



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

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

## **Drawing Manual – Online Building Permission System**

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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 Permission System (OBPS) 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 Permission System (OBPS) envisages complete automation of all processes related to building approval at Odisha. The building approval process involves private architects submitting building plans as per the approved byelaws of the state of Odisha. The building plan submission follows series of departmental approvals and NOCs from pre-defined departments in line with the byelaws 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. Citizen would not be required to visit any of the external departments such as AAI, NMA, Fire etc for NOCs as the solution has the potential to bring integrated experience.

DIGIT - Online Building Permission System (OBPS) shall enable local government to bring in transparency, accountability and time-bound service for the public. With DIGIT - OBPS, 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. Salient features of OBPS solution Odisha**

- Software based verification of building plans and details, for compliance with the various regulations. defined in Odisha bye-laws.
- An overall transformation in the concept of conventional plan scrutiny process.
- Minimizes the human interventions in plan scrutiny.
- Facilitate online approvals of building permit and Occupancy certificate applications.
- Improved transparency in the building permit process.
- Better precision in interpretations of the various rules.
- Facility for checking conformity with the rules of the plans and details prior to official submission.
- Only the rule complied plans and details can be officially submitted for permit application.



## 2. Guidelines for preparation of drawings

### 2.1. General guidelines

- All drawings shall be drawn in 1:1 scale, in meter, in model space.
- All required details as per this guideline shall be submitted in a single drawing, drawn in model space.
- The drawing shall be saved in .dxf format and to be uploaded for the rule validation.
- Detailed drawings (Floor plan, elevations, sections, site plan etc.) incorporating all specifics as per guidelines mentioned on Bye-laws and documents listed in the OBPS portal, set to scale and paper size specified in the guidelines in pdf format. These pdf files are to be separately uploaded after .dxf file scrutiny.
- The drawings shall be prepared by matching the various entries in the drawings with the properties of layers of the supplied layer matrix.
- The layer template file, which can be downloaded along with these guidelines, contains all the layers which are used by the system and can be made use while creating .dxf. drawings required for rule validation.
- Wherever details are to be furnished as dimensions, these are to be incorporated using dimension tools, and shall not be exploded/edited.
- Wherever one or more polygons/ dimensions/ lines/ depicting different parameters are required to overlap, it shall be ensured that, no gaps/ spaces are left in between.
- The use of layers/ Texts/ colour conventions specified by these guidelines to designate a parameter shall be restricted to that entity only and shall not be used elsewhere in the drawing.
- The drawing may get aborted if it does not adhere to the guidelines mentioned in the document.

### 2.2. Drawing Preparation Format to be followed

- All details shall be furnished using closed polygon with polylines, lines, texts, dimensions etc. to be incorporated in layers, index colors as specified in this guideline.
- It is instructed to the architects to keep all the layers and details in the drawing as per ODA Bye Laws standards. Over and above this, prepare drawing for features scrutiny in dxf format as per this drawing manual. The layers drawn for Auto Scrutiny should be drawn overlaid/Superimposed on top of the base drawing. It is recommended to freeze the layers that may not be relevant while preparation of drawing.

### 2.3. Unit Settings in Drawing

System accepts drawing in unit - **Meter**

Put drawing unit length type - **Decimal**

Put drawing unit angle type – **Decimal Degrees**

Put dimension style unit format - **Decimal**

Use precision – **0.00**

**Deviation from above mentioned settings will get the drawing rejected by the scrutiny system.**

## 2.4. Layers for drawing preparation

S.No	Feature	Layer Name	Drawing guidelines	Layer Code	Drawing Requirement
<b>Layers to be drawn on the site plan</b>					
1	Plot area	PLOT_BOUNDARY	Draw as Polygon around the plot boundary	70	Mandatory as per rule
2	Ground Coverage area	BLK_n_COVERED_AREA	Draw as Polygon around the coverage area	140	Mandatory as per rule
		BLK_n_COVERED_AREA_DEDUCTION	Draw as Polygon around the area for coverage deduction	140	Mandatory as per rule
3	Building Footprint	BLK_n_LVL_n_BLDG_FOOTPRINT	Draw as closed polygon, using poly line on site plan. Polygon shall outline the building area.	As per Sub - Occupancy type	Mandatory as per rule
4	Setbacks Front	BLK_n_LVL_n_FRONT_SETBACK	Draw as closed polygon, using poly line on site plan. Polygon shall be touching the corners of Building Footprint Layer and Plot Area Layer	2	Mandatory as per rule
5	Setbacks Rear	BLK_n_LVL_n_REAR_SETBACK	Draw as closed polygon, using poly line on site plan. Polygon shall be touching the corners of Building Footprint Layer and Plot Area Layer	11	Mandatory as per rule
6	Setbacks Left	BLK_1_LVL_o_SIDE_SETBACK1	Draw as closed polygon, using poly line on site plan. Polygon shall be touching the corners of Building Footprint Layer and Plot Area Layer	171	Mandatory as per rule
7	Setbacks Right	BLK_1_LVL_o_SIDE_SETBACK2	Draw as closed polygon, using poly line on site plan. Polygon shall be touching the corners of Building Footprint Layer and Plot Area Layer	102	Mandatory as per rule
8	Open Space between buildings	DIST_BETWEEN_BLK_n_BLK_n	Draw dimension between Two Building Blocks	7	Mandatory as per rule
9	Plantation Tree Count	PLANTATION_TREECOVER	Draw polygon for Trees Cut	1	Mandatory as per rule
			Draw polygon for Existing Trees	2	Mandatory as per rule
			Draw polygon for Planted Trees	3	Mandatory as per rule
10	Plantation Green Strip	BLK_n_PLANTATION_GREENSTRIP	Draw polygon around open green area	7	Mandatory as per rule

11	Rainwater harvesting system	RWH	Draw polygon around the tank	4	Mandatory as per rule
			Add text for Rainwater Harvesting tank (using Mtext) capacity = RWH_CAPACITY_L=n	4	Mandatory as per rule
12	Recharge Pit	SITE_COMPONENTS	-Draw polygon around the Recharge Pit -Draw Dimension of Height of Recharge Pit	1	Mandatory as per rule
13	Electric Lines	OHEL_n	Draw Polyline over Electric Line	7	Optional as per design
		VOLTAGE_n	Add text for Voltage in KV (using Mtext) = VOLTAGE_KV=n	7	Optional as per design
		HORIZ_CLEAR_OHEL_n	Draw Horizontal dimension between Building Block and Electric Line	7	Optional as per design
14	Treatment Plant	WATER_TREATMENT_PLANT	Draw polygon around the water treatment plant (WTP)	1	Mandatory as per rule
			Draw polygon around the Sewage treatment plant (STP)	2	Mandatory as per rule
15	Parking Type	OPEN_PARKING	Draw Polygon over <b>Open Parking</b>	7	Optional as per design
		BLK_n_FLR_n_COVERED_PARKING	Draw Polygon over <b>Basement Parking</b>	7	Optional as per design
		SPECIAL_PARKING	Draw Polygon over <b>Stilt Parking</b>	3	Optional as per design
		SPECIAL_PARKING	Draw Polygon over <b>Roof top parking</b>	4	Optional as per design
16	Parking Provision	VISITOR_PARKING	Draw Polygon over <b>Visitor Parking</b> space	7	Optional as per design
		SPECIAL_PARKING	Draw Polygon over <b>Staff Parking</b> Space	5	Optional as per design
		TWO_WHEELER_PARKING	Draw Polygon over <b>Two Wheeler Parking</b> Space	1	Optional as per design
		TWO_WHEELER_PARKING	Draw Polygon over <b>Bicycle Parking</b> Space	2	Optional as per design
		SPECIAL_PARKING	Draw Polygon over <b>EWS/LIG Parking</b> Space	1	Optional as per design
		SPECIAL_PARKING	Draw Polygon over <b>MIG Parking</b> Space	2	Optional as per design
17	Special Parking (Disabled Parking)	DA_PARKING	Draw Polygon over <b>DA Parking</b> Space	7	Mandatory as per rule
18	North Direction	NORTH_DIRECTION	-Draw North Direction Symbol using Polyline -and add NORTH in Mtext	7	Mandatory as per rule
19	Amenity in Open Space	ACCBLK_1	Draw polygon around Amenity in Open Space Block	7	Optional as per design



		ACCBLK_n_UNIT_n	<b>Guard Room</b> Draw polygon around Guard Room	1	Optional as per design
			<b>Electric Cabin</b> Draw polygon around Electric Cabin	2	
			<b>Sub-Station</b> Draw polygon around Sub-Station	3	
			<b>Area for Generator</b> Draw polygon around Area for Generator Set	4	
			<b>ATM</b> Draw polygon around ATM	5	
			<b>Other Amenity</b> Draw polygon around Other Amenity	6	
20	Vehicular access within Site	BLK_n_FIRE_TENDER_MOVEMENT	Draw as polygon on access road within site for each building block	7	Mandatory as per rule
21	Road/Drain widening	AFFECTED_LAND_AREA	<b>CDP proposed drain affected area</b> Draw polygon and Width dimension on site plan outlining the affected area	2	Optional as per design
			<b>Proposed road affected area</b> Draw polygon and Width dimension on site plan outlining the affected area	3	Optional as per design
			<b>CDP proposed road affected area</b> Draw polygon and Width dimension on site plan outlining the affected area	4	Optional as per design
			<b>Road widening affected area</b> Draw polygon and Width dimension on site plan outlining the affected area	5	Optional as per design
			<b>Area left for restricted area</b> Draw polygon on site plan outlining the affected area	6	Optional as per design
Layers to be drawn on the Floor Plans					
1	FAR (Proposed Construction)	BLK_n_FLR_n_BLT_UP_AREA	Draw as polygon on each floor outlining build up area	As per Sub - Occupancy type	Mandatory as per rule
		BLK_n_FLR_n_BLT_UP_AREA_DEDUCT	Draw as polygon on each floor outlining build up area for FAR deduction	As per Sub - Occupancy type	Mandatory as per rule

2	FAR (Existing Construction) : For Addition & Alteration service only	BLK_n_FLR_n_BLT_UP_AREA_EXISTING	Draw as polygon on each floor outlining existing build up area	As per Sub - Occupancy type	Mandatory as per rule
		BLK_n_FLR_n_BLT_UP_AREA_EXISTING_DEDUCT	Draw as polygon on each floor outlining existing build up area for FAR deduction	As per Sub - Occupancy type	Mandatory as per rule
3	Approved Existing Construction : For Addition & Alteration service only	BLK_n_FLR_n_APPROVED_CONSTRUCTION	Draw as polygon on each floor outlining approved existing area	7	Mandatory as per rule
4	Demolition Area : For Addition & Alteration service only	BLK_n_FLR_n_DEMOLITION_AREA	Draw as polygon on each floor outlining demolition area	7	Optional as per design
5	Carpet Area	BLK_n_FLR_n_CARPET_AREA	Draw carpet area of each floor using polygon	As per Sub - Occupancy type	Mandatory as per rule
		BLK_n_FLR_n_CRPT_AREA_DEDUCT	Draw carpet area of each floor using polygon	As per Sub - Occupancy type	Mandatory as per rule
6	Roof Area	BLK_n_FLR_n_ROOF_AREA	Draw as polygon outlining Roof area	7	Mandatory as per rule
7	Typical Floors	BLK_n_FLR_n_BLT_UP_AREA	Denote all the typical floors in a building block in Mtext - TYPICAL_FLOOR_PL AN=1,2,n	As per Sub-occupancy type	Optional as per design
8	General Staircase	BLK_n_FLR_n_STAIR_n	Draw Polygon around staircase layout	7	Mandatory as per rule
			Add floor height in same layer with MText - FLR_HT_M=n	7	Mandatory as per rule
		BLK_n_FLR_n_STAIR_n_FLIGHT_n	Draw Polygon around each flight in staircase	7	Mandatory as per rule
			Dimension for flight length	1	Mandatory as per rule
			Dimension for flight width	2	Mandatory as per rule
			Number of rises by drawing lines	3	Mandatory as per rule
		BLK_n_FLR_n_STAIR_n_LANDING_n	Polygon around each landing	7	Mandatory as per rule
			Dimension for flight length	1	Mandatory as per rule



			Dimension for flight width	2	Mandatory as per rule
<b>9</b>	Dwelling Units	BLK_n_FLR_n_UNITFA	Draw as polygon on each <b>EWS Dwelling Unit</b>	1	Optional as per design
			Draw as polygon on each <b>LIG Dwelling Unit</b>	2	Optional as per design
			Draw as polygon on each <b>MIG 1 Dwelling Unit</b>	3	Optional as per design
			Draw as polygon on each <b>MIG 2 Dwelling Unit</b>	4	Optional as per design
			Draw as polygon on each <b>Other Category of Dwelling Unit</b>	5	Optional as per design
			Draw as polygon on each <b>Room Unit</b>	6	Optional as per design
<b>10</b>	Exit Travel Distance	DIST_EXIT	Multiple Dimensions for Maximum Travel Distance	7	Mandatory as per rule
<b>11</b>	Exit Width Staircase	BLK_n_FLR_n_EXIT_WIDTH_S TAIR	Dimension for Staircase Exit width	7	Mandatory as per rule
<b>12</b>	DA Ramp	BLK_n_DA_RAMP_n	Draw polygon around DA Ramp	7	Mandatory as per rule
			Add Slope in same layer with Mtext - SLOPE=1IN8	7	Mandatory as per rule
<b>13</b>	Vehicular Ramp	BLK_n_FLR_n_VEHICLE_RAMP_n	<b>LMV 1 Way</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN8	1	Optional as per design
			<b>LMV - 2 Way</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN8	2	Optional as per design
			<b>LCV - 1 way</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN8	3	Optional as per design
			<b>LCV - 2 way</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN8	4	Optional as per design
			<b>HMV - 1 way</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN8	5	Optional as per design

			<b>HMV - 2 way</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN8	6	Optional as per design
			<b>Fire tender</b> -Draw polygon around Vehicular Ramp -Add Slope in same layer with Mtext - SLOPE=1IN10	8	Optional as per design
<b>14</b>	Interior open space	BLK_n_FLR_n_COURTYARD_INNER	Draw polygon around interior open space on each floor	7	Mandatory as per rule
<b>15</b>	Light and Ventilation	BLK_n_FLR_n_ROOM_n_LIGHT_VENTILATION_n	Draw polygon with dimension of window on the floor plan	RGB 19,155,72	Mandatory where habitable room (Naturally Ventilated) is provided
<b>16</b>	Solar photo voltaic Panels	SOLAR_PANEL	Draw polygon outlining Solar Panels to mention location and provide Generation capacity in Plan Info	3	Mandatory as per rule
<b>17</b>	Solar water heating system	SOLAR_WATER_HEATER	Draw polygon outlining Solar Water Heater to mention location and provide capacity in LPD in Plan Info	7	Mandatory as per rule
<b>18</b>	Lifts	BLK_n_FLR_n_LIFT_n	<b>General Lift</b> Draw polygon to mark lift location	1	Mandatory as per rule
			<b>Lift for Physically Disabled</b> Draw polygon to mark lift location	2	Mandatory as per rule
			<b>Car Lift</b> Draw polygon to mark lift location	3	Optional as per design
<b>19</b>	Owner's Society Office	BLK_1_FLR_o_UNITFA	Draw as polygon for Owner's Society Office	8	Mandatory as per rule
<b>20</b>	Outhouse	BLK_n_FLR_n_BLT_UP_AREA	Draw as polygon on floor outlining build up area of the outhouse block	100	Optional as per design
<b>21</b>	Public Washroom Complex	BLK_n_FLR_n_BLT_UP_AREA	Draw as polygon on floor outlining build up area of the Public Washroom Complex block	101	Mandatory as per rule
<b>22</b>	Chajja/Projections over setback	BLK_n_FLR_n_CHAJJA	Draw as polygon on each floor outlining Chajja/Projections	7	Optional as per design
<b>23</b>	Water Closet	BLK_n_FLR_n_WATER_CLOSET	Draw as polygon for Common Water closet	3	Mandatory as per rule
			Draw as polygon for Female Water closet	2	Mandatory as per rule

			Draw as polygon for Male Water closet	1	Mandatory as per rule
24	Urinals	BLK_n_FLR_n_URINAL	Draw as polygon for Male Urinal	1	Mandatory as per rule
25	Bath	BLK_n_FLR_n_BATH	Draw as polygon for Common Bath	3	Mandatory as per rule
			Draw as polygon for Female Bath	2	Mandatory as per rule
			Draw as polygon for Male Bath	1	Mandatory as per rule
26	Toilet	BLK_n_FLR_n_WC_BATH	Draw as polygon for Common Toilet	3	Mandatory as per rule
			Draw as polygon for Female Toilet	2	Mandatory as per rule
			Draw as polygon for Male Toilet	1	Mandatory as per rule
27	Disabled Toilet	BLK_n_FLR_n_SP_WC	Draw as polygon for Common Disabled Toilet	3	Mandatory as per rule
			Draw as polygon for Female Disabled Toilet	2	Mandatory as per rule
			Draw as polygon for Male Disabled Toilet	1	Mandatory as per rule
28	Doorways	BLK_n_FLR_n_EXIT_WIDTH_DOOR	Draw Dimension for General Door/Entrance Door Width on each floor	1	Mandatory as per rule
			Draw Dimension for Bathrooms, water closet and stores Door width	2	Mandatory as per rule
			Draw Dimension for Fire Door width	3	Mandatory as per rule
			Draw Dimension for Disabled Access Door width	4	Mandatory as per rule
Layers to be drawn on the Floor Plans and Sectional Elevations					
1	Passageways & Corridors	PASSAGE	Draw Dimension for Passage/Corridor height in Sectional Elevation	1	Optional as per design
			Draw Dimension for width of Passage/Corridor on Floor Plan	2	Optional as per design
		PASSAGE_DOUBLELOADED	Draw Dimension for width of Double loaded Passage/Corridor on Floor Plan	2	Optional as per design
2	Regular Room	BLK_n_FLR_n_REGULAR_ROOM_n	Habitable Room (Naturally Ventilated) Draw polygon for each room on floor plan Draw dimension of	1	Optional as per design



			room height for respective room in sectional elevation		
			<b>Habitable Room (Mechanically Ventilated)</b> Draw polygon for each Room on floor plan Draw dimension of room height for respective room in sectional elevation	2	Optional as per design
			<b>Study Room</b> Draw polygon for Study Room on floor plan Draw dimension of room height for respective room in sectional elevation	3	Optional as per design
			<b>Library Room</b> Draw polygon for library Room on floor plan Draw dimension of room height for respective room in sectional elevation	4	Optional as per design
			<b>Game Room</b> Draw polygon for Game Room on floor plan Draw dimension of room height for respective room in sectional elevation	5	Optional as per design
			<b>CCTV Room</b> Draw polygon for CCTV Room on floor plan Draw dimension of room height for respective room in sectional elevation	28	Optional as per design
			<b>Service Room</b> Draw polygon for Service Room on floor plan Draw dimension of room height for respective room in sectional elevation	29	Optional as per design
			<b>MEP Room</b> Draw polygon for MEP Room on floor plan Draw dimension of room height for respective room in sectional elevation	30	Optional as per design

			<b>Laundry Room</b>  Draw polygon for laundry Room on floor plan Draw dimension of room height for respective room in sectional elevation	31	Optional as per design
			<b>Lift Lobby</b>  Draw polygon for lift Lobby on floor plan Draw dimension of room height for respective room in sectional elevation	32	Optional as per design
			<b>Guard Room</b>  Draw polygon for Guard Room on floor plan Draw dimension of room height for respective room in sectional elevation	33	Optional as per design
			<b>Electric Cabin</b>  Draw polygon for Electric Cabin on floor plan Draw dimension of room height for respective room in sectional elevation	34	Optional as per design
			<b>Sub-Station</b>  Draw polygon for Sub-Station on floor plan Draw dimension of room height for respective room in sectional elevation	35	Optional as per design
			<b>Generator Room</b>  Draw polygon for Generator Room on floor plan Draw dimension of room height for respective room in sectional elevation	36	Optional as per design
			<b>ATM</b>  Draw polygon for ATM on floor plan Draw dimension of room height for respective room in sectional elevation	37	Optional as per design

3	Stilt Floor	BLK_n_FLR_n_REGULAR_ROO M_n	<b>Stilt Floor</b> Draw polygon for Stilt Floor on floor plan Draw dimension of room height for respective room in sectional elevation	38	Optional as per design
4	Service Floor	BLK_n_FLR_n_REGULAR_ROO M_n	<b>Service Floor</b> Draw polygon for Service Floor on floor plan Draw dimension of room height for respective room in sectional elevation	39	Optional as per design
5	Mezzanine Floor	BLK_n_FLR_n_ROOM_n_MEZ_ AREA_n	Draw polygon for Mezzanine Floor on floor plan (Room number should be same as the respective regular room under which the mezzanine floor is present)  Draw Dimension of the Mezzanine Floor height	As per Sub - Occupa ncy type	Optional as per design
6	ICT landing Point Provision	ICT_LANDING_POINT_1	Draw as polygon on floor outlining build up area of the ICT provision  Draw Dimension of the ICT Clear height	7	Mandatory as per rule
		ICT_LANDING_POINT_n_DOOR _n	Draw as polygon on floor outlining Fire Doors in the ICT room	1	Mandatory as per rule
			Draw Dimension of the ICT room Fire Door Width	2	Mandatory as per rule
Layers to be drawn on the Sectional Elevations or Building Elevation					
1	Building Height	BLK_n_HT_OF_BLDG	Draw as dimension on Sectional Elevations or Building Elevation	5	Mandatory as per rule
2	Basement Floor Height	BLK_n_FLR_n_BLDG_FOOTPRI NT	Draw Dimension of basement floor clear height (beam to floor/ceiling to floor)	1	Mandatory if basement is provided



			Draw Dimension of the height ceiling of upper basement from the average surrounding ground level	2	Mandatory if upper basement is provided
3	Plinth Height	BLK_n_PLINTH_HEIGHT	Draw Dimension of the Plinth height	7	Optional as per design
4	Staircase Headroom/ Flight Headroom	BLK_n_STAIR_HEADROOM	Draw dimension of Staircase Headroom	7	Mandatory where staircase is proposed
5	Staircase Railing / DA ramp Railing / Parapet / Special Lift Handrail	BLK_n_PARAPET_HT	Draw Dimension of Staircase Railing height	1	Mandatory as per rule
			Draw Dimension of DA Ramp Railing Height	2	Mandatory as per rule
			Draw Dimension of Parapet Height	3	Optional as per design
			Draw Dimension of Special Lift Handrail height	4	Mandatory as per rule
6	Mumty	BLK_n_MUMTY_HT	Draw Dimension of Parapet	7	Optional as per design
7	Entrance Gate	MAIN_GATE	Draw polygon outlining main gate	7	Optional as per design
			Use dimension tool to draw main gate width	2	Optional as per design
			Use dimension tool to draw main gate Archway height if Provided	1	Optional as per design
8	Glass Façade Opening	BLK_n_FLR_n_GLASS_FACADE_n	Draw polygon outlining Glass Façade opening	7	Optional as per design
			Draw Dimension of the Height of Glass Façade opening	1	
			Draw Dimension of the Width of Glass Façade opening	2	
			Draw Dimension of the height from floor to glass opening	3	

## 2.5. Layer colour as per occupancy type

S.No	Occupancy	Sub-Occupancy	Color Code
1	Residential	Plotted Detached/Individual Residential building	11
2	Residential	Semi-detached	12
3	Residential	Row housing	13
4	Residential	Apartment Building	14
5	Residential	Housing Project	15
6	Residential	work-cum-residential	16
7	Residential	Studio Apartments	17
8	Residential	Dharmasala	18
9	Residential	Dormitory	19
10	Residential	EWS	20
11	Residential	Low Income Housing	21
12	Residential	Medium Income Housing	22
13	Residential	Hostel	23
14	Residential	Shelter House	24
15	Residential	Staff Quarter	25
16	Commercial	Hotel	30
17	Commercial	5 Star Hotel	31
18	Commercial	Motels	32
19	Commercial	Services for households	33
20	Commercial	Shop Cum Residential	34
21	Commercial	Bank	35
22	Commercial	Resorts	36
23	Commercial	Lagoons and Lagoon Resort	37
24	Commercial	Amusement Building/Park and water sports	38
25	Commercial	Financial services and Stock exchanges	39
26	Commercial	Cold Storage and Ice Factory	40
27	Commercial	Commercial and Business Offices/Complex	41
28	Commercial	Convenience and Neighborhood Shopping	42
29	Commercial	Professional offices	43
30	Commercial	Departmental store	44
31	Commercial	Gas Godown	45
32	Commercial	Godowns	46
33	Commercial	Good Storage	47
34	Commercial	Guest Houses	48
35	Commercial	Holiday Resort	49
36	Commercial	Boarding and lodging houses	50
37	Commercial	Petrol Pump (Only Filling Station)	51
38	Commercial	Petrol Pump (Filling Station and Service station)	52
39	Commercial	CNG Mother Station	53
40	Commercial	Restaurant	54
41	Commercial	Local(retail) shopping	55
42	Commercial	Shopping Center	56

43	Commercial	Shopping Mall	57
44	Commercial	Showroom	58
45	Commercial	Wholesale Storage (Perishable)	59
46	Commercial	Wholesale Storage (Non-Perishable)	60
47	Commercial	Storage/ Hangers/ Terminal Depot	61
48	Commercial	Supermarkets	62
49	Commercial	Warehouse	63
50	Commercial	Wholesale Market	64
51	Commercial	Media Centers	65
52	Commercial	food courts	66
53	Commercial	Weigh bridges	67
54	Commercial	Mercantile	68
55	Public-Semi Public/Institutional	Auditorium	120
56	Public-Semi Public/Institutional	Banquet Hall	121
57	Public-Semi Public/Institutional	Cinema	122
58	Public-Semi Public/Institutional	Club	123
59	Public-Semi Public/Institutional	music pavilions	124
60	Public-Semi Public/Institutional	Community Hall	125
61	Public-Semi Public/Institutional	Orphanage	126
62	Public-Semi Public/Institutional	Old Age Home	127
63	Public-Semi Public/Institutional	Science Centre/Museum	128
64	Public-Semi Public/Institutional	Conference Hall	129
65	Public-Semi Public/Institutional	Convention Hall	130
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	Public/Institutional		
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<b>100</b>	Public-Semi Public/Institutional	Research and Training Institute	165
<b>101</b>	Public-Semi Public/Institutional	Police Station	166
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<b>106</b>	Public Utility	Broadcasting-Transmission Centre	211
<b>107</b>	Public Utility	Burial and cremation grounds	212
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110	Public Utility	Public Utility Building	215
111	Public Utility	Sub-Station	216
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113	Public Utility	water pumping stations	218
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115	Public Utility	electrical distribution depots	220
116	Industrial Zone	Industrial Buildings (Factories, Workshops, etc.)	200
117	Industrial Zone	Non-Polluting Industrial	201
118	Industrial Zone	IT, ITES Buildings	202
119	Industrial Zone	SEZ Industrial	203
120	Industrial Zone	Loading/Unloading Spaces	204
121	Industrial Zone	Flatted Factory	205
122	Industrial Zone	small factories and etc. falls in industrial	206
123	Education	Coaching Centre	170
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125	Education	College	172
126	Education	Computer Training Institute	173
127	Education	Nursery School	174
128	Education	Primary School	175
129	Education	Hostel (Captive)	176
130	Education	High School	177
131	Education	Play School	178
132	Education	crèche	179
133	Education	School for Mentally Challenged.	180
134	Education	Art academy	181
135	Education	Technical College	182
136	Education	Sports training centers	183
137	Education	Training Institute	184
138	Education	Veterinary Institute	185
139	Education	Medical College	186
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141	Transportation	Airport	29
142	Transportation	Auto Stand	79
143	Transportation	Metro Station	189
144	Transportation	Bus Stand	199
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149	Transportation	Multi Level Car Parking	251
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151	Transportation	Toll Plaza	253
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153	Agriculture	Agriculture Farm	80
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## 2.6. Layer Plan Info

S.NO	Description	Key	Expected response format
1	Name of architect/ Technical person responsible for drawing preparation	ARCHITECT_OR_TECHNICAL_PERSON_NAME	Full Name
2	Plot Number of the project site	PLOT_NO	Numeric value
3	Khata Number of the project site	KHATA_NO	Numeric value
4	Mauza of the project site	MAUZA	Mauza Name
5	District of the project site	DISTRICT	District Name
6	Plot area of the project site	PLOT_AREA_M2	Numeric value with decimal
7	Depth of the Plot	AVG_PLOT_DEPTH	Numeric value with decimal
8	Width of the Plot / Plot Frontage Dimension	AVG_PLOT_WIDTH	Numeric value with decimal
9	Describes the width of the adjacent road to the plot	ROAD_WIDTH	Numeric value. Eg. 4,5,10 etc.
10	Floor area of the demolition if required	EXISTING_FLOOR_AREA_TO_BE_DEMOLISHED_M2	Numeric value with decimal
11	describes the occupant load in a building/number of occupants using the building or the Number of Beds in a Hospital/ Number of Students in educational Building	NUMBER_OF_OCCUPANTS_OR_USERS_OR_BED_BLK_1  NUMBER_OF_OCCUPANTS_OR_USERS_OR_BED_BLK_2  NUMBER_OF_OCCUPANTS_OR_USERS_OR_BED_BLK_n	Numeric value. Eg. 4,5,10 etc.

<b>12</b>	For identification whether project is Low Risk or Other Than Low Risk	IS THE PLOT PART OF THE LAY OUT APPROVED BY THE AUTHORITY OR DEVELOPED AND ALLOTTED BY THE GOVERNMENT OR STATUTORY BODIES OR IS A FINAL PLOT IN TOWN PLANNING SCHEMES OR DEVELOPMENT SCHEMES	YES/NO
<b>13</b>	Is land regularized	IS LAND REGULARIZED	YES/NO
<b>14</b>	Land Use of the proposed project	LAND_USE_ZONE	RESIDENTIAL USE ZONE RETAIL COMMERCIAL & BUSINESS USE ZONE WHOLESALE COMMERCIAL USE INDUSTRIAL USE ZONE PUBLIC & SEMI-PUBLIC USE ZONES UTILITY & SERVICE USE ZONE OPEN SPACE USE ZONE TRANSPORTATION USE AGRICULTURE & FOREST USE ZONE WATER BODIES USE ZONE SPECIAL HERITAGE ZONE ENVIRONMENTALLY SENSITIVE ZONE NA
<b>15</b>	For identification whether building or part of a building which is used for the storage, handling, manufacture or processing of highly combustible or explosive materials or products which are liable to burn with extreme	IS BUILDING UNDER HAZARDOUS OCCUPANCY CATEGORY	YES/NO

	rapidity or producing poisonous fumes, or the storage, handling, manufacturing or processing of which involves highly corrosive, toxic, obnoxious alkalis, acids or other liquids, gases or chemicals, producing flame, fumes and explosion, poisonous irritant or corrosive gasses and for the storage, handling or processing of any material producing explosive mixture of dust or which result in the division of matter into fine particles subject to spontaneous ignition and includes petrol filling stations		
<b>16</b>	Is building having Centrally Air Conditioned system	IS_BUILDING_CENTRALLY_AIR_CONDITIONED	YES/NO
<b>17</b>	Benchmark Value of Land (Per Acre) needed if project is having Purchasable FAR component	PER_ACRE_BENCHMARK_VALUE_OF_LAND_NEEDED_IF_PROJECT_IS_HAVING_PURCHASABLE_FAR_COMPONENT	Numeric value with decimal/NA
<b>18</b>	Distance of DA parking space from Building entrance (If DA Parking is Mandatory)	DISTANCE_OF_DA_PARKING_SPACE_FROM_BUILDING_ENTRANCE	Numeric value with decimal/NA
<b>19</b>	Total Parking area if project has off site parking provision within 300 meters from project Site	TOTAL_PARKING_AREA_IF_PROJECT_HAS_OFF_SITE_PARKING_PROVISION_WITHIN_300_METERS_FROM_PROJECT_SITE	Numeric value with decimal/NA
<b>20</b>	Applicable if Project is Hotel	STAR_RATING_FOR_HOTEL_PROJECT	1/2/3/4/5/NA
<b>21</b>	Applicable if Project is Hospital	DOES_HOSPITAL_HAVE_CRITICAL_CARE_UNIT	YES/NO/NA
<b>22</b>	Applicable if Building Block Height is more than 200 m	PROVISION_FOR_HELIPAD_PRESENT	YES/NO/NA
<b>23</b>	Applicable if internal road is providing access to any side other than Front side for a building Block	IS_DRIVEWAY_PROVIDING_ACCESS_TO_REAR_SIDE_OR_ANY_OTHER_SIDE_OTHER_THAN_FRONT_OF_THE_BUILDING=YES/NO	
<b>24</b>	Applicable for Both Petrol Pump Sub occupancy only	MINIMUM_DISTANCE_FROM_THE_ROAD_INTERSECTIONS	Numeric value with decimal/NA



<b>25</b>	Applicable for Both Petrol Pump Sub occupancy only	MINIMUM_DISTANCE_OF_PROPE RTY_LINE_FROM_THE_CENTRE_L INE_OF_THE_ROAD	Numeric value with decimal/NA
<b>26</b>	Does building have more than 10000 litres of Waste Water discharge per day	DOES_PROJECT_HAVE_MORE_TH AN_10000_LITRES_OF_WASTE_W ATER_DISCHARGE_PER_DAY	YES/NO
<b>27</b>	Mandatory For All Occupancy	TOTAL_CONNECTED_LOAD_OF_T HE_PROPOSED_PROJECT_IN_W	Numeric value with decimal
<b>28</b>	Capacity in W if Solar Photo voltaic system is mandatory for project	MINIMUM_GENERATION_CAPACIT Y_OF_THE_ROOFTOP_SOLAR_PV_ SYSTEM_IN_W	Numeric value with decimal / NA
<b>29</b>	Capacity in LPD if Solar water heating system is mandatory for project	CAPACITY_OF_SOLAR_WATER_HE ATING_SYSTEM_IN_LPD	Numeric value with decimal / NA
<b>30</b>	Does project have low water consumption and plumbing fixtures?	DOES_PROJECT_HAVE_LOW_WAT ER_CONSUMPTION_AND_PLUMBI NG_FIXTURES	YES/NO/NA
<b>31</b>	Does project have reduction in Hardscape provision	DOES_PROJECT_HAVE_REDUCED _HARDSCAPE	YES/NO/NA
<b>32</b>	Does project have low energy consumption lighting fixtures?	DOES_PROJECT_HAVE_LOW_ENE RGY_CONSUMPTION_LIGHTING_F IXTURES	YES/NO/NA
<b>33</b>	Does project have energy efficient hvac system?	DOES_PROJECT_HAVE_ENERGY_E FFICIENT_HVAC_SYSTEM	YES/NO/NA
<b>34</b>	Does project have lighting of common areas by solar energy or led devices?	DOES_PROJECT_HAVE_LIGHTING _OF_COMMON_AREAS_BY_SOLAR _ENERGY_OR_LED_DEVICES	YES/NO/NA
<b>35</b>	Does project have segregation of waste provision?	DOES_PROJECT_HAVE_SEGREGAT ION_OF_WASTE_PROVISION	YES/NO/NA
<b>36</b>	Does project have organic waste management provision?	DOES_PROJECT_HAVE_ORGANIC_ WASTE_MANAGEMENT_PROVISIO N	YES/NO/NA
<b>37</b>	Does the Project requires NOC from AAI as per the Colour Coded Zone Maps	DOES_THE_PROJECT_REQUIRE_N OC_FROM_AAI_AS_PER_THE_COL OUR_CODED_ZONE_MAPS	YES/NO
<b>38</b>	Is project located within 300 meters distance of Centrally Protected Monument	IS_THE_PROJECT_LOCATED_WIT HIN_300_METERS_DISTANCE_OF _THE_CENTRALLY_PROTECTED_ MONUMENT	YES/NO
<b>39</b>	Is project located within 300 meters distance of State Protected Monument	IS_THE_PROJECT_LOCATED_WIT HIN_300_METERS_DISTANCE_OF _THE_STATE_PROTECTED_MONU MENT	YES/NO
<b>40</b>	Is project located within 200 mts from strategic buildings	IS_THE_PROJECT_LOCATED_WIT HIN_200_METERS_FROM_STRATE GIC_BUILDINGS	YES/NO
<b>41</b>	Is proposed construction next to flood embankment and applicant wants to have direct access from the	IS_PROPOSED_CONSTRUCTION_N EXT_TO_FLOOD_EMBANKMENT_A ND_DOES_APPLICANT_WANT_TO_ HAVE_DIRECT_ACCESS_FROM_TH	YES/NO



	Embankment Road	E_EMBANKMENT_ROAD	
42	Is kisam of land recorded as agriculture in record of Rights.	IS_KISAM_OF_LAND_RECORDED_AS_AGRICULTURE_IN_RECORD_OF_RIGHTS	YES/NO
43	Is project adjacent to Highway & is having direct acces	IS_THE_PROJECT_ADJACENT_TO_HIGHWAY_AND_HAVING_DIRECT_ACCESS_TO_IT	YES/NO
44	Is project in Close to Coastal Region	IS_THE_PROJECT_CLOSE_TO_THE_COASTAL_REGION	YES/NO
45	OSHB or government allotted or BDA developed and allotted plot?	DOC_OSHB_OR_GA_OR_BDA_DEV_ELOPED_AND_ALLOTTED_PLOT	YES/NO
46	Is Plot part of approved private layout?	DOC_PLOT_PART_OF_APPROVED_PRIVATE_LAYOUT	YES/NO
47	Is Plot part of unauthorized layout or revenue plot?	DOC_PLOT_PART_OF_UNAUTHORISED_LAYOUT_OR_REVENUE_PLOT	YES/NO
48	Is project coming under the jurisdiction of planning authorities	DOC_IS_PROJECT_COMING_UNDE_R_THE_JURISDICTION_OF_PLANNING_AUTHORITIES	YES/NO
49	Does the project have affordable housing component	DOC_DOES_THE_PROJECT_HAVE_AFFORDABLE_HOUSING_COMPONENT	YES/NO
50	Does the project have more than 500 sqm built up area excluding the affordable housing component	DOC_DOES_THE_PROJECT_HAVE_MORE_THAN_500_SQM_BUILT_UP_AREA_EXCLUDING_THE_AFFORDABLE_HOUSING_COMPONENT	YES/NO
51	Does project require RERA registration	DOC_DOES_PROJECT_REQUIRE_RERA_REGISTRATION	YES/NO
52	Is security deposit required	IS_SECURITY_DEPOSIT_REQUIRED	YES/NO
53	Applicable if project has Building Block with entire façade made of Glass	IS_BLOCK_1_HAVING_ENTIRE_FACADE_IN_GLASS	YES/NO
54	Applicable if EIDP fee is applicable for project	PROJECT_VALUE_IN_INR_IF_EIDP_FEE_IS_APPLICABLE_FOR_PROJECT	Numeric value with decimal / NA
55	Applicable if the project is by State Govt or Central Govt or Govt Undertaking	IS_THE_PROJECT_BY_STATE_GOV_T_OR_CENTRAL_GOV_T_OR_GOV_T_UNDER_TAKING	YES/NO
56	Number of temporary structures if any present at site	NUMBER_OF_TEMPORARY_STRUCTURES_IF_PRESENT_AT_THE_SITE=Whole numeric value /NA	Whole numeric value /NA
57	Applicable if project is required to provide EWS provision	HAS_PROJECT_PROVIDED_MIN_10_PER_BUA_FOR_EWS_WITHIN_5_KM_FROM_PROJECT_SITE=YES/NO	YES/NO

<b>58</b>	Applicable if project has TDR provision	ADDITIONAL_TDR_IF_APPLICABLE_M2=Numeric value with decimal/NA	Numeric value with decimal/NA
<b>59</b>	Is the project by State Government or Central Government undertaking	IS_THE_PROJECT_BY_STATE_GOV_T_OR_CENTRAL_GOV_T_OR_GOV_T_UNDERTAKING=YES/NO	YES/NO

### 3. Frequently asked questions (FAQ)

#### Q1. How to fill information in PLAN\_INFO layer?

**A1.** Provide the information required in PLAN\_INFO Layer with following considerations:

- Write all the text in PLAN\_INFO layer after '=' and 'space'. For eg. **PLOT\_AREA\_M2= 500** instead of PLOT\_AREA\_M2=500
- Write all the text without any applicable units. For eg. **PLOT\_AREA\_M2= 500** instead of PLOT\_AREA\_M2= 500sqm etc.
- Write all the text in Capitals. For eg. **ROAD\_WIDTH**
- Write sector number in format **SECTOR\_NUMBER= 23D** instead of SECTOR\_NUMBER=23-D or SECTOR\_NUMBER= 23 D or SECTOR\_NUMBER= 23d
- Write the projected total number of building users in the format **NUMBER\_OF\_OCCUPANTS\_OR\_USERS\_OR\_BED\_BLK\_1= 5**
- Put the responses in the PLAN\_INFO layer with response **YES** or **NO** or **NA** instead of **Yes** or **No** or **na**.

#### Q2. How does system calculate fee for building permit?

**A3.** System calculates fee based on the drawing using following layers:

**Fee for development of land** – This will be calculated based on the Plot Area layer with color as 70.

**Fee for building operation, Sanction fees, Construction worker welfare Cess (CWWC), Shelter fees and Security Deposit** - will be calculated based on the Built Up Area layer with color as per Sub Occupancy

**Temporary retention fees** - will be flat Fee

**Purchasable FAR Fee** – will be calculated based on the Per acre Benchmark Value of land to be provided in plan info and using Built Up Area layer with color as per Sub Occupancy

#### Q3. How should I start with the drawing preparation?

**A4.** Complete the drawing as per standards and guidelines required by ODA Bye Laws. The drawing should be completed as submission drawing formats. Use drawing scale 1:1 only. During or before preparation of drawing, make the UNITS settings - **Meter** and length type **Decimal** in the software (e.g. AutoCAD). Length type in primary units of dimension style shall be updated to Decimal.

**Copy and Paste the Plan Info and required layers from the Drawing Template (provided in the resource section) and follow guidelines in the Drawing manual to start drawing preparation for Auto-scrutiny.**

#### Q4. What should I do if my drawing is 'not accepted'?

**A6.** One can open the .dxf file, that was uploaded for scrutiny, in the drafting software that was used for drawing preparation (eg. Autocad) make the modifications in the drawing as per the scrutiny report. After update of drawing, one can resubmit the drawing for scrutiny.

## Common Errors to Avoid –

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

## Q5. In which format the drawing shall be saved for scrutiny?

**A7.** Drawing shall be saved in .dxf format only

## Q6. How To Draw the Setback Layers for Auto scrutiny?

**A7.** After creation of the required setback layers with correct colour codes, draw closed polygons along the entire length of the front, rear, left and right sides of each building blocks.

The setback layer polygon drawn should have edges falling/coinciding with both the Plot area Polygon and the respective Building Footprint Polygon.

## Q7. How To correctly name Polygons for Lifts, Ramps etc that have numbers at the end of the layer name?

**A7.** If multiple polygons needs to be created for features such as Lifts and Ramps that have different colour codes assigned to them based on different use types, Follow the bellow guidelines-

- Name all the required layers with consecutive numbers at the end keeping with common color code to denote the same use type.
- If multiple use types are required to be drawn, then each group of layers with common colour code will have the numbers starting from 1 to the required number.

E.g. 3 use types of ramps are present in same project–

Block	Use Type	No of ramps present
Block 1	LMV – 1 way	4
Block 2	LMV – 2 way	1
Block 3	LCV – 1 way	2

The naming convention for the layers to be drawn will be as follows-



**LMV – 1 way with color code 1**

BLK\_1\_FLR\_o\_VEHICLERAMP\_1

BLK\_1\_FLR\_o\_VEHICLERAMP\_2

BLK\_1\_FLR\_o\_VEHICLERAMP\_3

BLK\_1\_FLR\_o\_VEHICLERAMP\_4

**LMV – 2 way with color code 2**

BLK\_2\_FLR\_o\_VEHICLERAMP\_1

**LCV – 1 way with color code 3**

BLK\_3\_FLR\_o\_VEHICLERAMP\_1

BLK\_3\_FLR\_o\_VEHICLERAMP\_2

