plan Approval. The application number is OD-NDCSRV-2021-05-10-000957, and the status is CREATED. The documents section shows 'No Documents Uploaded'. A callout box with a blue arrow points to the 'Declaration' section, which contains a red dashed box with a checkbox and the text: 'BPA_STAKEHOLDER_1_DECLARAION_LABEL I am responsible for any defects/errors/omissions made while submitting the application'. Another callout box with a blue arrow points to the 'SUBMIT' button, with the text 'Click the submit button.'.

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

No Documents Uploaded

Fire Noc

Application Number

OD-NDCSRV-2021-05-10-000957

Status

CREATED

Submitted On

NA

Documents

No Documents Uploaded

Declaration

☐ BPA_STAKEHOLDER_1_DECLARAION_LABEL I am responsible for any defects/errors/omissions made while submitting the application

Click the submit button.

SUBMIT

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

The screenshot shows the Cuttack Municipal Corporation web portal. The left sidebar contains a search bar and a menu with options: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (highlighted), ACTION_TEST_TRADE_LICEN, and Water & Sewerage. The main content area displays a success message: 'Application Submitted Successfully' with a green checkmark icon. The application number is OD-BP-2021-05-10-000519. A callout box with a blue arrow points to the 'MAKE PAYMENT' button, with the text 'Click here to view the application fee payment details'.

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

Application for Building permit Order

Application No. OD-BP-2021-05-10-000519

Application Submitted Successfully

A notification regarding Application Submission has been sent at registered Mobile No.

Application number

OD-BP-2021-05-10-000519

Click here to view the application fee payment details

GO TO HOME

MAKE PAYMENT

Step 5– Review Application fee details

CUTTACK MUNICIPAL CORPORATION ENGLISH

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

Payment Collection Details

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 * Payer Name *
 Owner Freddy Citizen

Payer Mobile No. *
 09811165595

MAKE PAYMENT >

Step 6– Pay Application fee in Payment Portal

Provide necessary Billing information

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 CC Avenue Checkout for future payments.
 I agree with the Privacy Policy by proceeding with this payment.
INR 1806.00 (Total Amount Payable)
Make Payment **Cancel**

ORDER DETAILS

Order #: OD_PG_2021_05_10_000223_12
 Coupon Code 09811165595 Apply
 Order Amount 1806.00
 Total Amount **INR 1806.00**

CC Avenue CHECKOUT

Checkout login for registered users only.
 abc@gmail.com
 Enter Password
 Forgot Password? **Login**

Click here to make payment

Step 7– Download Fee Receipt and Application submission confirmation

The screenshot shows the 'Payment Information' page for Application No. OD-BP-2021-05-10-000520. A green checkmark indicates 'Payment has been paid successfully!'. A box labeled 'Download or Print Payment Receipt' contains 'DOWNLOAD' and 'PRINT' buttons. A 'Payment Receipt No.' of '05/2021-22/000259' is displayed. A sidebar on the left lists services like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. A 'GO TO HOME' button is at the bottom right.

5.4 Track application progress

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

Step 1 – Citizen Services page

The screenshot shows the 'Building Plan Approval' page. The sidebar on the left lists services like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main content area has four sections: 'Register T...', 'mit New Construction', 'Occupancy Certificate New Building Construction', and 'My Applications'. A box labeled 'Step 1 – Click 'Building Plan Approval' button on the homepage' points to the 'Building Plan Approval' button in the sidebar. Another box labeled 'Step 2 – Click 'My Application' button on Building Plan Approval Page' points to the 'My Applications' button in the main content area.

Step 2 – My Applications Page

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

My Applications

Search Results for BPA Applications (73)

Select the respective application by referring to the application number

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status
OD-BP-2021-05-10-000520	Permit Application	New Construction	Amit - Field Inspector	60	Field Inspection Pending
OD-BP-2021-05-10-000519	Permit Application	New Construction	-	60	Pending For Application Fee
OD-BR-2021-05-08-000002	Stakeholder	BPA Stakeholder Registration - Architect	-	28	Pending for Approval
OD-BP-2021-05-04-000516	Permit Application	New Construction	-	54	Pending For Application Fee
OD-BP-2021-04-22-000503	Permit Application	New Construction	-	42	Approved
OD-BP-2021-04-22-000502	Permit Application	New Construction	-	-	WF_BPA_null
OD-BP-2021-04-21-000500	Permit Application	New Construction	-	41	Pending For Application Fee

Step 3.1 – Application Status

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Application details

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

Application Current Status

DOWNLOAD

PRINT

VIEW HISTORY

Task Status

Date	Updated By	Status	Current Owner	Comments
10/05/2021	Amit - Doc Verifier	Field Inspection Pending	Amit - Field Inspector	

Basic Details

Building plan scrutiny number DCR52021OHTYM	Occupancy Residential	Application type Permit Application	Service Type New Construction
Risk Type LOW	Application Date 10/05/2021	Remarks NA	

Step 3.2 – Application Progress History

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Application details

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

DOWNLOAD

PRINT

Task Status

Date	Updated By	Status	Current Owner	Comments
10/05/2021	Amit - Doc Verifier	Field Inspection Pending	Amit - Field Inspector	VIEW HISTORY

Click here to View Application Progress history

Basic Details

Building plan scrutiny number DCR52021OHTYM	Occupancy Residential	Application type Permit Application	Service Type New Construction
Risk Type LOW	Application Date 10/05/2021	Remarks NA	

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

WF_BPA1_PENDING_APPL_FEE

Date	Updated By	Status	Current Owner	Comments
10/05/2021	Freddy Architect	Pending For Application Fee	NA	

Document Verification In Progress

Date	Updated By	Status	Current Owner	Comments
10/05/2021	Freddy Architect	Document Verification Pending	NA	

Scroll down to view current application status

Field Inspection InProgress

Date	Updated By	Status	Current Owner	Comments
10/05/2021	Amit - Doc Verifier	Field Inspection Pending	Amit - Field Inspector	

Risk Type LOW	Application Date 10/05/2021	Remarks NA
------------------	--------------------------------	---------------

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

Search Results for BPA Applications (73)

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status
OD-BP-2021-05-10-000520	Permit Application	New Construction	-	60	Back From Approval
OD-BP-2021-05-10-000519	Permit Application	New Construction	-	60	Pending For Application Fee
OD-BR-2021-05-08-000002	Stakeholder	BPA Stakeholder Registration - Architect	-	28	Pending for Approval
OD-BP-2021-05-04-000516	Permit Application	New Construction	-	54	Pending For Application Fee
OD-BP-2021-04-22-000503	Permit Application	New Construction	-	42	Approved
OD-BP-2021-04-22-000502	Permit Application	New Construction	-	-	WF_BPA_null
OD-BP-2021-04-21-000500	Permit Application	New Construction	-	41	Pending For Application Fee

Step 2 – Application details

Application details

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

Task Status

Updated By: Freddy - Planning Assistant

Status: WF_BPA1_BACK_FROM_APPROVAL

Current Owner: [Name]

Comments: Please Upload Correct ID Proof

Inspection Report- 1

Inspection Date: 01/05/2021

Inspection Time: 1:00 PM

Checklist

FORWARD

Step 3 – Correct/Missing Document Upload

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Land Owner ID Proof (Self Attested)
BPA_UPLOAD_FILE_RESTRICTIONS

Select Document Type
Passport

02 PASSPORT...

UPLOAD FILE

Upload necessary correct/missing document as per comment received

ROR (Self Attested) No Documents Uploaded

Sale Deed / Gift Deed (Self Attested) No Documents Uploaded

FORWARD

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Enter Comments for Authority employee

Forward Application

Comments *

I have Uploaded Correct ID Proof

Supporting Documents

Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES

Option to upload any other supporting documents

FORWARD

Click here to forward the application back to the authority

UPLOAD

UPLOAD

UPLOAD


UPLOAD

UPLOAD


FORWARD


3:20 PM
10/05/2021

Step 4 – Application forward confirmation

CUTTACK MUNICIPAL CORPORATION

ENGLISH





SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny


Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Application for Building permit Order

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



Application Forwarded Successfully

Application Forward Successfully

Application number

OD-BP-2021-05-10-000520

Application forward confirmation

GO TO HOME

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

Search Results for BPA Applications (73)

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status
OD-BP-2021-05-10-000520	Permit Application	New Construction	-	60	Pending Sanction Fee Payment
OD-BP-2021-05-10-000519	Permit Application	New Construction	-	60	Pending For Application Fee
OD-BR-2021-05-08-000002	Stakeholder	BPA Stakeholder Registration - Architect	-	28	Pending for Approval
OD-BP-2021-05-04-000516	Permit Application	New Construction	-	54	Pending For Application Fee
OD-BP-2021-04-22-000503	Permit Application	New Construction	-	42	Approved
OD-BP-2021-04-22-000502	Permit Application	New Construction	-	-	WF_BPA_null
OD-BP-2021-04-21-000500	Permit Application	New Construction	-	41	Pending For Application Fee

Step 2 – Applications Detail Page

Application details

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

Task Status

VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
10/05/2021	Freddy - Planning Assistant	Pending Sanction Fee Payment	NA	

Inspection Report- 1

Inspection Date	Inspection Time
01/05/2021	1:00 PM

Checklist

MAKE PAYMENT

Step 3 – Permit fee details

CUTTACK MUNICIPAL CORPORATION ENGLISH SUJOG

Payment Information Consumer Code OD-BP-2021-05-10-000520

Payment Collection Details

Fee Estimate		Total Amount
Welfare Cess	31073	Rs 35548
Sanction Fees	2475	
Retention Fees	2000	
Shelter Fees	0	
Purchasable FAR Fees	0	
Security Deposit	0	
Arrears	0	
Total Amount	35548	

Click here to make permit fee payment **MAKE PAYMENT >**

Step 4 – Permit fee Payment confirmation and Building Permit download

CUTTACK MUNICIPAL CORPORATION ENGLISH SUJOG

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 and Building permit

Payment Receipt No. 05/2021-22/000260

Permit fee Payment Confirmation **Payment Receipt Number**

GO TO HOME

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_LABEL	DEPOSITED
		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

Search Results for BPA Applications (73)

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status
OD-BP-2021-05-10-000520	Permit Application	New Construction	-	60	Approved
OD-BP-2021-05-10-000519	Permit Application	New Construction	-	60	Pending For Application Fee
OD-BP-2021-05-08-000002	Stakeholder	BPA Stakeholder Registration - Architect	-	28	Pending for Approval
OD-BP-2021-05-04-000516	Permit Application	New Construction	-	54	Pending For Application Fee
OD-BP-2021-04-22-000503	Permit Application	New Construction	-	42	Approved
OD-BP-2021-04-22-000502	Permit Application	New Construction	-	-	WF_BPA_null
OD-BP-2021-04-21-000500	Permit Application	New Construction	-	41	Pending For Application Fee
OD-BP-2021-04-19-000495	Permit Application	New Construction	-	39	Approved
OD-BP-2021-04-15-000494	Permit Application	New Construction	-	-	WF_BPA_null

Step 2 – Application details page

Application details Application No: OD-BP-2021-05-10-000520

Permit valid up to 10/05/2024

Permit No. OD-BP-2021-05-10-000066

1 – Click here to download/Print Permit order

Task Status

Date	Updated By	Status	Current Own
10/05/2021	Freddy Architect	Approved	NA

2 – Click here to download Permit order

Inspection Report- 1

Inspection Date	Inspection Time
01/05/2021	1:00 PM

Checklist

1	Whether key plan submitted by the	YES	Remarks
	application is complete		

TAKE ACTION

Sample Permit Order



FORM-II
See rule 10(2)
Order for Grant of Permission

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 accessible 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