



**Directorate of Municipal Administration,  
Government of Odisha**

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

**User Manual for Citizens –  
Online Building Plan Approval System (OBPAS)**

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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.

Online Building Plan Approval System (OBPAS) envisages complete automation of all processes related to building approval at Odisha. Citizen would not be required to visit any of the external departments such as AAI, NMA, Fire etc for NOCs.

OBPAS shall enable local government to bring in transparency, accountability and time-bound service for the public. OBPAS, professionals like architects, engineers, supervisors can seek permission for construction of a building for any Urban Local Body / District Town and Country Planning / Centre for Municipal Administration with a speedy, hassle-free and user-friendly procedure, online.

## **1.2 Scope of this Document**

The purpose of this document is to help the Citizens in operating the Online Building Plan Approval System. It provides a digital interface, allowing the users 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 Citizens to monitor and track their building Permit application and make Online fee payments.

The OBPAS allows the User to

- Apply for a Building Permit
- Complete the Payment for OBPAS
- Download receipts of the payments.
- Keep a track of the status of the Application.

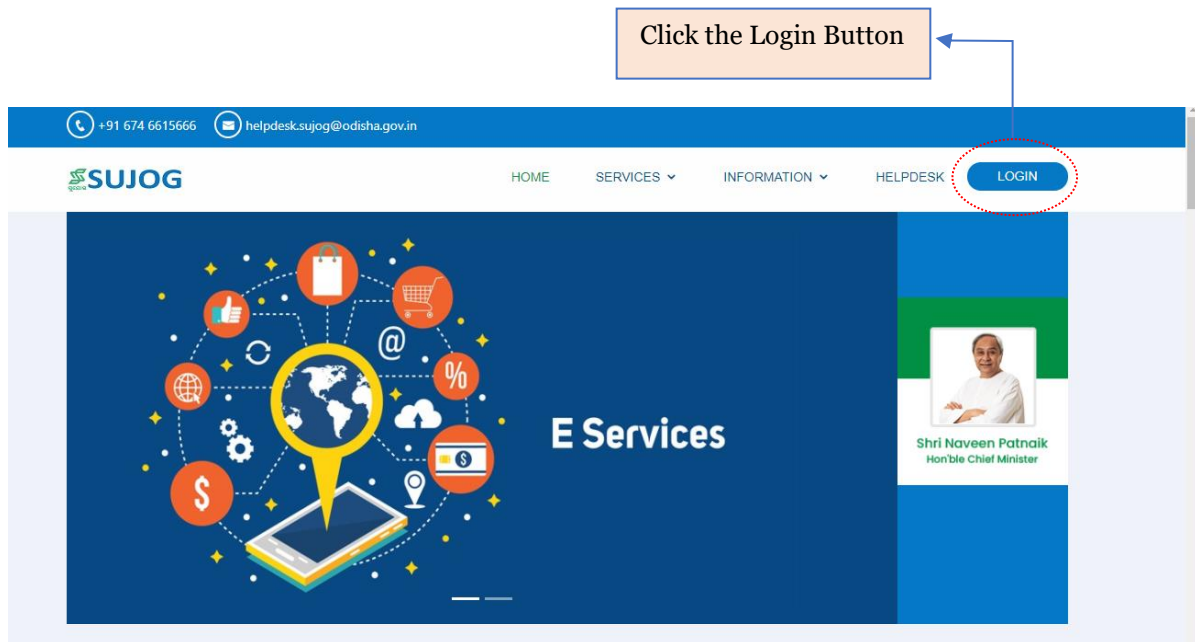


## 2 General Functions

### 2.1 Registering into the system

To Register, please go to the following link:

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



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

The screenshot shows the 'REGISTER' form on the SUJOG Odisha website. The form is titled 'REGISTER' and includes the SUJOG Odisha logo. It has 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 showing 'Select your city'. Below these fields is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button. Three orange callout boxes with arrows point to the input 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.

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.

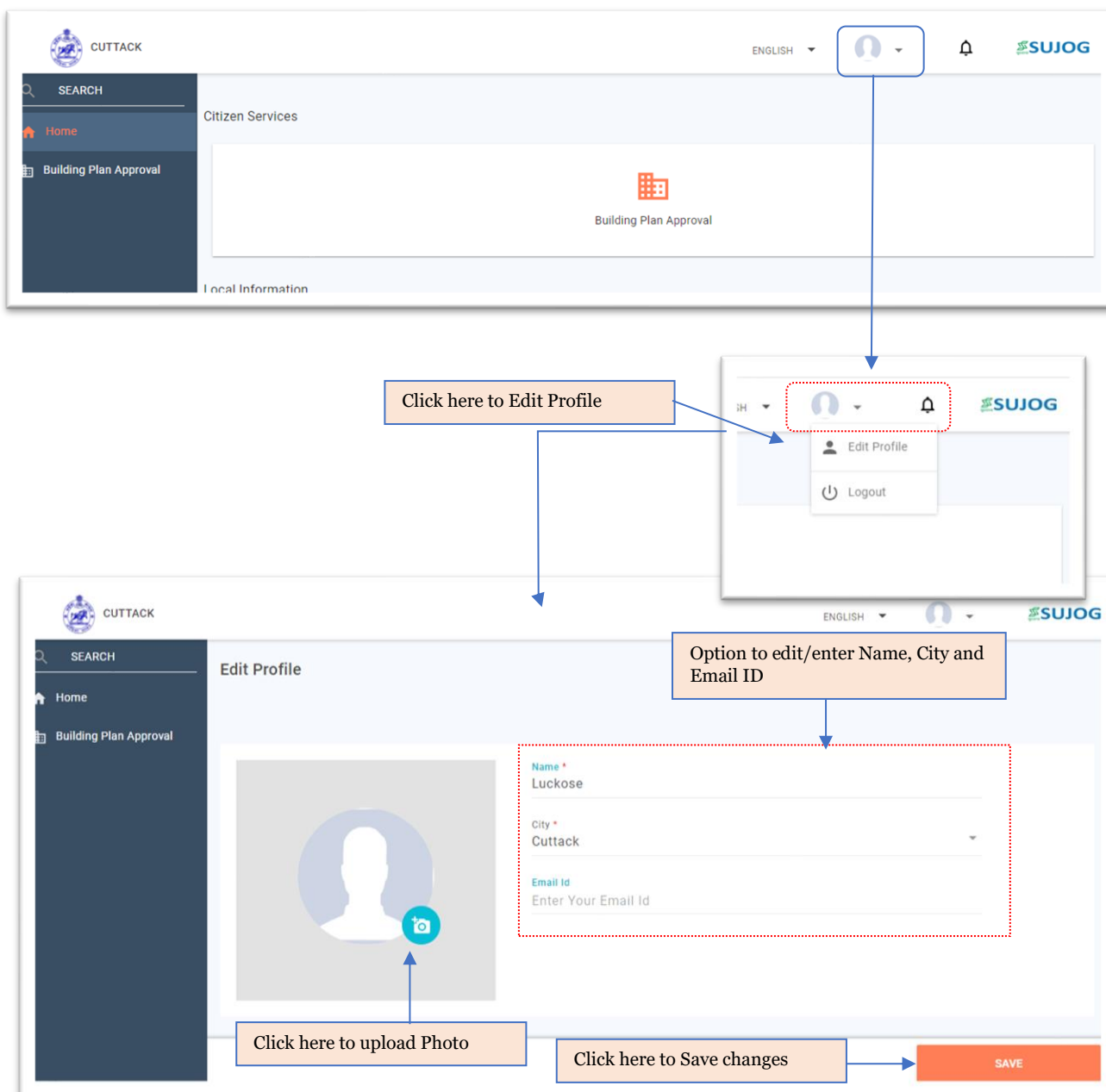
## 2.2 OBPAS Homepage

On Login/Register, the homepage will appear to the user.

## 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 Building Permit Application

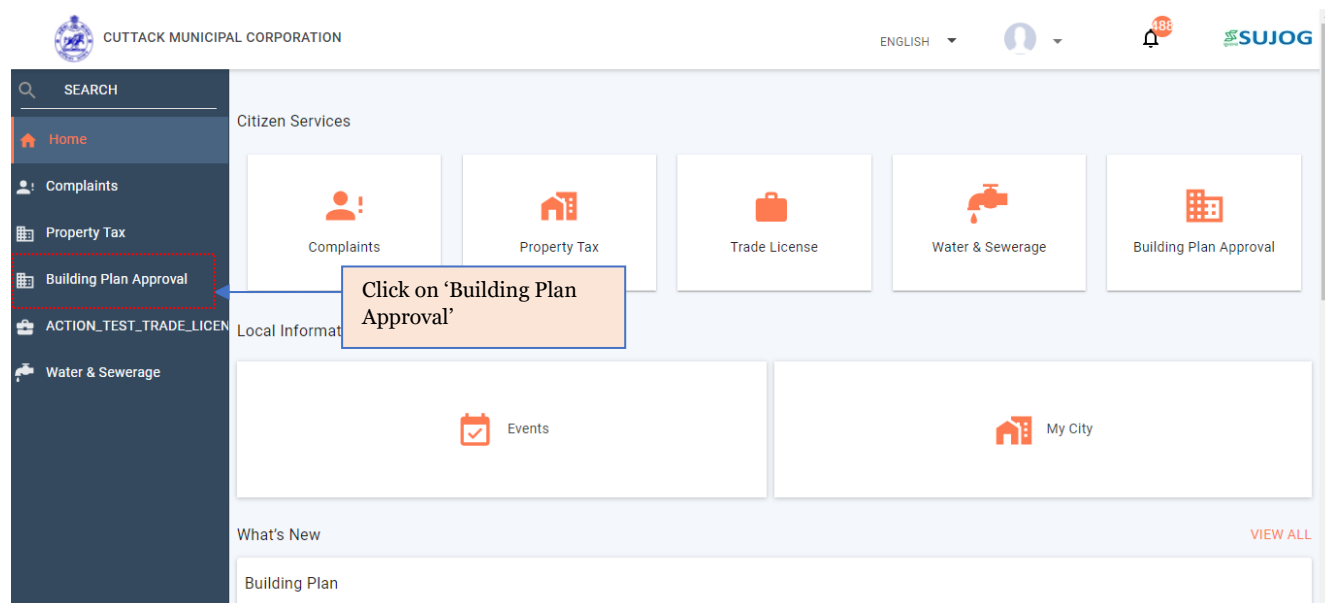
### 3.1 Citizen Approval

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 by the Architect/Technical Person.

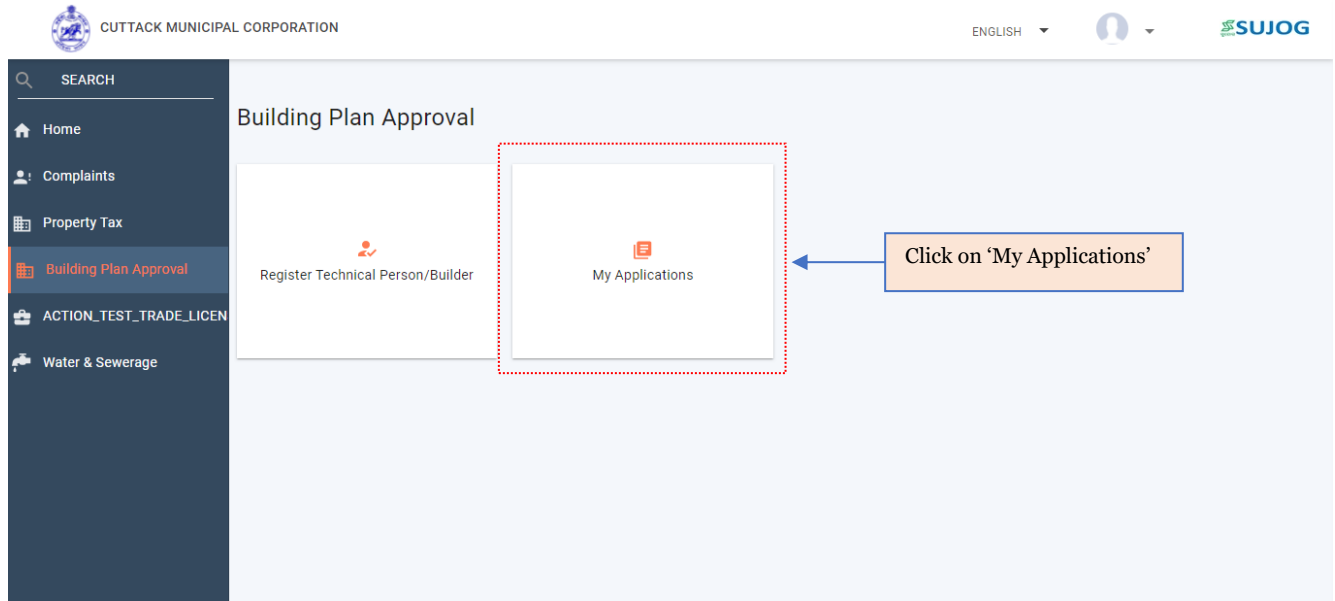
Follow the bellow steps to review the building permit application filled by the Architect/Technical Person and to provide Citizen Approval

#### Step 1 : Citizen Service homepage

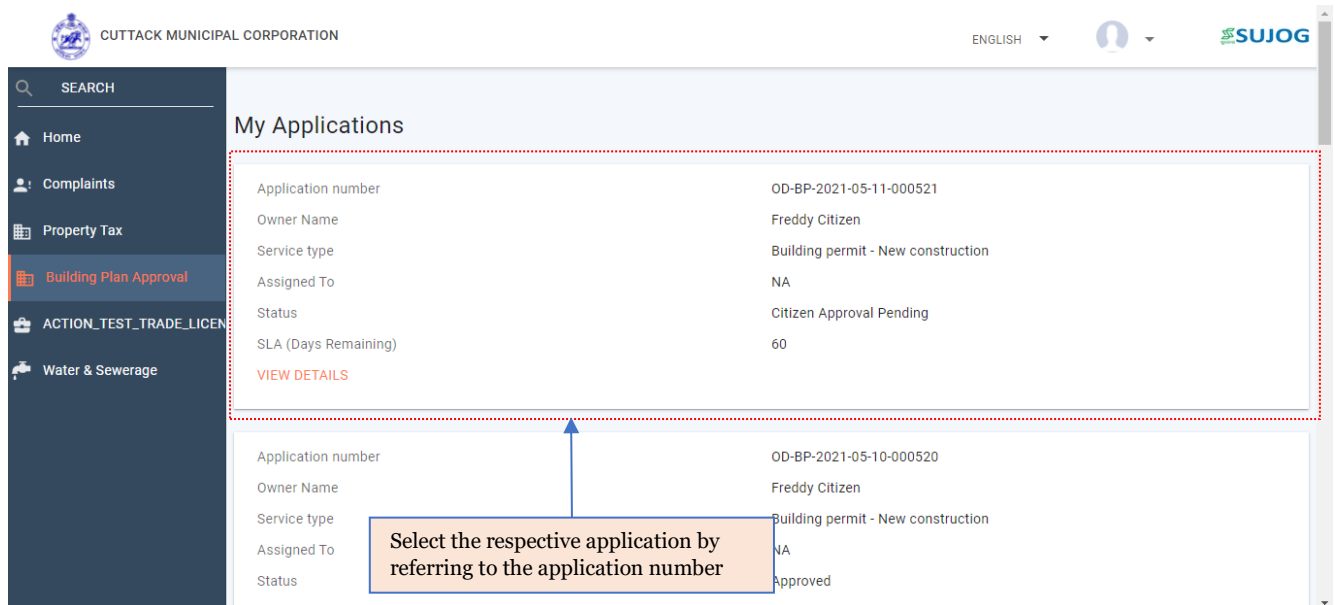




## Step 2 : Building Plan Approval Page



## Step 3 : My Application Page



## Step 4 : Application Detail Page

The screenshot shows the 'Application Detail Page' for a 'Fire Noc' application. The page header includes the Cuttack Municipal Corporation logo, a search bar, and navigation links for Home, Complaints, Property Tax, Building Plan Approval, ACTION\_TEST\_TRADE\_LICENSE, and Water & Sewerage. The application details are as follows:

- Status:** CREATED
- Documents:** No Documents Uploaded
- Application Number:** OD-NOCSRV-2021-05-11-000960
- Submitted On:** NA


Annotations and workflow steps:


- Review Application filled by Architect**: A callout box pointing to the application details.
- Check the Tick Box to give declaration**: A callout box pointing to the declaration checkbox.
- Click here to Approve Application**: A callout box pointing to the 'TAKE ACTION' button.
- Declaration**: A text box containing the declaration: "I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf."
- Click on 'Approve'**: A callout box pointing to the 'APPROVE' button in the 'TAKE ACTION' dropdown menu.
- Enter Comments for Architect/Technical Person**: A callout box pointing to the 'Comments' field in the 'Forward Application' modal.
- Click here to Approve Application**: A callout box pointing to the 'APPROVE' button in the 'Forward Application' modal.
- Upload Supporting Documents if any**: A callout box pointing to the 'UPLOAD FILES' button in the 'Forward Application' modal.


The 'Forward Application' modal includes the following fields and buttons:

- Comments \***: A text area for entering comments.
- Approved**: A checkbox.
- Supporting Documents**: A section for uploading files, with a note: "Only .jpg and .pdf files. 5MB max file size."
- UPLOAD FILES**: A button to upload supporting documents.
- APPROVE**: A button to approve the application.

## Step 5: Citizen Approval Confirmation Page

**CUTTACK MUNICIPAL CORPORATION**

ENGLISH 



SEARCH

Home

Complaints

Property Tax


Building Plan Approval

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

Application for Building permit Order

Application No. OD-BP-2021-05-11-000521



**Citizen approved the application Successfully!**  
Notification regarding application approval by citizen will be sent to the stakeholder registered mobile no.

Application number

**OD-BP-2021-05-11-000521**

Citizen Approval Confirmation

Application Number

GO TO HOME

---

### ***3.2 Send Back Application to Architect/Technical Person for Correction***

Citizen (Owner) can send the application back to Architect/Technical Person if any changes to the application details are required or if any document uploaded is not correct/missing. In such case, the necessary changes can be incorporated by the Architect/Technical Person on the behalf of the Citizen and the application can be submitted again to the Citizen for his/her approval.

To Send the Application Back please follow the bellow steps

Repeat Steps 1 – 3

Step 4 : Application Detail Page

**CUTTACK MUNICIPAL CORPORATION**

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICENSE

Water & Sewerage

Status: CREATED

Documents

Review Application filled by Architect

No Documents Uploaded

Fire Noc

Application Number: OD-NOCSRV-2021-05-11-000961

Status: CREATED

Submitted On: NA

Check the Tick Box to give declaration

Click here to Send the Application back to Architect/Technical Person

Declaration

I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

TAKE ACTION

Click on 'Send to Architect'

Total Amount

SEND TO ARCHITECT

Enter Comments for Architect/Technical Person

Forward Application

Comments \*

Please Upload Correct Landowner ID Proof

Supporting Documents

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

UPLOAD FILES

Click here to Send Application back to Architect/Technical Person for Correction

SEND TO ARCHITECT

Upload Supporting Documents if any

TAKE ACTION

## Step 4: Send Back Application Confirmation Page



- SEARCH
- Home
- Complaints
- Property Tax
- Building Plan Approval
- ACTION\_TEST\_TRADE\_LICEN
- Water & Sewerage

## Application for Building permit Order

Application No. OD-BP-2021-05-11-000522



### Application Send To Architect Successfully

Application Send To Architect Successfully

Application number

OD-BP-2021-05-11-000522

Application Send Back to  
Architect/Technical Person  
Confirmation

GO TO HOME

### 3.3 Application Fee Payment and Submission

The following steps has to be followed to pay Application fee and submit the application to the approving Authority.

#### Step 1 : Open My Application Page

My Applications

Application number	Owner Name	Service type	Assigned To	Status	SLA (Days Remaining)
OD-BP-2021-05-11-000521	Freddy Citizen	Building permit - New construction	NA	Pending For Application Fee	60
<a href="#">VIEW DETAILS</a>					
OD-BP-2021-05-10-000520	Freddy Citizen	Building permit - New construction	NA	Approved	50

Select the respective application by referring to the application number

#### Step 2: Application Detail Page

Application details

Application No. OD-BP-2021-05-11-000521

DOWNLOAD | PRINT

Task Status

VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
11/05/2021	Freddy Architect	Pending For Application Fee	NA	

Basic Details

Building plan scrutiny number	Occupancy	Application type	Service Type
DCR520211LFGA	Residential	Permit Application	New Construction

MAKE PAYMENT

Click here to view the application fee payment details

### Step 3– Review Application fee details

**CUTTACK MUNICIPAL CORPORATION**

Consumer Code OD-BP-2021-05-11-000521

**Payment Information**

**Payment Collection Details**

Fee Estimate		Total Amount
Building Operation Fees	1225	<b>Rs 1806</b>
Land Development Fees	581	
Arrears	0	
<b>Total Amount</b>	<b>1806</b>	

**PAY\_PAYER\_DETAILS**

NOC\_PAYMENT\_PAID\_BY\_LABEL

Owner

Click here to make the application fee payment

**MAKE PAYMENT >**

### Step 4– 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 5– Download Fee Receipt and Application submission confirmation

**CUTTACK MUNICIPAL CORPORATION**

ENGLISH  

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICEN


Water & Sewerage

Payment Information

Application No. OD-BP-2021-05-1

Download or Print Payment Receipt

DOWNLOAD | PRINT

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

Application fee Payment Status

Payment Receipt No.  
**05/2021-22/000261**

Payment Receipt Number

GO TO HOME

### 3.4 Drawing Rework

Once the Approving Officer sends back the file for “Drawing Correction” the citizen can view the status of the application in my application tab.

Note: The drawing rework can only be performed by the Architect/Technical person. Citizen cannot take any action.

The screenshot displays the NUAAPADA NAC application details page. The left sidebar contains a search bar and a list of application types: Home, Complaints, Property Tax, Building Plan Approval (highlighted), Trade License, Water & Sewerage, and Marriage Registration. The main content area shows the application details for Application No. BP-CTC-2022-11-02-003089. The Task Status section indicates the application is 'Pending for rework'. Below this, the Inspection Report-1 section shows the inspection date as 12/10/2022 at 10:30 AM. The Checklist section contains one item: 'Whether key plan submitted by the application is as per site' with a 'YES' status. The Documents section shows a 'Field inspection report'.

Application details Application No. BP-CTC-2022-11-02-003089

Task Status

Download Print View History

Date	Updated By	Status	Current Owner	Comments
02/11/2022	Freddy - Planning Assistant	Pending for rework	NA	Write other reason - xyz

Inspection Report- 1

Inspection Date 12/10/2022 Inspection Time 10:30 AM

Checklist

		Remarks
1	Whether key plan submitted by the application is as per site	YES

Documents

Field inspection report

### 3.5 Track application progress

The following steps has to be followed to track application progress after application submission to approving authority.

#### Step 1 – Open My Applications Page

**My Applications**

Application number	Owner Name	Service type	Assigned To	Status	SLA (Days Remaining)
OD-BP-2021-05-11-000521	Freddy Citizen	Building permit - New construction	Amit - Field Inspector	Field Inspection Pending	60
OD-BP-2021-05-10-000520	Freddy Citizen	Building permit - New construction	NA	Approved	50

**Callout:** Select the respective application by referring to the application number

#### Step 2 – Application Status

**Application details**

Application No. OD-BP-2021-05-11-000521

**Task Status**

Date	Updated By	Status	Current Owner	Comments
11/05/2021	Amit - Doc Verifier	Field Inspection Pending	Amit - Field Inspector	Document Verified

**Callout:** Application Current Status

**Basic Details**

Building plan scrutiny number	Occupancy	Application type	Service Type
DCR520211LFGA	Residential	Permit Application	New Construction

Risk Type	Application Date	Remarks
LOW	11/05/2021	NA

### Step 3 – Application Progress History

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

#### Application details

Application No. OD-BP-2021-05-11-000521

DOWNLOAD

PRINT

#### Task Status

Date	Updated By	Status	Current Owner	Comments
11/05/2021	Amit - Doc Verifier	Field Inspection Pending	Amit - Field Inspector	Document Verified

VIEW HISTORY

Click here to View Application Progress history

#### Basic Details

Basic Details	
Building plan scrutiny number	DCR520211LFGA
Occupancy	Residential
Application type	Permit Application
Service Type	New Construction
Risk Type	LOW
Application Date	11/05/2021
Remarks	NA

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

#### Task Status

Scroll down to view current application status

Date	Updated By	Status	Current Owner	Comments
15/05/2021	Freddy Architect	Pending for Stakeholders update	NA	
15/05/2021	Freddy Architect	Citizen Approval Pending	NA	
15/05/2021	Freddy Citizen	Stakeholders's submission pending	NA	

City: od.cuttack

Building/Colony Name: NA

Street Name: NA

Village: Andarpur

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

3

Stakeholders's submission pending

Date

15/05/2021

Updated By

Freddy Citizen

Status

Stakeholders's submission pending

Current Owner

NA

Comments

4

WF\_BPA1\_PENDING\_APPL\_FEE

Date

15/05/2021

Updated By

Freddy Architect

Status

Pending For Application Fee

Current Owner

NA

Comments

5

Document Verification In Progress

Date

15/05/2021

Updated By

Freddy Architect

Status

Document Verification Pending

Current Owner

NA

Comments

Current application status

od.cuttack

Building/Colony Name

NA

Street Name

NA

Village

Andarpur

### 3.6 Permit Fee Payment

Please follow the bellow steps to pay Permit fee.

#### Step 1 – My Applications Page

CUTTACK MUNICIPAL CORPORATION		Select the respective application by referring to the application number	
My Applications			
Application number	OD-BP-2021-05-11-000521		
Owner Name	Freddy Citizen		
Service type	Building permit - New construction		
Assigned To	NA		
Status	Pending Sanction Fee Payment		
SLA (Days Remaining)	60		
VIEW DETAILS			
Application number	OD-BP-2021-05-10-000520		
Owner Name	Freddy Citizen		
Service type	Building permit - New construction		
Assigned To	NA		
Status	Approved		
SLA (Days Remaining)	60		

## Step 2 – Applications Detail

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICENSE

Water & Sewerage

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

Application details

Application No. OD-BP-2021-05-11-000521

DOWNLOAD

PRINT

Task Status

VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
11/05/2021	Freddy - Planning Assistant	Pending Sanction Fee Payment	NA	Approved

Inspection Report- 1

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

Checklist

Click here to go to Permit fee details

MAKE PAYMENT

## Step 3 – Permit fee details

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICENSE

Water & Sewerage

CUTTACK MUNICIPAL CORPORATION

SUJOG

Payment Information

Consumer Code OD-BP-2021-05-11-000521

Permit fee details with breakdown

Payment Collection Details

Fee Estimate

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

Total Amount Rs 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**

SEARCH

Home

Complaints

Property Tax

**Building Plan Approval**

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

**Payment Information** Application No. OD-BP-:

**Download or Print Payment Receipt and permit order**

**DOWNLOAD** **PRINT**

**Payment has been paid successfully!**

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


**Payment Receipt No.**  
**05/2021-22/000262**

**Permit fee Payment Confirmation**

**Payment Receipt Number**

**GO TO HOME**

## Sample Permit Fee Receipt

	<b>Cuttack Municipal Corporation</b> Sanction Fee Payment Receipt	Cuttack Municipal Corporation 001-2345876 <a href="http://cmccuttack.gov.in">http://cmccuttack.gov.in</a> <a href="mailto:complaints.cuttack@gmail.com">complaints.cuttack@gmail.com</a>
---	--	---

Receipt No.	05/2021-22/000262	Consumer ID	OD-BP-2021-05-11-000521
Payment Date	11/05/2021	Payer Name	Freddy Citizen
Payer Contact	9111111112	PDF_STATIC_LABEL	DEPOSITED CONSOLIDATED_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_11_000226_17
G8 Receipt No.	NA	G8 Receipt Date	NA

Generated By: Freddy Architect	Commissioner/EO
--------------------------------	-----------------

This is Computer generated receipt, Signature is not required

**DISCLAIMER**

1. Payment received by cheque/demand draft shall be subject to realization.
2. This document is not a proof of Property Ownership and regularization of unauthorized construction.
3. This is a computer generated document



### 3.7 Download Building Permit

Please follow the bellow steps to Download Building Permit.

#### Step 1 – My Applications Page

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

My Applications

Select the respective application by referring to the application number

Application number OD-BP-2021-05-11-000521

Owner Name Freddy Citizen

Service type Building permit - New construction

Assigned To NA

Status Approved

SLA (Days Remaining) 60

VIEW DETAILS

Application number OD-BP-2021-05-10-000520

Owner Name Freddy Citizen

Service type Building permit - New construction

Assigned To NA

Status Approved

SLA (Days Remaining) 60

#### Step 2 – Application details page

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

Application details

Application No. OD-BP-2021-05-11-000067

Permit valid up to 11/05/2021

1 – Click here to download/Print Permit order

Permit No. OD-BP-2021-05-11-000067

DOWNLOAD

PRINT

Task Status

Date 11/05/2021

Updated By Freddy Citizen

Status Approved

Current Owner NA

Comments

Sanction Fee Receipt

Permit Order

VIEW HISTORY

Inspection Report- 1

Inspection Date 01/05/2021

Inspection Time 1:00 PM

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

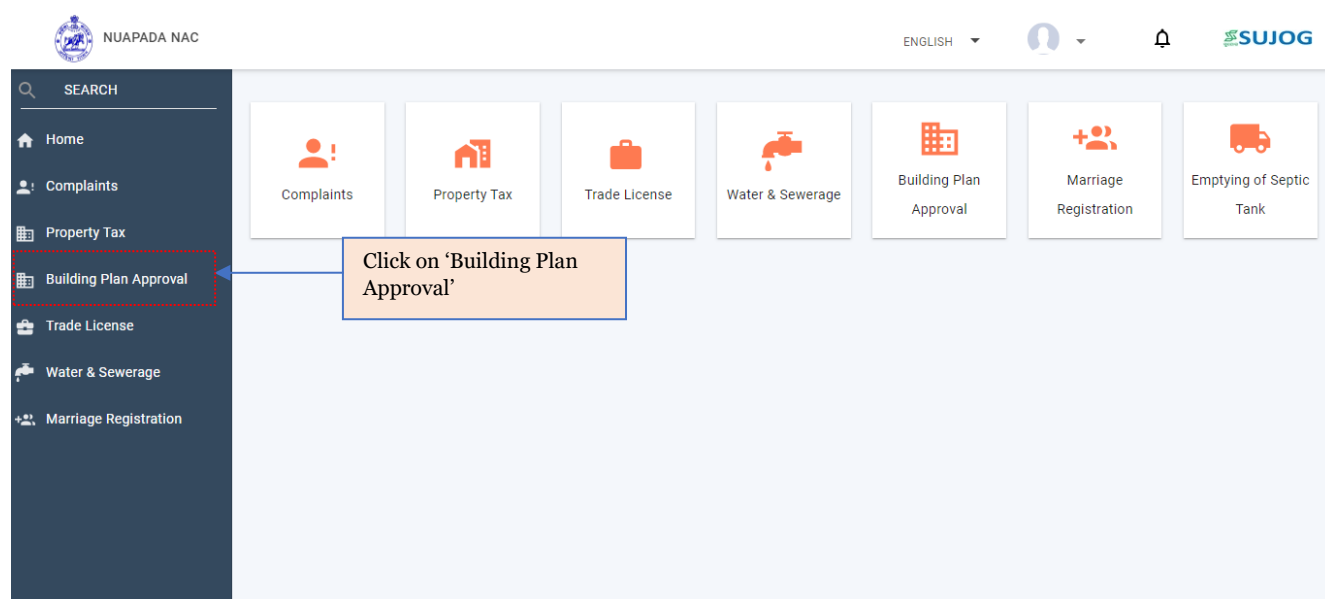
Application No. OD-BP-2021-05-11-000521, Dated 11/05/2021

## 4 Applying For Pre-Approved Plan

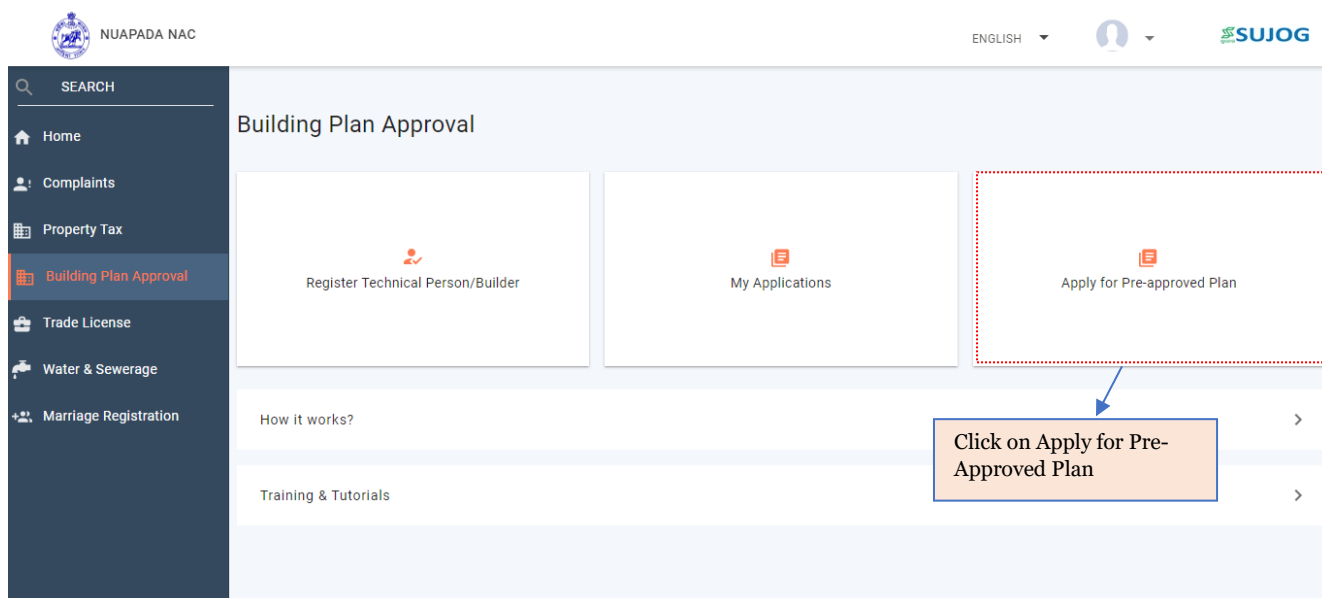
This is to fastrack the Building Permit Application for which the state has notified 104 Pre-approved drawings. These are Low-risk projects so the applicant doesn't need the Architect/Technical person to get his project approved. He can choose from the 104 options provided and can send it directly to the Approver skipping document verification and field inspection.

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

Step 1: Citizen Homepage



Step 2: Building Plan Approval Page



### Step 3: Fill in the mandatory fields

### Following are the fields in New Building Plan Scrutiny

Field Name	Field Type	Purpose
Whether the plot is part of approved layout/town planning scheme/government scheme	Mandatory Field	Enter YES if the plot is approved by any of the scheme mentioned above or NO if it is not approved.
Land status	Mandatory Field	Enter the status of your land if it is Under Construction, Building Constructed or Vacant*.
Project Component	Mandatory Field	Enter if you need a pre-approved plan of a Residential Building.

Length of Plot	Mandatory Field	Enter the total length of the Plot in ft.
Width of Plot	Mandatory Field	Enter the total width of the Plot in ft.
Abutting road width in m	Mandatory Field	Enter the width of the Abutting road in m.

**\*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.

NUAPADA NAC

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Trade License

Water & Sewerage

Marriage Registration

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

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

Plots not Available

PREAPPROVE\_DOWNLOAD\_LIST

Undertaking and Intimation of commencement form-VI(A)

PREAPPROVE\_UNDTAKING\_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)**

Document-0 : PREAPPROVE\_BUILDING\_PLAN\_PDF

Document-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**

## 4.1 Basic Details

**Drawing No**

**Sectional timeline**

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

Risk Type LOW

Application Date

Remarks

**NEXT STEP >**

**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.**

Field Name	Field Type	Purpose
Building Plan Scrutiny number	Mandatory Field	Scrutiny number over here is auto-populated as the plan has already been scrutinized.
Preapproved notified drawing number	Mandatory Field	This field will get auto populated after 'Building Plan Scrutiny number' has been entered.
Occupancy	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.

Application 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

Building/Colony Name \*  
Enter Building/Colony Name

Street Name \*  
Enter Street Name

Village \*  
Select Village

Pincode \*  
Enter Pincode

GIS Coordinates  
Select your trade location on map

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	Mandatory Field	Enter Building/Colony details
Street Name	Mandatory Field	Enter Street details
Village	Mandatory Field	Select city where project is located from the dropdown
Pincode	Mandatory Field	Enter project Pincode
GIS Coordinates	Optional Field	Enter project GIS coordinates

**Details Of Plot**

Plot Area \*  
92.89

Khata No. \*  
Enter Khata No.

Holding No.  
Enter Holding No.

Plot No(MSP) \*  
Enter Plot No(MSP)

PREAPPROVE\_LAYOUT\_TYPE \*  
PREAPPROVE\_LAYOUT\_TYPE\_PLACEHOLDER

Land Registration Details  
Enter Land Registration Details

Fill Mandatory Details

Field Name	Field Type	Purpose
Plot Area	Mandatory Field	This field will get auto populated after
Khata Number	Mandatory Field	Enter Khata number
Holding No	Optional Field	Enter Holding number

Plot number	Mandatory Field	Enter Plot number
Land Registration Details	Optional Field	Enter Land registration details
Pre-approved Layout type	Mandatory Field	Enter if the Land is a private approved layout or whether the plot is part of government scheme

The screenshot shows a web application interface for 'Building Plan Approval'. On the left is a dark blue sidebar with navigation links: Complaints, Property Tax, Building Plan Approval (highlighted in orange), Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'Land Details' and contains several input fields: 'Revenue plot Number \*', 'Kisam \*', 'Width of plot(in ft.) \*', 'Length of plot(in ft.) \*', 'Abutting road width(in m.) \*', 'Date of Layout Approval \*' (with a calendar icon), 'Layout plot Number \*', and 'PREAPPROVE\_ROAD\_DETAILS \*' (a dropdown menu labeled 'Select road details'). A red dotted rectangle encloses the 'Land Details' section. Below the form, there are two callout boxes: one labeled 'Fill Mandatory Details' with an arrow pointing to the 'Revenue plot Number' field, and another labeled 'Click on next step' with an arrow pointing to an orange button labeled 'NEXT STEP >'.

Field Name	Field Type	Purpose
Revenue Plot Area	Mandatory Field	Enter the revenue plot number
Kisam	Mandatory Field	Enter the kisam that your plot comes under.
Width of plot in ft	Mandatory Field	Enter width of the plot in ft
Length of plot in ft	Mandatory Field	Enter length of the plot in ft
Abutting Road width in m	Mandatory Field	Enter width of the abutting road in m
Pre-approved road details	Mandatory Field	Yes or No



## 4.2 Scrutiny Details

## 4.3 Owner Info

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	The mobile number here is auto-populated from the account it has been logged in
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	Optional 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?	Mandatory Field	Uncheck if there are multiple Owner's for the project

## 4.4 Document and NOC details

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
PAP		
Copy Of Allotment Letter	As per Applicability	Upload Document if applicable to project
Copy Of Scheme Drawing	As per Applicability	Upload Document if applicable to project
Copy of Layout Approval letter	As per Applicability	Upload Document if applicable to project
Copy of layout Approved drawing	As per Applicability	Upload Document if applicable to project
Gift deed document	As per Applicability	Upload Document if applicable to project
Others	As per Applicability	Upload Document if applicable to project

## 4.5 Summary Section

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

Trade License

Water & Sewerage

Marriage Registration

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

Basic Details

Scrutiny Details

Owner Info

Application fee with breakdown - to be payed

Application Summary

Fee Estimate

BPA_BLDNG_OPRN_FEE	970
Total Amount	970

Total Amount Rs 970

BPA\_COMMON\_NOT\_PAID

Click here to send the application to Citizen for approval

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.

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## ***4.6 Application Fee Payment***

Please revert back to section 3.3 of the manual for guidance about Application fee payment.

After Successfully payment of the Application fees, the application goes directly to the Planning Assistant for approval.

## ***4.7 Permit Fee Payment***

Please revert back to section 3.6 of the manual for guidance about Permit fees.

## ***4.8 Downloading Building Permit***

Please revert back to section 3.7 of the manual for guidance about Downloading building permit.

