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 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

Click on 'Building Plan Approval'
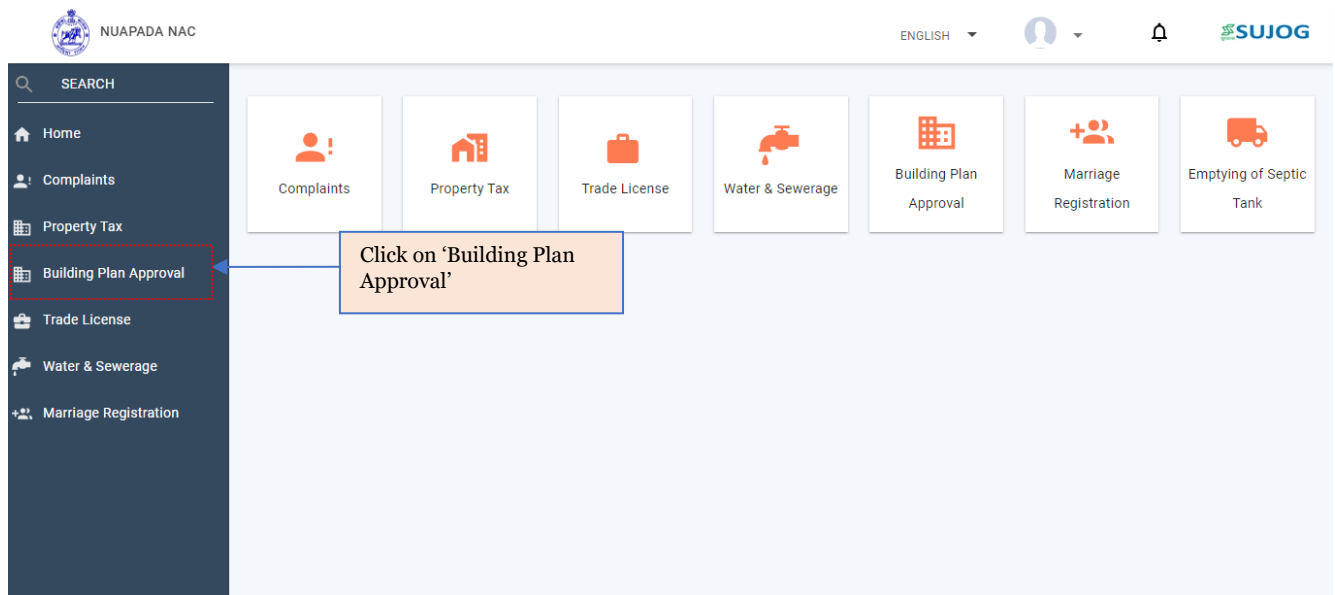
Step 3: Building Plan Approval Page

Click on Apply for Pre-Approved Plan
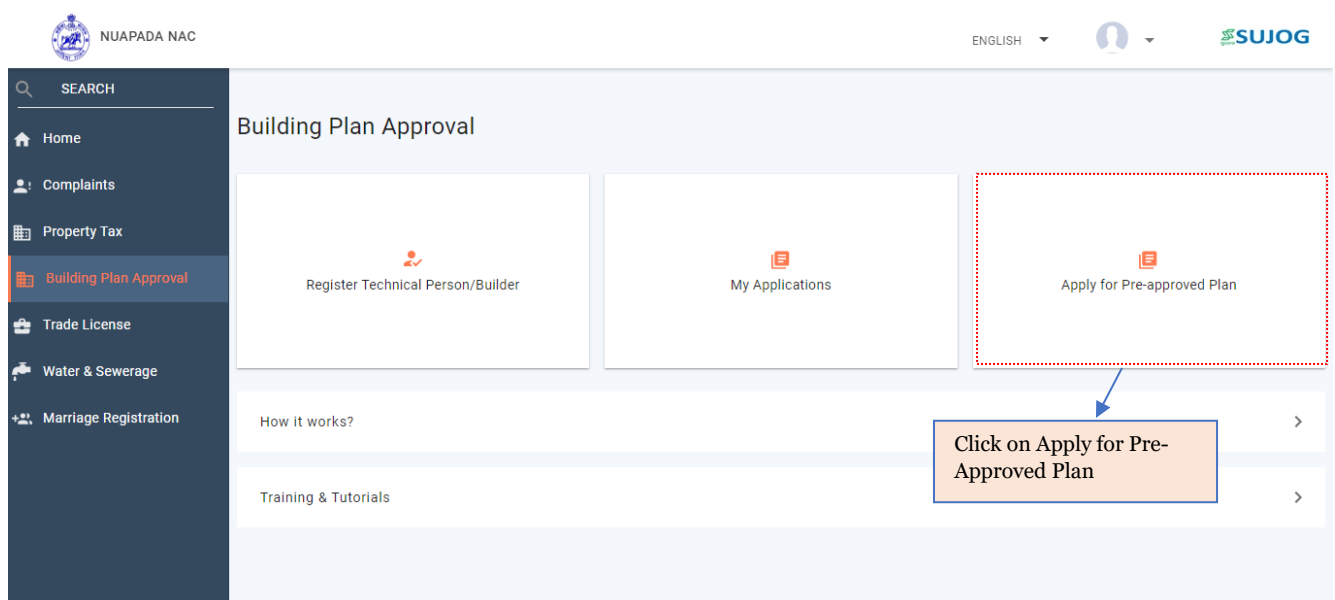
Step 4: Fill in the mandatory fields

*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.

Click on the plan you find suitable for your plot.

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.

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.

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.

Scrutiny Details

Review the information

Click here to go to next section

Click here to go to previous section

Owner Info

Document and NOC details

Summary Section

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

Step 2– Pay Application fee in Payment Portal

Provide necessary Billing information

Click here to make payment

Step 3– Download Fee Receipt and Application submission confirmation

Download or Print Payment Receipt

Application fee Payment Status

Payment Receipt Number