Building Permit Workflow – Addition & Alteration

Building Permit – Addition and Alteration

Addition and Alteration Process flow

E-DCR Auto Scrutiny

Start → Log into OBPS and select the category : Addition and Alteration → Upload building drawing in .DXF format and submit for scrutiny → Is Existing Constructed Building part Approved/ Regularized by the authority?

Is Existing Constructed Building part Approved/ Regularized by the authority? — No → Reject the application and inform the architect to first Regularize the existing building part using the 'Land and Building Regularization' Module in OBPS and then apply again for Building Permit

Is Existing Constructed Building part Approved/ Regularized by the authority? — Yes → Is Proposed Building Part byelaws complaint

Is Proposed Building Part byelaws complaint — No → Download Non-compliant scrutiny report

Is Proposed Building Part byelaws complaint — Yes → Download compliant scrutiny report → Building plan successfully submitted for further processing

Download Non-compliant scrutiny report → Intimate stakeholder → Correct the drawing for non-compliance

Application and Documentation Submission

Architect/ Technical Person to log into OBPS using username & password → Architect fills online application and uploads property ownership document, initial site inspection report and other documents → Intimate citizen about the application → Does citizen acceptance application?

Does citizen acceptance application? — No → Cancel / reject the application and inform the architect

Does citizen acceptance application? — Yes ↓

Payment

Citizen makes online payment of application fee → Fee payment successful?

Fee payment successful? — No → Intimate the citizen about failed payment

Fee payment successful? — Yes ↓

NOC

Initiate NOC for integrated agencies → Workflow for NOC → NOC is granted by agencies

Documentation Verification

Documentation Verification Officer checks all required documents → Are all required documents submitted?

Are all required documents submitted? — No → Intimate Architect about the missing documents

Are all required documents submitted? — Yes ↓

Joint Site Inspection

Computerized allocation of site inspectors → Joint site inspection by allotted site inspectors from respective authorities → Site Inspection successful

Site Inspection successful — No → Intimate Architect to comply the required changes suggested by authorities

Site Inspection successful — Yes ↓

Application & Documentation Verification

NOC from stand alone agencies are granted → Planning Assistant validates application, ownership documents and all submitted documents and approves the application → Application accepted?

Application accepted? — Yes → Planning Officer validates accepted application and documents by Planning Assistant. Approves the application. → If required, Planning member validates accepted application and documents by planning officer. Approves the application → If required, DP and BP Committee validates accepted application and documents by planning member. Approves the application → Application approved?

Application accepted? — No → Intimate Architect to submit revised documents

Planning Officer validates... — No → Intimate Architect to submit revised documents
If required, Planning member... — No → Intimate Architect to submit revised documents
If required, DP and BP Committee... — No → Intimate Architect to submit revised documents

Application approved? — No → Intimate Architect to submit revised documents

Application approved? — Yes ↓

Final Payment

Final online fee payment → Payment successful?

Payment successful? — No → Intimate citizen that payment failed

Payment successful? — Yes ↓

Award Building Permit

Award Building Permit → End