



## **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)**

**V1.9**



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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

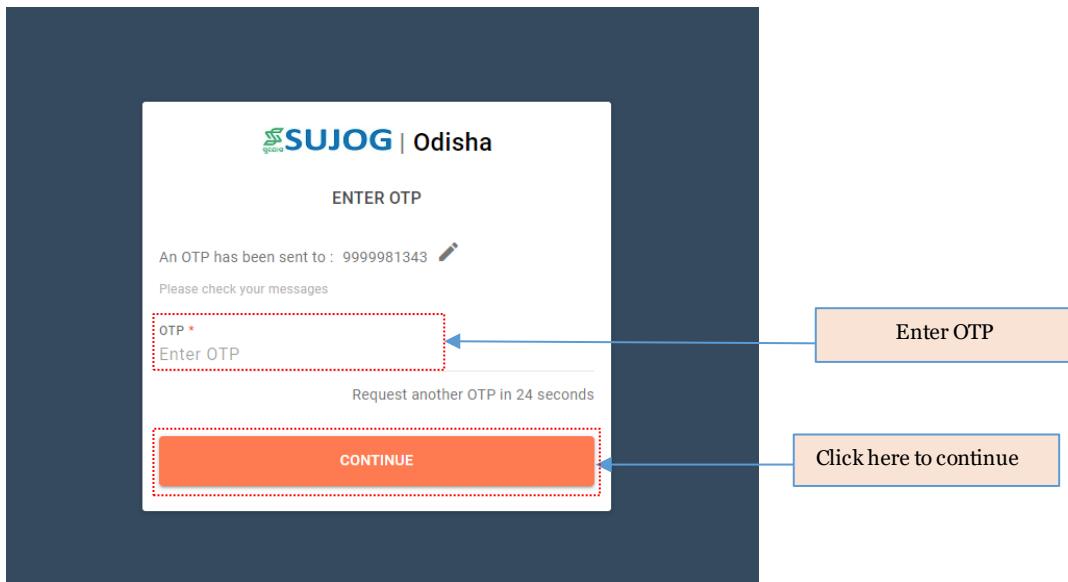
To Register, please go to the following link:

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



Once the architect/Technical Person clicks the login button, the following screen will appear

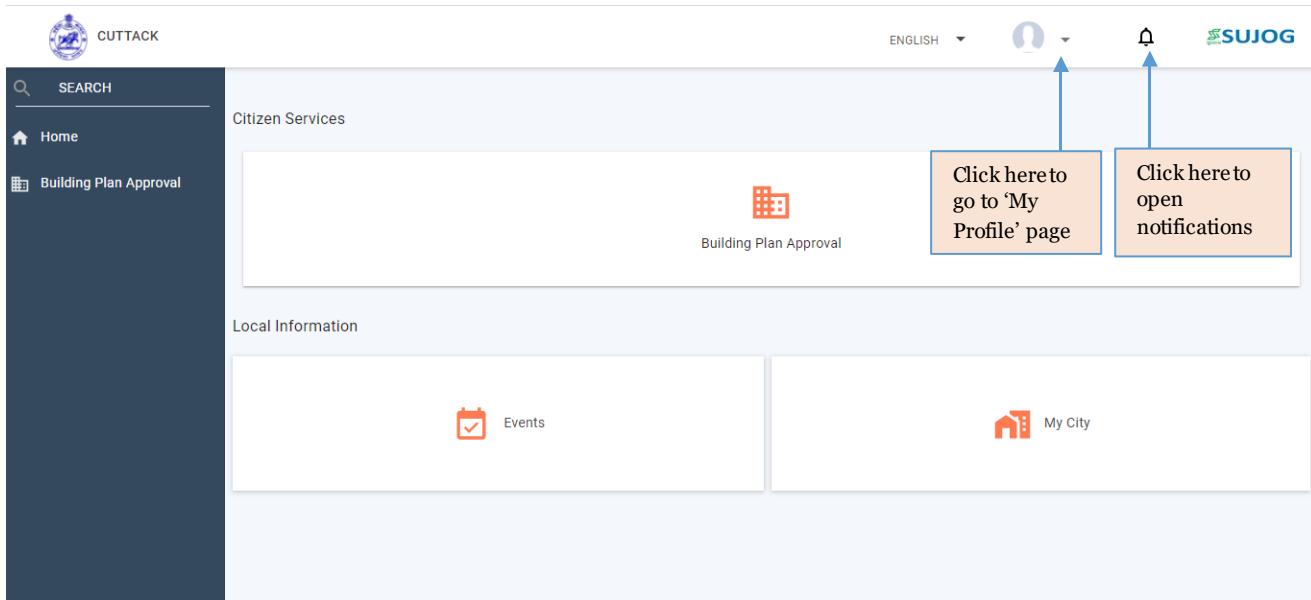
The screenshot shows the 'REGISTER' form on the SUJOG Odisha website. The form has a white background and a dark blue header. It includes fields for 'Mobile Number \*' (with placeholder '+91 | Enter your mobile number'), 'Name \*' (with placeholder 'Enter your name'), and 'City \*' (with placeholder 'Select your city'). Below the form, there is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button at the bottom. To the right of the form, three callout boxes provide instructions: '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 selection field.



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.

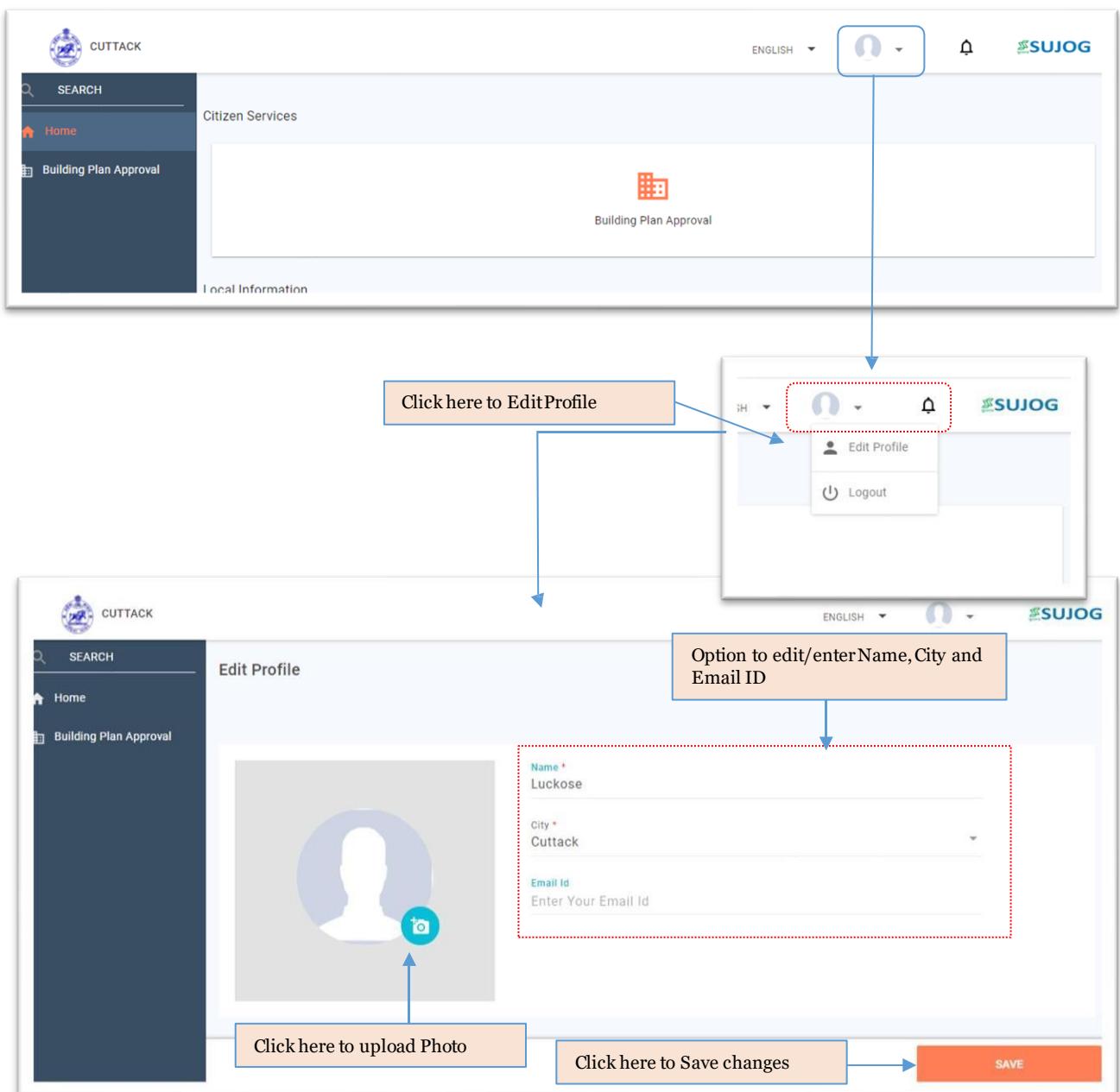


## 2.3 Editing the Profile

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'

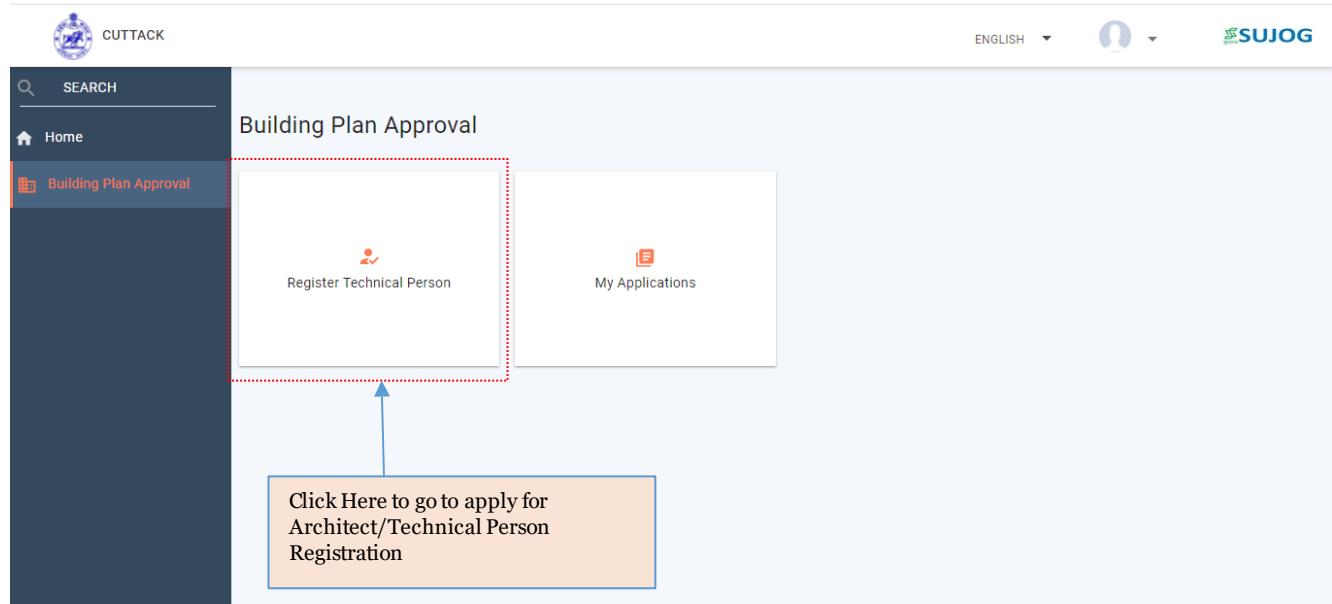
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



### 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

The screenshot shows the 'Register Technical Person' form. The left sidebar has links for Home, Complaints, Property Tax, Building Plan Approval, etc. The main form has four tabs at the top: 1. Licensee Details (highlighted with a red circle), 2. Applicant Details, 3. Documents, and 4. Summary. Below the tabs, there's a section titled 'Licensee Details' with a dropdown menu. The dropdown menu is open, showing several options: 'Architect', 'TRADELICENSE\_TRADETYPE\_CIVILENGINEERTP', 'TRADELICENSE\_TRADETYPE\_ELECTRICALENGINEERTP', 'TRADELICENSE\_TRADETYPE\_MECHANICALENGINEERTP', and 'TRADELICENSE\_TRADETYPE\_STRUCTURALEGINEERTP'. A blue callout box with a white border and a blue arrow pointing towards the dropdown menu contains the text: 'If you are an Architect then choose architect and fill COA registration detail. If Technical person, then select from the drop down according to your license type.'

## 3.2 Applicant Details Section

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

Fill Mandatory Details

1 Licensee Details      2 Applicant Details      3 Documents      4 Summary

**Applicant Details**

Applicant Name \*: Freddy Architect

Gender \*:  Male  Female  Transgender

Date of Birth \*: dd/mm/yyyy

Email \*: Enter Email

Mobile No. \*: +91 | 8882540073

PAN No.: Enter Applicant's PAN No.

**Click Here to go to the next**

**Click here to edit previous** → < PREVIOUS STEP      NEXT STEP >

### 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.   |

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SUJOG

Fill Mandatory Details

**Permanent Address**

Door/House No.: Enter Door/House No.

Street Name: Enter Street Name

City \*: Enter City

Building/Colony Name: Enter Building/Colony Name

Locality \*: Enter Locality

Pincode \*: Enter Pincode

Correspondence Address

**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          |

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ENGLISH SUJOG

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

**Building Plan Approval**

ACTION\_TEST\_TRADE\_LICENSE

Water & Sewerage

**Fill Mandatory Details**

City \* Enter City

Pincode \* Enter Pincode

Correspondence Address

Same As Permanent Address

Door/House No. Enter Door/House No.

Building/Colony Name Enter Building/Colony Name

Street Name Enter Street Name

Locality \* Enter Locality

City \* Enter City

Pincode \* Enter Pincode

**NEXT STEP >**

**Click on Checkbox if Correspondence address is same as the Permanent Address**

**Click here to go to the next section**

### 3.3 Documents Section

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

**Building Plan Approval**

ACTION\_TEST\_TRADE\_LICENSE

Water & Sewerage

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
- Educational Certificates \*
- Experience Certificate \*

**Upload Mandatory Documents**

**Click here to go to the next section**

**NEXT STEP >**

**Click here to go to the next section**

**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 |

## 3.4 Summary Section

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SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION\_TEST\_TRADE\_LICENSE Water & Sewerage

Register Technical

Licensee Details Review the filled application details and click the edit button if changes are required

002

Applicant Details Documents Summary

Application Summary

Licensee Details

Technical Person Licensee Type: Architect Council for Architecture No.: swdfw EDIT

Applicant Details

Applicant Name: Freddy Architect Gender: Male Date Of Birth: 01/01/1990

Email: abc@gmail.com PAN No.: NA

Click here to submit application

Click here to edit previous sections

PREVIOUS STEP SUBMIT

The screenshot shows the 'Register Technical' application summary page. It includes sections for 'Licensee Details' (Architect) and 'Applicant Details' (Freddy Architect). A callout box points to the 'Review the filled application details and click the edit button if changes are required' section. At the bottom right, there is a large orange button labeled 'Click here to submit application'.

CUTTACK MUNICIPAL CORPORATION

SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION\_TEST\_TRADE\_LICENSE Water & Sewerage

Application for New Stakeholder Registration

Application Submitted Successfully Application number OD-BR-2021-05-08-000002

Application Submission Confirmation Application number will be generated

GOTO HOME

The screenshot shows the 'Application for New Stakeholder Registration' confirmation page. It displays a success message 'Application Submitted Successfully' and the application number 'OD-BR-2021-05-08-000002'. A callout box points to the 'Application number will be generated' section, which is connected by an arrow to the application number.

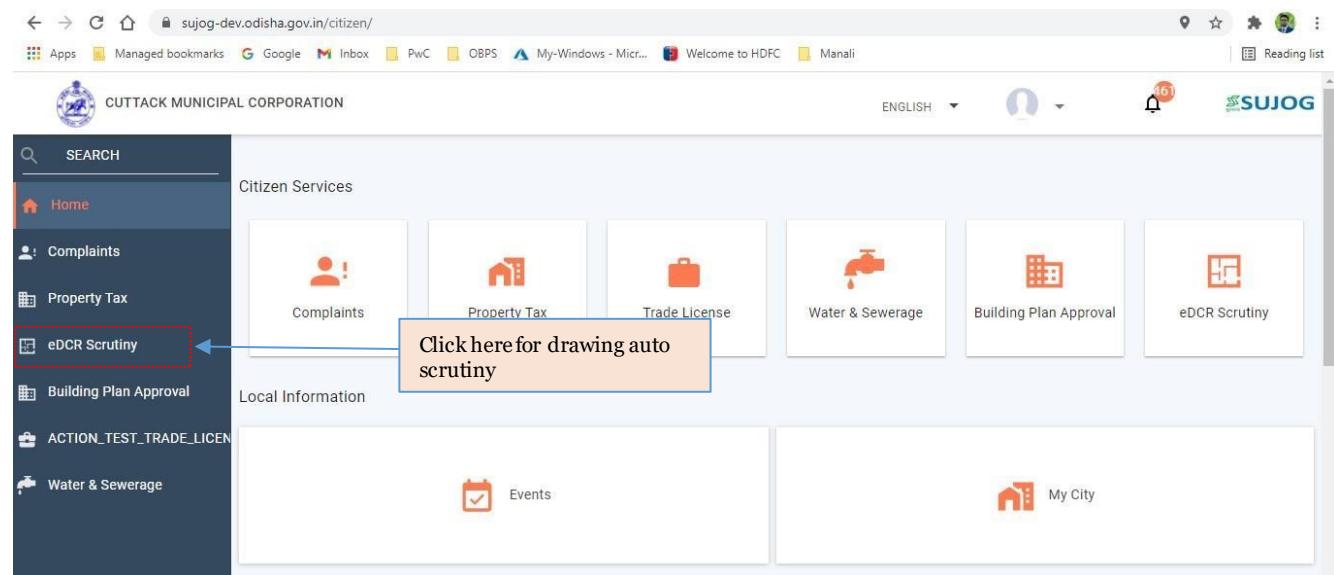
# **4 Applying for Building Permit – New Construction**

The following service caters to application for New Development projects in vacant land without prior construction present at site. The Architect/Technical person can apply for Permit approval on behalf of the applicant.

## **4.1 Building Plan Auto Scrutiny**

The following steps has to be followed to perform an auto scrutiny of the drawing/plan

### **Step 1 : Citizen Services page**



### **Step 2 : eDCR Page**



### Step 3 : Drawing Scrutiny page

**New Building Plan Scrutiny**

**Fill in the details**

**Upload CAD drawing in DXF format**

**Click here to submit drawing for auto scrutiny**

**Click here to clear form**

**SUBMIT**

**CLEAR FORM**

#### 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                |
| Is CAD to PDF Enabled? | Mandatory Field | Yes/No Question  |

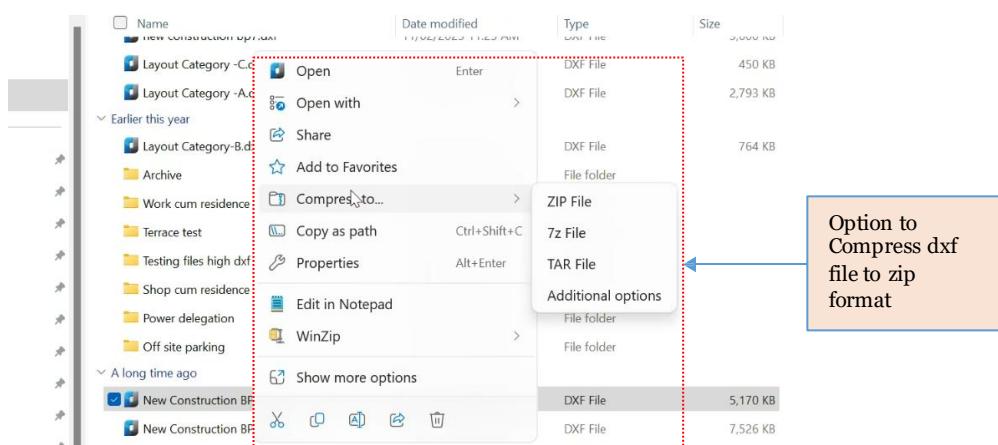
#### Drawing Format

The dxf drawing file to be uploaded should be in zip file format for scrutiny.

Step 1. Create Drawing with OBPAS layers as mentioned in drawing manual and template.

Step 2. Save drawing in .dxf format.

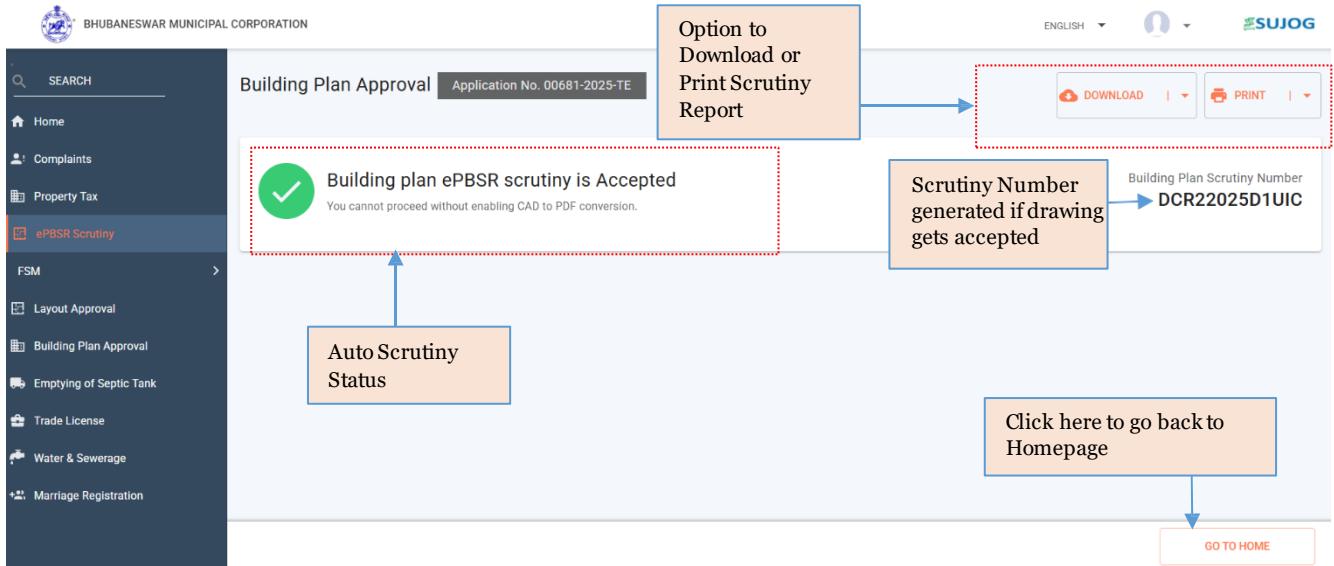
Step 3. Compress the dwg file in zip format using options such as “Compress to- ZIP File/7z/TAR File” or “Send to- Compressed (Zipped) Folder” or any other option as per user preference.



## Is CAD to PDF Enabled?

CAD to PDF is a prerequisite for Application creation. This feature incorporates an automatic conversion feature that allows users to directly generate the drawing PDF after successful scrutiny. This eliminates the need for users to manually convert files and upload them ensuring any discrepancies.

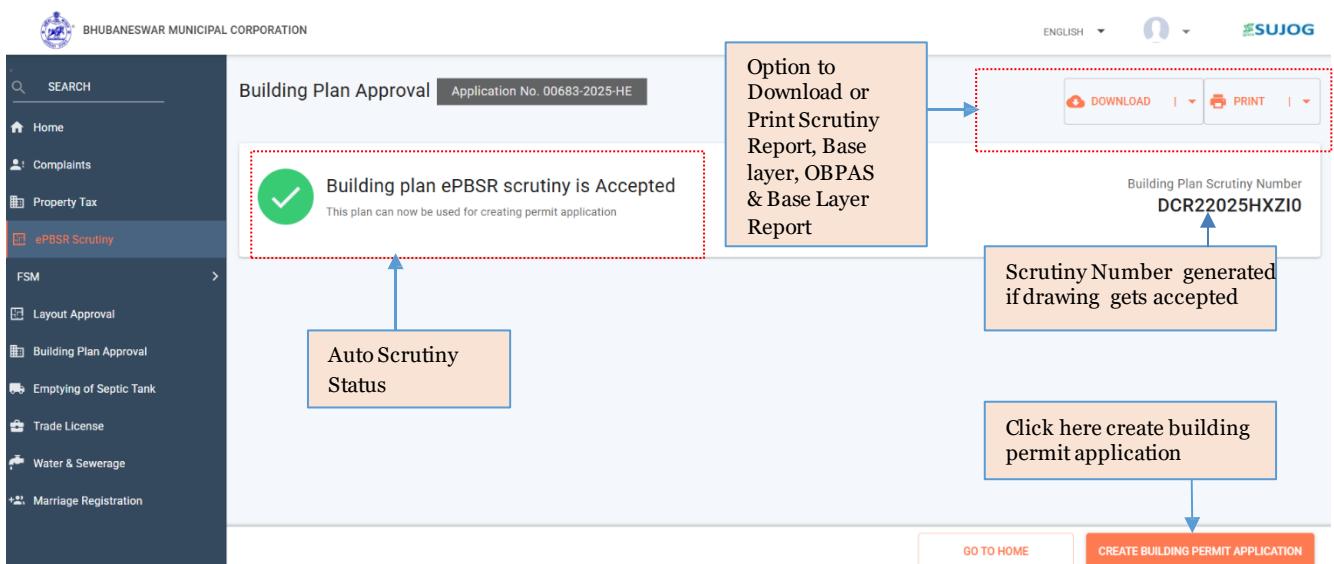
Architect/Technical person can proceed with application creation only if CAD to PDF Enabled is selected as YES.



Step 4 a: Drawing Scrutiny Result – Accepted Case, CAD to PDF Enabled is NO

Step 4 b: Drawing Scrutiny Result – Accepted Case, CAD to PDF Enabled is YES

Architect/Technical person can proceed with application creation only if CAD to PDF Enabled is selected as YES.



## Sample Scrutiny Report

**Cuttack Municipal Corporation**  
**AUTOMATED BUILDING PERMIT APPROVAL SYSTEM**  
EPBSR SCRUTINY REPORT



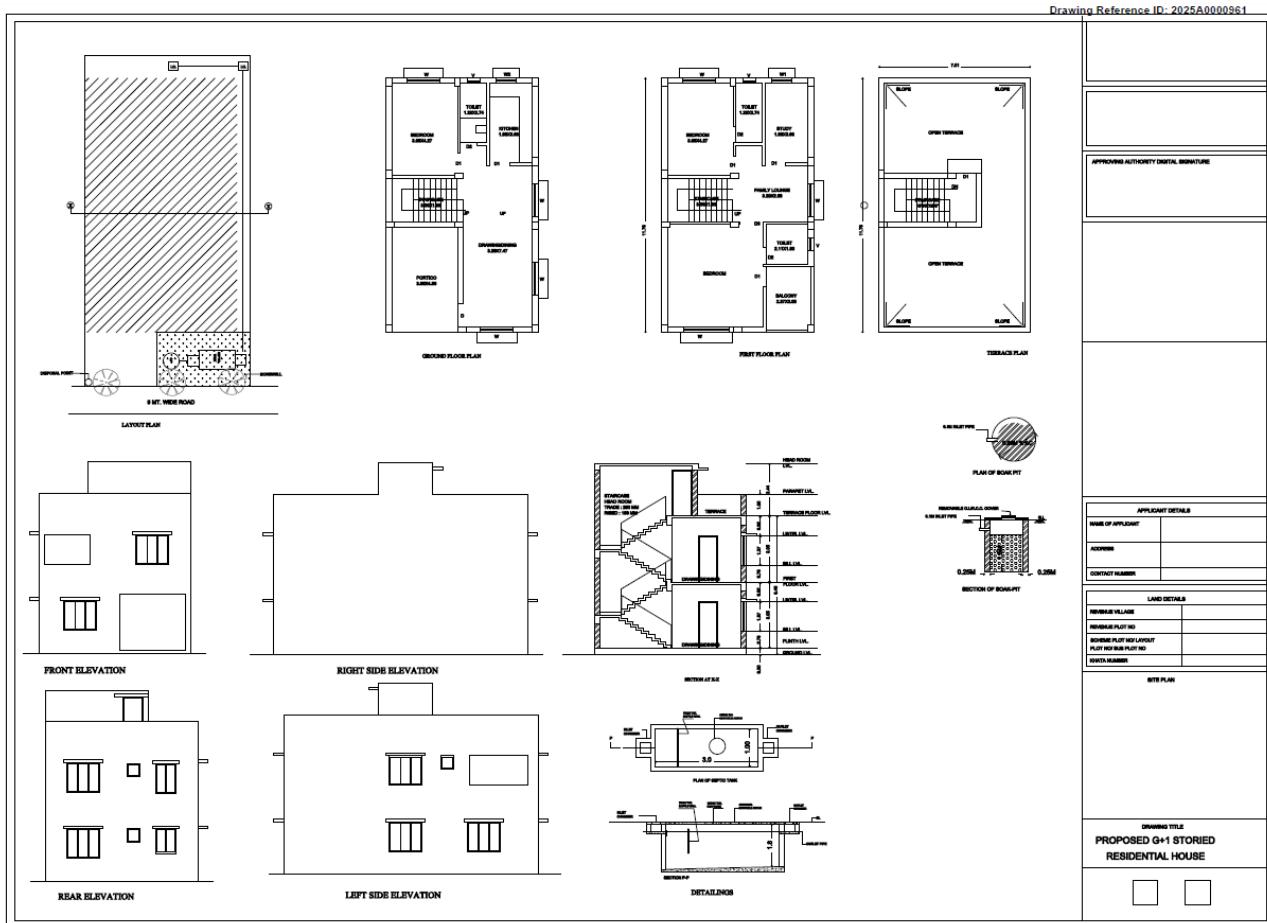
STATUS : Accepted

| APPLICATION DETAILS                 |                       |                    |                  |
|-------------------------------------|-----------------------|--------------------|------------------|
| 1 APPLICANT NAME                    | OBPAS TESTING CITIZEN | 2 APPLICATION DATE | 11/02/2025       |
| 3 DRAWING REFERENCE ID              | 2025A0000961          | 4 APPLICATION TYPE | Permit           |
| 5 OCCUPANCY TYPE                    | Residential           | 6 DCR NUMBER       | DCR22025HXZI0    |
| 7 ARCHITECT / TECHNICAL PERSON NAME | Pre-Approved Plan     | 8 SERVICE TYPE     | New Construction |

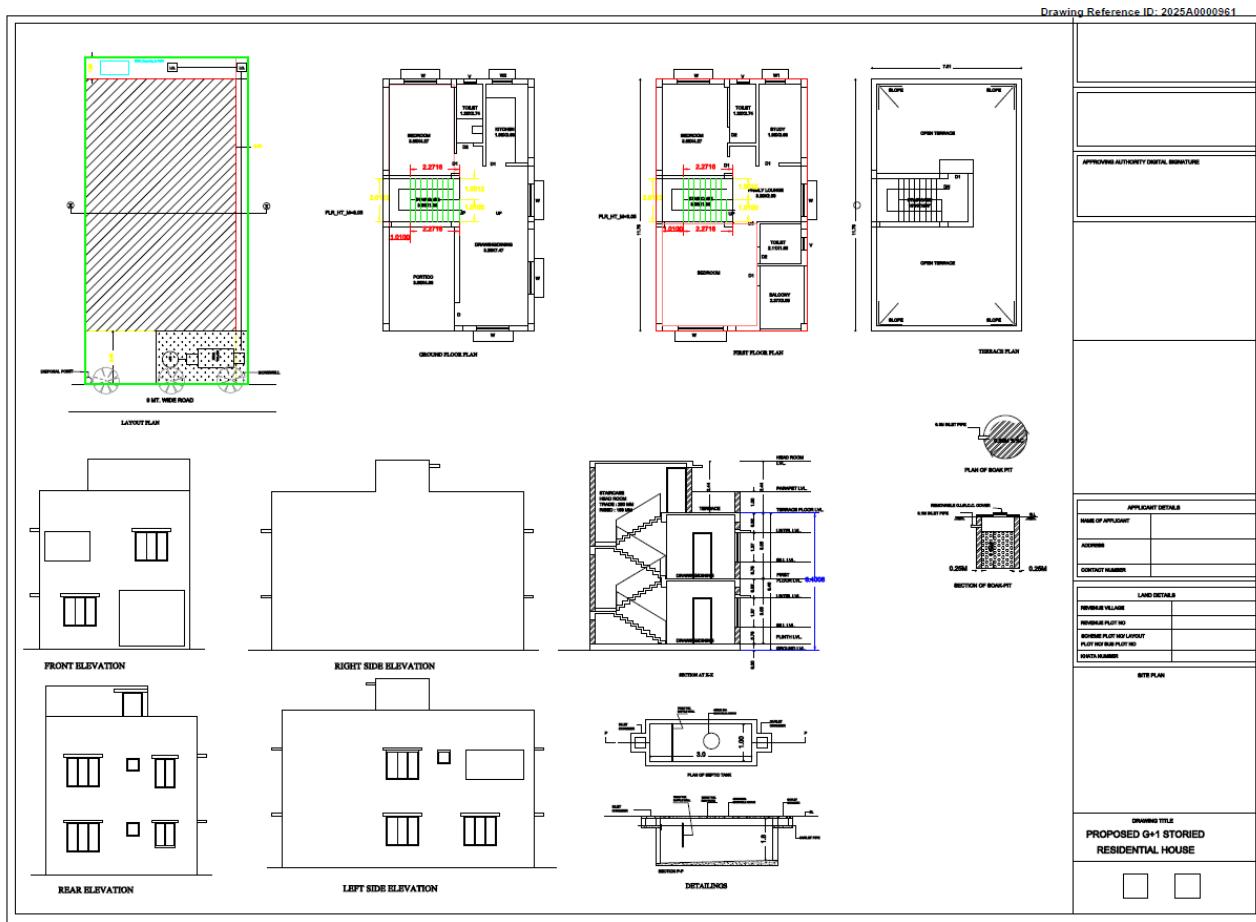
  

| PLOT DETAILS   |          |   |          |
|--|----------|---|----------|
| 1 PLOT NO  | 32/1     | 2 KHATA NO  | 560      |
| 3 MAUZA  | ANDARPUR | 4 DISTRICT  | CUTTACK  |
| 5 TOTAL PLOT AREA (As per measurement) in m <sup>2</sup> | 116.13   | 6 TOTAL DEDUCTION IN PLOT AREA (As per measurement) in m <sup>2</sup> | 0        |
| 7 NET PLOT AREA (As per declaration) in m <sup>2</sup>   | 116.12   | 8 NET PLOT AREA (As per measurement) in m <sup>2</sup>                | 116.1288 |
| 9 AVERAGE DEPTH OF PLOT in m                             | 9.0      | 10 AVERAGE WIDTH OF PLOT in m   | 11.0     |
| 11 EXISTING ROAD WIDTH in m                              | 9.0      | 12 SURRENDER ROAD WIDTH in m  | 0.00     |
| 13 RISK TYPE   | LOW      | 14 DEMOLITION AREA in m <sup>2</sup>                                  | 0.0      |

## Sample Base Layer Report



## Sample OBPAS & Base Layer Report



### 4.1.1 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

## 4.1.2 GIS based Land-use and NOC identification

The GIS based land-use mapping and NOC identification is applicable and mandatory for Bhubaneswar area only. This system takes the GIS co-ordinates and identifies the Land-use of the area, the location-based NOC's if applicable for the particular plot.

- Step -1 : Select city as Bhubaneswar or BDA
- Step – 2: Click on the GIS section to fill GIS data

New Building Plan Scrutiny

Select city as Bhubaneswar or Bhubaneswar Development Authority

City \*  
Bhubaneswar

Applicant Name \*  
Dhirubhai dash

Service type \*  
New Construction

GIS Coordinates  
Select your trade location on map

Click here to put select GIS data

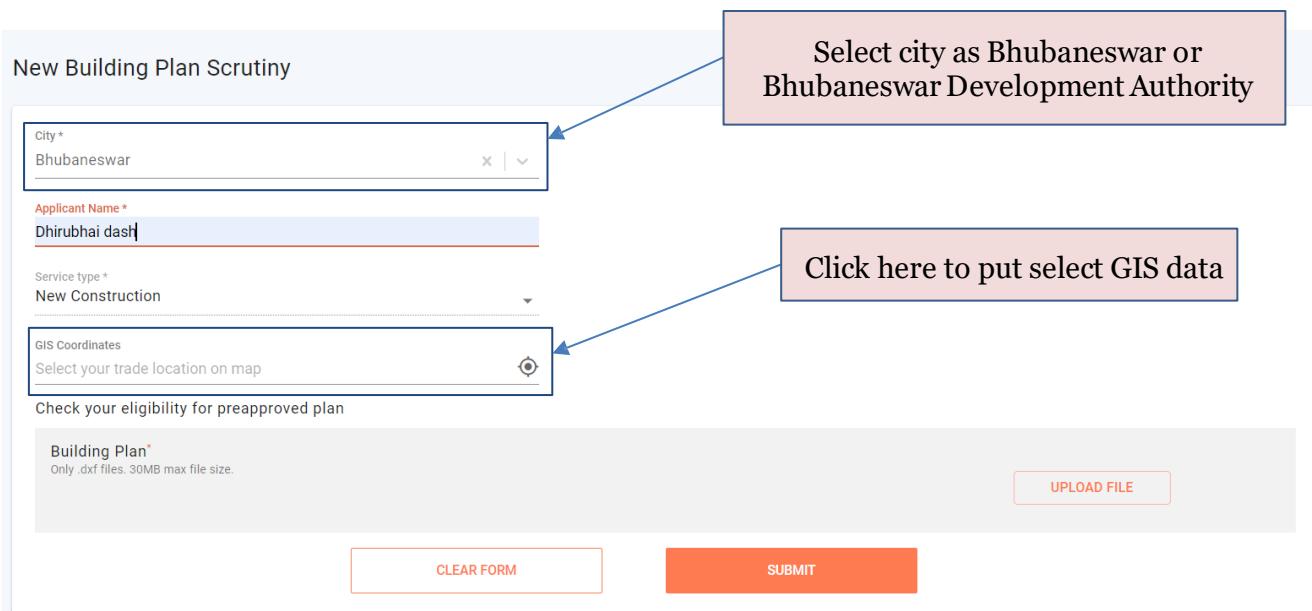
Check your eligibility for preapproved plan

Building Plan\*  
Only .dxf files. 30MB max file size.

UPLOAD FILE

CLEAR FORM

SUBMIT



- Step 3 – Either Select plot from the Map or put co-ordinates for the plot. Review the report table and confirm.
- Step 4 - Click on confirm and proceed to auto scrutiny. If your land use is a restricted zone such as Ponds or lagoons or any other restricted area, you wont be able to proceed for scrutiny.

BBHUBANESWAR MUNICIPAL CORPORATION

ENGLISH ▾  

X ArcGIS Details

Powered by Esri

Or fill your site's latitude and Longitude here and click on submit

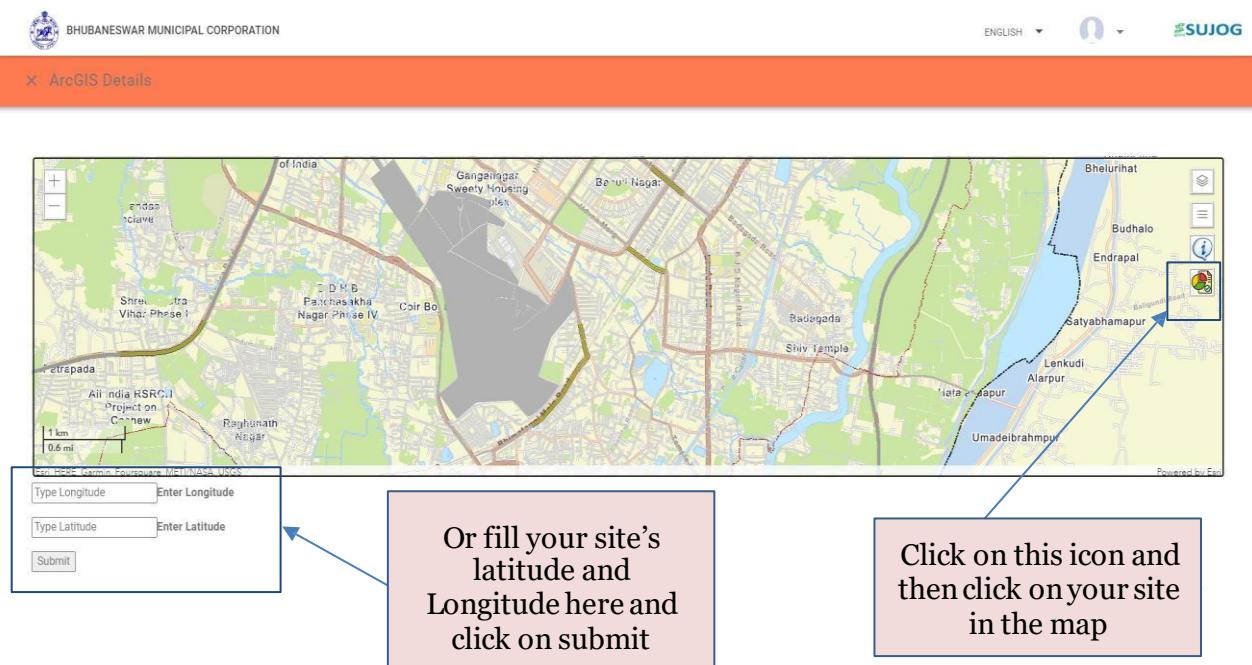
Click on this icon and then click on your site in the map

Latitude and Longitude input fields:

Type Longitude  Enter Longitude

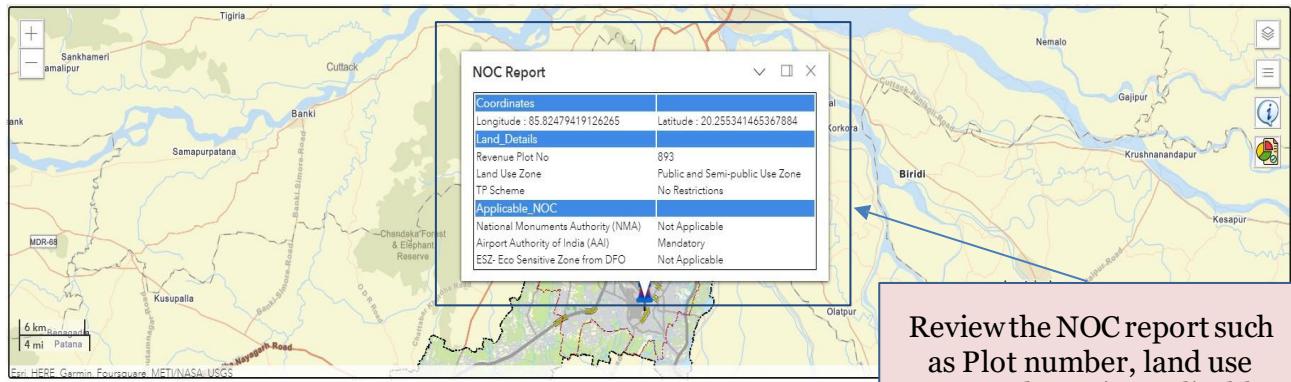
Type Latitude  Enter Latitude

Submit





X ArcGIS Details



Location Selected Successfully. Click on "Confirm" to proceed for Scrutiny

Click on confirm and proceed  
to auto scrutiny

Review the NOC report such  
as Plot number, land use  
zone and NOC's Applicable  
from this table

- Step 5- Review the scrutiny report. The land use zone mentioned in plan info should be same as the land use in GIS. Once confirmed you can proceed for application creation.

#### Land Use Zone

| As per GIS Data                 | As per drawing declaration |
|---------------------------------|----------------------------|
| Public and Semi-public Use Zone | RESIDENTIAL USE ZONE       |

#### Land Use Zone - Restriction

| Title                            | Occupancy |
|----------------------------------|-----------|
| To Be reviewed by DPBP-committee | NA        |

Land use as per GIS and as  
per declaration should be  
same.

## 4.2 Application Form

Follow the steps below to apply for Building permit – New Construction

### Step 1 : Citizen Services page

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

Complaints

Property Tax

eDCR Scrutiny

**Building Plan Approval**

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

Local Information

Events

My City

Click here to start applying for Building Permit

### Step 2 : Building Plan Approval Page

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

Home

Complaints

Property Tax

eDCR Scrutiny

**Building Plan Approval**

ACTION\_TEST\_TRADE\_LICEN

Water & Sewerage

Building Plan Approval

Register Technical Person/Builder

Building Permit New Construction

Occupancy Certificate New Building Construction

My Applications

Click on 'Building Permit New Construction'



SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION\_TEST\_TRADE\_LICENSE Water & Sewerage

Building Plan Approval

Pick your city.

City \* Cuttack

SELECT CANCEL

SelectCity from the dropdown

Click on 'Select' to continue

### Step 3 : Fill the Application form

#### 4.2.1 Basic Details Section

CUTTACK MUNICIPAL CORPORATION

SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION\_TEST\_TRADE\_LICENSE Water & Sewerage

Apply for building permit

1 Basic Details 2 Scrutiny Details 3 Owner Info 4 Document and NOC details 5 Summary

Basic Details

Building plan scrutiny number \* Enter Scrutiny Number

Application type \* Select Application type

Service type \* Select service type

Remarks Enter Remarks Here

Occupancy \* Risk Type \* Application Date 08/05/2021

Fill Mandatory Details

NEXT STEP >

**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   |

The screenshots show the 'Layout Approval Details' section of the ePBSR Scrutiny application. The left sidebar includes 'ePBSR Scrutiny', 'FSM', 'Layout Approval', 'Building Plan Approval', 'Emptying of Septic Tank', and other modules like 'eDCR Scrutiny', 'ACTION\_TEST\_TRADE\_LICENSE', and 'Water & Sewerage'. The right panel displays the 'Layout Approval Details' form. In the first screenshot, the 'Is Layout Approved?' dropdown is open, showing 'Do you have an already approved layout?'. In the second screenshot, the dropdown is closed with 'Yes' selected, and the 'Layout Approval No.' field contains 'BMC123'. A note at the bottom states: 'Record of the Layout Approval No. is not found in SUJOG Database. Please Proceed with the Application and attach the Approved Offline Layout Certificate in the Documents Section.'

| Field Name              | Field Type      | Purpose  |
|-------------------------|-----------------|--|
| Layout Approval Details | Mandatory Field | Yes/No question  |
| Layout Approval No.     |                 | If the Layout has been approved, layout approval number to be provided |

### Following are the fields in Location details Section

The screenshot shows the 'Location Details' section of the eDCR Scrutiny application. The left sidebar includes 'eDCR Scrutiny', 'ACTION\_TEST\_TRADE\_LICENSE', and 'Water & Sewerage'. The right panel displays the 'Location Details' form. A callout box labeled 'Fill Mandatory Details' points to the 'City' field, which is currently set to 'Cuttack'. Other fields include 'Street Name', 'Pincode', 'Building/Colony Name', 'Village', and 'GIS Coordinates'.

| 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  |

**Plot Details Section**

**Fill Mandatory Details**

**NEXT STEP >**

### Following are the fields in Details of Plot

| Field name                                      | Field type    | Purpose   |
|---|---------------|---|
| District  | Mandatory     | Name of the District  |
| Tehsil  | Mandatory     | Name of the tehsil  |
| Village   | Mandatory     | Name of the Village or Mouza  |
| Revenue Plot Number (As per ownership document) | Mandatory     | Revenue plot no   |
| Layout Plot number                              | Non Mandatory | If plot is part of layout   |
| Plot area                                       | Mandatory     | Area of the particular plot   |
| Khata   | Mandatory     | Khata no of the plot  |
| Kisam   | Mandatory     | Kisam of the plot   |
| Landowner name                                  | Mandatory     | Landowner/s name  |
| GPA Holder name if present                      |               | GPA holder/holders name if applicable                                 |
| Sale deed no                                    | Mandatory     | Sale deed no of the land  |
| Sale deed date                                  | Mandatory     | Provide sale deed date of the land                                    |
| Per Acre BMV Value                              | Mandatory     | Provide Per Acre Benchmark Value of Land                              |
| Is part of plot required to be Free Gifted?     | Mandatory     | If plot is to be free gifted  |
| Area of Plan to be free Gifted (in sqm)         |               | If plot is to be free gifted then area to be provided                 |
| Reason For Free Gift                            |               | If plot is to be free gifted then reason for free gift to be provided |

**Total Plot Area**

**Click here to go to next section**

**NEXT STEP >**

Total plot area- This field will get auto populated once the plot details section is filled.

## 4.2.2 Scrutiny Details Section

SEARCH

Home Complaints Property Tax ePSR Scrutiny FSM Layout Approval Building Plan Approval Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

Apply for building permit

Basic Details Scrutiny Details Owner Info Document and NOC details Summary

**Review the information**

**Building Plan Scrutiny Application Details**

- eDCR Number: DCR22025X9DVU
- Uploaded Diagram: UploadedDiagram.dxf
- Scrutiny Report: ScrutinyReport.pdf
- Base Layer Report: BaseLayerReport.pdf
- OBPAS & Base Layer Report: OBPAS & Base Layer Report.pdf

**GIS Details**

|   |  |   |   |
|---|--|---|---|
| Longitude: 85.8339                          | Latitude: 20.2401                                | Land Use Zone: Residential within Special Heritage Zone | National Monuments Authority (NMA): Mandatory |
| Airport Authority of India (AAI): Mandatory | ESZ- Eco Sensitive Zone from DFO: Not Applicable |   |   |

< PREVIOUS STEP      NEXT STEP >

**Proposed Building Abstract-** This field will get auto populated as per the scrutiny details.

Home Complaints Property Tax ePSR Scrutiny FSM Layout Approval

Proposed Building Abstract

Total Buildup Area (sq.mtrs): 10441.7576

Number Of Floors: 14

High From Ground Level From Mumty (In Mtrs): 30.7

## Applicable NOCs

Building Plan Approval Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

Applicable NOCs

Do you already have AAI NOC? \*  
Select

Do you already have FIRE NOC? \*  
Select

Do you already have NMA NOC? \*  
Select

Click here to go to next section

< PREVIOUS STEP      NEXT STEP >

| Field Name                    | Field Type                      | Purpose  |
|-------------------------------|---------------------------------|--|
| Do you already have AAI NOC?  | Mandatory Field (if applicable) | If you have AAI NOC, it will bypass the AAI NOC application and document to be uploaded in the documents section.  |
| Do you already have FIRE NOC? | Mandatory Field (if applicable) | If you have Fire NOC, it will bypass the AAI NOC application and document to be uploaded in the documents section. |
| Do you already have NMA NOC?  | Mandatory Field (if applicable) | If you have NMA NOC, it will bypass the AAI NOC application and document to be uploaded in the documents section.  |

### 4.2.3 Owner Info Section

The screenshot shows a web-based application for applying for a building permit. The top navigation bar includes the logo of Cuttack Municipal Corporation, language selection (ENGLISH), and a user icon. The main title is "Apply for building permit". The process is divided into five steps: Basic Details (completed with green checkmarks), Scrutiny Details (completed with green checkmarks), Owner Info (highlighted by a red dotted box and a blue box labeled "Fill in Mandatory details"), Document and NOC details (step 4), and Summary (step 5). The "Owner Details" section is expanded, showing fields for Owner Type (Individual selected), Type of Owner - Subtype (Single Owner selected), and various personal information fields like Mobile No., Applicant Name, Date of Birth, Gender, Email, and Guardian Name. Navigation buttons include "NEXT STEP" (orange) and "PREVIOUS STEP" (blue).

**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  |

## 4.2.4 Documents and NOC details Section

### Document Upload

The screenshot shows a web-based application for building permit applications. On the left is a sidebar with various municipal services like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval, ACTION\_TEST\_TRADE\_LICENSE, and Water & Sewerage. The main area has tabs for Basic Details, Scrutiny Details, Owner Info, Document and NOC details (which is highlighted with a red border), and Summary. A progress bar at the top shows steps 1 through 5. Step 4 is 'Document and NOC details'. A large orange callout box points to the 'Upload all Mandatory and applicable documents' button. Below this, there's a section for 'Required Documents' with three items: 1. Applicant ID Proof (Self Attested) with a dropdown for 'Select Document Type' and a 'UPLOAD FILE' button. 2. Land Owner ID Proof (Self Attested) with a dropdown for 'Select Document Type' and a 'UPLOAD FILE' button. 3. ROR (Self Attested) with a dropdown for 'Select Document Type' and a 'UPLOAD FILE' button. At the bottom are 'PREVIOUS STEP' and 'NEXT STEP' buttons.

**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 Field  | Upload Scanned copy of Applicant ID Proof  |
| Land Owner ID Proof (Self Attested)   | Mandatory Field  | 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   |
| CWWC fee receipt  | As per Applicability   | Upload Document if applicable to project -If mentioned in plan info-IS_THE_CWWC_FEE_ALREADY_PAID=YES |
| Peaceful possession of land Affidavit   | As per Applicability   | Upload Document if applicable to project   |
| Joint declaration in the format as prescribed by the Government in respect of site inspection report duly signed by both applicant and architect/registered technical person on width | Mandatory Field (for low-risk projects with BUA less than 500sqm.) | Upload Document if applicable to project   |

|   |                      |  |
|---|----------------------|--|
| of existing approach road, direction, plot dimensions in field, area affected by proposed road/ drain, existence of LT. & H.T. line clearly showing on a sketch map of the plot and the existence of any structure there on |                      |  |
| <b>Building Plan Diagram</b>  |                      |  |
| 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   |
| Detailed Lift Calculation Sheet with certificate of registered mechanical engineer in case Section 42.2.2 of ODA Rules is applicable  | As per Applicability | Upload Document if applicable to project- Applicable only If DO_YOU_WANT_TO_AVAIL_LIFT_COUNT_RELAXATION_AS_PER_SECTION_42_2_2_OF_ODA_RULES =YES mentioned in plan info |
| NOC Documents   | As per Applicability | Upload Document if applicable to project   |
| Deputy Forest Officer NOC   | As per Applicability | Upload Document if applicable to project   |
| Environment Clearance   | As per Applicability | Upload Document if applicable to project   |
| NOC from Urban Local Bodies under H&UD  | As per Applicability | Upload Document if applicable to project   |
| NOC from Public Health Engineering Organization   | As per Applicability | Upload Document if applicable to project   |
| NOC from Electricity Distribution Company   | As per Applicability | Upload Document if applicable to project   |

|  |                      |  |
|--|----------------------|--|
| NOC under Police under Home Department | As per Applicability | Upload Document if applicable to project |
| Water Department NOC                   | As per Applicability | Upload Document if applicable to project |
| NOC from Coastal Regulation – CRZ      | As per Applicability | Upload Document if applicable to project |
| SAMANG NOC                             | As per Applicability | Upload Document if applicable to project |
| NHAI NOC                               | As per Applicability | Upload Document if applicable to project |

## NOC Details

CUTTACK MUNICIPAL CORPORATION

ENGLISH ▾

**NOC Details**

|                   |   |
|-------------------|---|
| Airport Authority | Application Number<br>OD-NOCSRV-2021-05-10-000956 |
| Status<br>CREATED | Submitted On<br>NA                                |
| Documents         | No Documents Uploaded                             |

**Fire Noc**

|   |                       |
|---|-----------------------|
| Application Number<br>OD-NOCSRV-2021-05-10-000957 |                       |
| Status<br>CREATED                                 | Submitted On<br>NA    |
| Documents   | No Documents Uploaded |

**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 >

### NOC Details Section –

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.

#### 4.2.5 Summary Section

The screenshot shows the 'Apply for building permit' application page. On the left sidebar, under 'eGRC Scrutiny', there is a callout box with the text: 'Review the entered application details and click on the edit button if any changes are required'. In the main area, there are three green checkmarks above a horizontal bar: 'Basic Details', 'Scrutiny Details', and 'Owner Info'. A blue box highlights the 'Application fee with breakdown - to be payed' section, which shows a total amount of 'Rs 1806'. Another blue box highlights the 'Click here to send the application to Citizen for approval' button. A red dotted line encloses the 'Fee Estimate' table:

| Fee Estimate            |      |
|-------------------------|------|
| Building Operation Fees | 1225 |
| Land Development Fees   | 581  |
| Total Amount            | 1806 |

Below the table, there are sections for 'Basic Details', 'Occupancy Residential', 'Application type Permit Application', and 'Service Type New Construction'. At the bottom, there are buttons for 'Click here to go to previous section', '< PREVIOUS STEP', and 'SEND TO CITIZEN >'.

#### 4.3 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 shows the 'Application for Building permit Order' page. The sidebar includes 'SEARCH', 'Home', 'Complaints', 'Property Tax', 'eGRC Scrutiny' (highlighted), 'Building Plan Approval', 'ACTION\_TEST\_TRADE\_LICEN', and 'Water & Sewerage'. The main area displays a success message: 'Application Successfully Sent To Citizen' with a green checkmark icon. Above this message is the 'Application Number' 'OD-BP-2021-05-10-000519'. A blue box highlights the 'Application Status' section at the bottom of the page. At the bottom right is a 'GO TO HOME' button.

## 4.4 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

The screenshot shows the Cuttack Municipal Corporation's Citizen Services portal. On the left, a sidebar menu includes options like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted), ACTION\_TEST\_TRADE\_LICEN, and Water & Sewerage. The main content area is titled "Building Plan Approval" and contains four buttons: "Register Technical Person/Builder", "Building Permit New Construction", "Occupancy Certificate New Building Construction", and "My Applications". A blue callout box labeled "1 – Click 'Building Plan Approval' button on the homepage" points to the "Building Plan Approval" button in the sidebar. Another blue callout box labeled "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

The screenshot shows the "My Applications" page. The sidebar is identical to the previous screenshot. The main content area is titled "My Applications" and displays a table of search results for BPA Applications. The table columns are Application No., Application type, Service type, Assigned To, SLA (Days Remaining), and Status. One row is highlighted with a red dotted border, and a blue callout box above it says "Select the respective application by referring to the application number". An arrow points from this callout box down to the highlighted row. The highlighted row contains the application number "OD-BP-2021-05-10-000519", application type "Permit Application", service type "New Construction", assigned to "-", SLA "60", and status "Stakeholders's submission pending".

| 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 Bhubaneswar Municipal Corporation website. On the left, there's a sidebar with various services like Complaints, Property Tax, ePBSR Scrutiny, FSM, Layout Approval, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area has a heading 'Declaration' and a list of checkboxes for various clearances. A callout box says: 'Scroll down to the bottom of the application and Check the tick box to give declaration'. Below this is a declaration form with a checkbox: 'I hereby declare that the measurements, specifications and other details and specifications mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Act and Rules in undertaking the construction. I am responsible for any defects/errors/omissions made while submitting the application'. Another callout box says: 'Click the submit button.' with an arrow pointing to the 'SUBMIT' button.

**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 Bhubaneswar Municipal Corporation website after a successful application submission. The sidebar and header are identical to the previous screenshot. The main content area shows a success message: 'Application Submitted Successfully' with a green checkmark icon. It also displays the application number 'BP-BDA-2025-02-11-024048'. A callout box says: 'Click here to view the application fee payment details' with an arrow pointing to the 'MAKE PAYMENT' button. At the bottom, there are 'GO TO HOME' and 'MAKE PAYMENT' buttons.

## Step 5 – Review Application fee details

**Application fee with breakdown - to be payed**

**Total Amount**  
**Rs 176760**

**Payer Details**

Payer Name \* OBPAS TESTING CITIZEN

Payer Mobile No. \* +91 | 8989898989

**MAKE PAYMENT**

## Step 6 – Pay Application fee in Payment Portal

**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 CCAvenue 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**

## Step 7 – Download Fee Receipt and Application submission confirmation

**CUTTACK MUNICIPAL CORPORATION**

**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**

**DOWNLOAD** **PRINT**

**Payment Receipt Number**  
**05/2021-22/000259**

**Application fee Payment Status**

**GO TO HOME**

## 4.5 Drawing Rework

In case approving authority finds any discrepancy/correction required with any document uploaded or if any drawing related issue, then the authority can send the application back to the architect so that he/she can upload the correct/missing document and submit the application back to the authority.

Please follow the bellow steps if ‘Drawing Correction’ has been initiated by the authority.

### Step 1 – Service Page

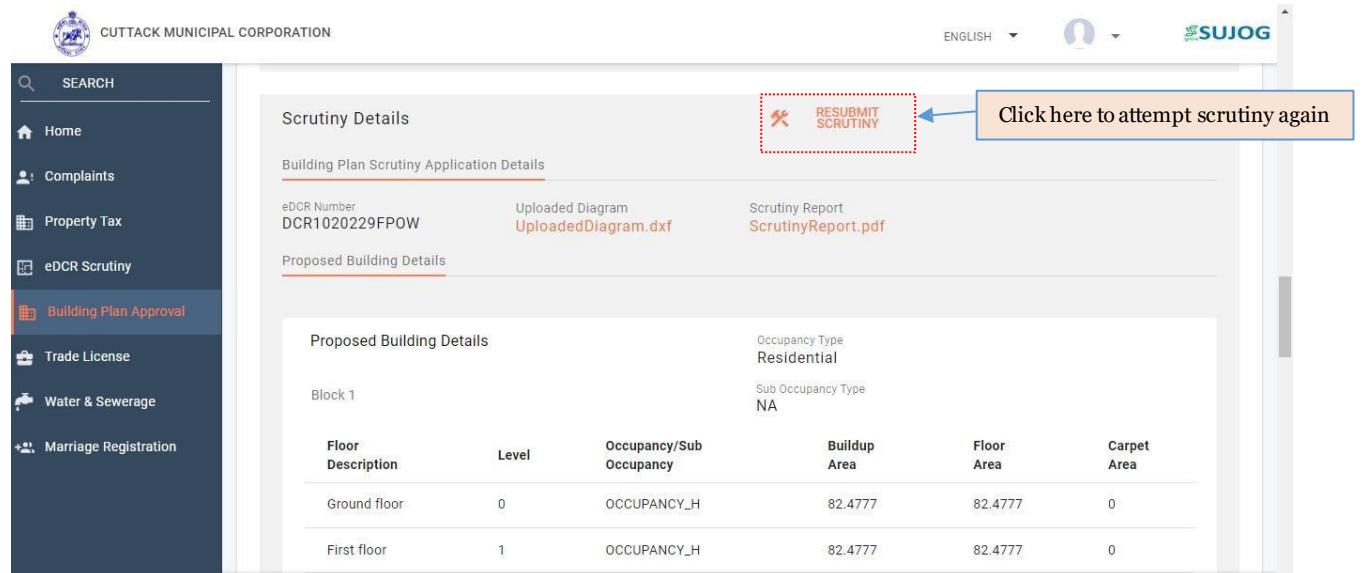
The screenshot shows the service page of the Cuttack Municipal Corporation. On the left, a sidebar menu lists various services: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted in orange), ACTION\_TEST\_TRADE\_LICEN, and Water & Sewerage. The main content area is titled "Building Plan Approval". It contains four buttons: "Register Technical Person/BUILDER" (with a person icon), "Building Permit New Construction" (with a building icon), "Occupancy Certificate New Building Construction" (with a certificate icon), and "My Applications" (with a document icon). A blue callout box points to the "Building Plan Approval" button in the sidebar with the instruction: "1 – Click 'Building Plan Approval' button on the homepage". Another blue callout box points to the "My Applications" button on the main page with the instruction: "2 – Click 'My Application' button on Building Plan Approval Page".

### Step 2 – My Application Page

The screenshot shows the "My Applications" page. The sidebar menu is identical to the previous page, with "Building Plan Approval" highlighted. The main content area is titled "My Applications" and shows a table of search results for BPA Applications (12). The columns are: Application No, Application type, Service type, Assigned To, SLA (Days Remaining), Status, and Owner Name. One row in the table is highlighted with a red dotted border, corresponding to the application number BP-CTC-2022-10-13-002943. A blue callout box points to this row with the instruction: "Select the respective application by referring to the application number".

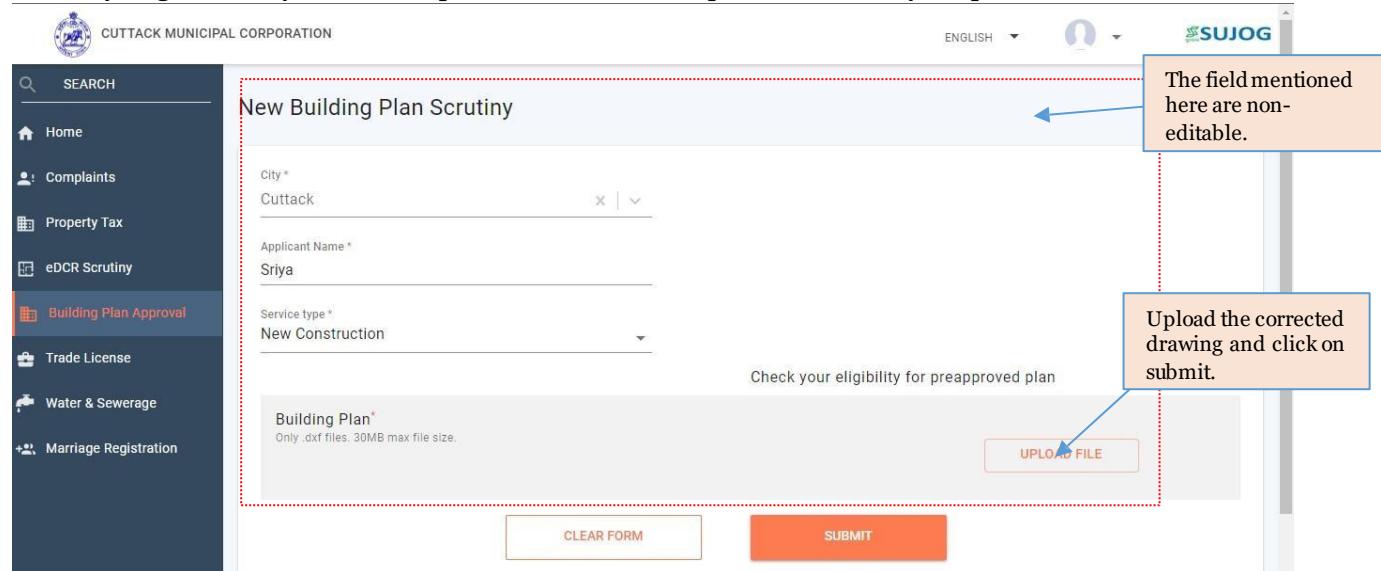
| Application No           | Application type   | Service type     | Assigned To      | SLA (Days Remaining) | Status                          | Owner Name    |
|--------------------------|--------------------|------------------|------------------|----------------------|---------------------------------|---------------|
| BP-CTC-2022-10-13-002943 | Permit Application | New Construction | -                | 60                   | Pending For Rework              | Rajshree fg   |
| BP-CTC-2022-10-11-002919 | Permit Application | New Construction | -                | 58                   | Pending for Stakeholders update | -             |
| BP-CTC-2022-10-11-002910 | Permit Application | New Construction | Counter Employee | 58                   | Pending Sanction Fee Payment    | Rajshree fg   |
| BP-CTC-2022-10-10-002882 | Permit Application | New Construction | Abhishek Jain    | 57                   | Citizen Approval Pending        | Abhishek Jain |
| BP-CTC-2022-10-10-002879 | Permit Application | New Construction | Abhishek Jain    | 57                   | Citizen Approval Pending        | -             |
| BP-CTC-2022-10-10-       |                    | New              | --               | --                   | Pending for                     |               |

### Step 3 – Scrutiny Resubmit

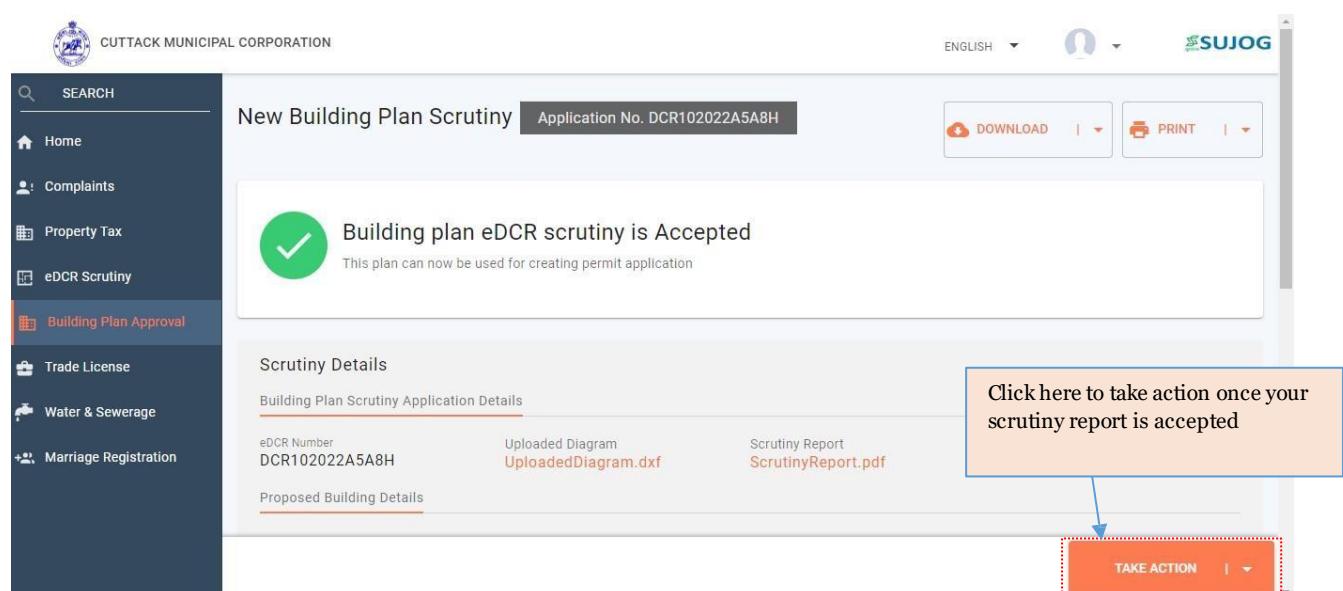


The screenshot shows the Scrutiny Details page. On the left is a sidebar with various municipal services. The main area displays Scrutiny Details, including Building Plan Scrutiny Application Details (eDCR Number: DCR1020229FPOW, Uploaded Diagram: UploadedDiagram.dxf, Scrutiny Report: ScrutinyReport.pdf), and Proposed Building Details. A red dashed box highlights the "RESUBMIT SCRUTINY" button at the top right. A blue callout box to its right says "Click here to attempt scrutiny again".

Once you click on the Resubmit Scrutiny option, you'll be automatically redirected to the New Building Plan Scrutiny Page. There you need to perform the same steps to scrutinize your plan.



The screenshot shows the New Building Plan Scrutiny page. It includes fields for City (Cuttack), Applicant Name (Sriya), Service type (New Construction), and a Building Plan section. A red dotted box covers the first three fields. An orange callout box on the right says "Upload the corrected drawing and click on submit." and points to the "UPLOAD FILE" button. Buttons for "CLEAR FORM" and "SUBMIT" are also visible.



The screenshot shows the New Building Plan Scrutiny page after acceptance. It displays a success message: "Building plan eDCR scrutiny is Accepted" with a green checkmark icon. Below it are Scrutiny Details (Building Plan Scrutiny Application Details: eDCR Number DCR102022A5A8H, Uploaded Diagram: UploadedDiagram.dxf, Scrutiny Report: ScrutinyReport.pdf). A blue callout box on the right says "Click here to take action once your scrutiny report is accepted" and points to the "TAKE ACTION" button. Buttons for "CLEAR FORM", "SUBMIT", "DOWNLOAD", and "PRINT" are also present.

## Step 4 – Take Action

The screenshot shows the 'New Building Plan Scrutiny' page with the application number DCR102022A5A8H. A green checkmark icon indicates 'Building plan eDCR scrutiny is Accepted'. Below it, a message says 'This plan can now be used for creating permit application'. On the right, a dropdown menu includes options like 'GO TO HOME', 'SUBMIT', 'GO TO BPA APP', and 'RESCRUTINY'. A callout box points to the 'SUBMIT' button with the instruction: 'Click on the 'Submit' option to send the corrected scrutiny report directly to the Approver.'

Once you click on the 'Submit' option the Reworked Scrutiny directly goes to approver and the approval process then starts from there itself.

The screenshot shows the 'Application for Building permit Order' page with the application number BP-CTC-2022-10-13-002943. A green checkmark icon indicates 'Application Forwarded Successfully'. To the right, the application number is displayed again. A callout box points to the 'Application Forwarded Successfully' message with the text 'Application is submitted successfully'. On the right, a 'GO TO HOME' button is visible.

## 4.6 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 Citizen Services page of the Cuttack Municipal Corporation website. On the left, there is a sidebar with various service links: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted in red), ACTION\_TEST\_TRADE\_LICENSE, and Water & Sewerage. The main content area is titled "Building Plan Approval". It contains several buttons: "Register To", "Submit New Construction", "Occupancy Certificate New Building Construction", and "My Applications". A blue callout box labeled "Step 1 – Click 'Building Plan Approval' button on the homepage" points to the "Building Plan Approval" link in the sidebar. Another blue callout 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

The screenshot shows the "My Applications" page. The sidebar on the left is identical to the one in the previous screenshot. The main content area is titled "My Applications" and displays a table of search results for BPA Applications (73). The columns are: Application No, Application type, Service type, Assigned To, SLA (Days Remaining), and Status. One row in the table is highlighted with a red dotted border. A blue callout box labeled "Select the respective application by referring to the application number" points to the "Application No" column of the highlighted row. The highlighted row contains the application number OD-BP-2021-05-10-000520, which corresponds to the application described in the Step 1 callout.

| 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

The screenshot shows the 'Application details' page for application number OD-BP-2021-05-10-000520. The 'Task Status' section is highlighted with a red dotted border. It displays the following information:

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

Below this, the 'Basic Details' section is also highlighted with a red dotted border. It contains the following data:

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

At the top right of the page, there are 'Download' and 'Print' buttons, and a 'View History' link.

### Step 3.2 – Application Progress History

The screenshot shows the same 'Application details' page for application number OD-BP-2021-05-10-000520. A blue callout box with the text 'Click here to View Application Progress history' points to the 'View History' link located at the top right of the 'Task Status' section.

The rest of the page content is identical to the previous screenshot, showing the Task Status and Basic Details sections.

The screenshot shows a list of three pending applications:

- WF\_BPA1\_PENDING\_APPL\_FEE**: Status: Pending For Application Fee, Updated By: Freddy Architect, Date: 10/05/2021.
- Document Verification In Progress**: Status: Document Verification Pending, Updated By: Freddy Architect, Date: 10/05/2021.
- Field Inspection InProgress**: Status: Field Inspection Pending, Updated By: Amit - Doc Verifier, Date: 10/05/2021.

A callout box points to the third item with the text: "Scroll down to view current application status".

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

## 4.7 Permit Fee Payment

**Permit fee can be paid 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

A callout box points to the application number BP-CTC-2022-10-13-002943 with the text: "Select the respective application by referring to the application number".

| Application No           | Application type   | Service type     | Assigned To      | SLA (Days Remaining) | Status                          | Owner Name    |
|--------------------------|--------------------|------------------|------------------|----------------------|---------------------------------|---------------|
| BP-CTC-2022-10-13-002943 | Permit Application | New Construction | -                | 58                   | WF_BPA_APPROVAL_PENDING         | Rajshree fg   |
| BP-CTC-2022-10-14-002945 | Permit Application | New Construction | -                | 59                   | Pending for Stakeholders update | Rajshree fg   |
| BP-CTC-2022-10-11-002919 | Permit Application | New Construction | -                | 56                   | Pending for Stakeholders update | -             |
| BP-CTC-2022-10-11-002910 | Permit Application | New Construction | Counter Employee | 56                   | Pending Sanction Fee Payment    | Rajshree fg   |
| BP-CTC-2022-10-10-002882 | Permit Application | New Construction | Abhishek Jain    | 55                   | Citizen Approval Pending        | Abhishek Jain |
| BP-CTC-2022-10-10-002879 | Permit Application | New Construction | Abhishek Jain    | 55                   | Citizen Approval Pending        | -             |

## Step 2 – Applications Detail Page

The screenshot shows the 'Application details' page for application number BP-CTC-2022-10-13-002943. The left sidebar includes links for Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted), Trade License, Water & Sewerage, and Marriage Registration. The main content area displays 'Task Status' with details: Date 15/10/2022, Updated By Freddy - Planning Assistant, Status Pending Sanction Fee Payment, Current Owner Counter Employee, and Comments NA. Below this is 'Inspection Report- 1' with inspection date 12/10/2022 and time 10:30 AM. A callout box points to a blue button labeled 'VIEW PAYMENT DETAIL'.

## Step 3 – Permit fee details

The screenshot shows the 'Payment Details' page. The left sidebar is identical to the previous screen. The main content shows a dropdown menu for 'Select payment type' with 'Full payment' selected. A callout box points to this dropdown with the instruction 'Select either 'Full Payment' or 'Installment' option'. Below it, a table lists various fees under 'Pay at Once': BPA\_BLDNG\_OPRN\_FEE\_REWORK\_ADJUSTMENT (Rs. 0), BPA\_LAND\_DEV\_FEE\_REWORK\_ADJUSTMENT (Rs. 0), BPA\_SANC\_SANC\_FEE (Rs. 2475), BPA\_SANC\_TEMP\_RETENTION\_FEE (Rs. 0), BPA\_SANC\_SECURITY\_DEPOSIT (Rs. 0), BPA\_SANC\_PUR\_FAR (Rs. 0), BPA\_SANC\_EIDP\_FEE (Rs. 0), BPA\_SANC\_ADJUSTMENT\_AMOUNT (Rs. 0), BPA\_SANC\_WORKER\_WELFARE\_CESS (Rs. 32334), and BPA\_SANC\_SHelter\_FEE (Rs. 0). The total amount is Rs. 34809. A callout box points to this table with the text 'Permit fee details with breakdown'. At the bottom, a callout box contains the text 'Click here to make permit fee payment' with an arrow pointing to a red 'MAKE PAYMENT' button.

## Step 4 – Permit fee Payment confirmation and Building Permit download

The screenshot shows the Cuttack Municipal Corporation website interface. On the left sidebar, there are several menu items: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted in orange), Trade License, Water & Sewerage, and Marriage Registration. The main content area has a heading "Download or Print Payment Receipt and Building permit". Below it, a message says "Payment has been paid successfully!" with a green checkmark icon. To the right, a box displays the "Payment Receipt No." as "10/2022-23/006941". At the top right, there are "ENGLISH" and "SUJOG" language options. At the bottom right, there is a "GO TO HOME" button.

### Sample Permit Fee Receipt

| Cuttack Municipal Corporation |                   | Cuttack Municipal Corporation<br>1800 121 6833<br><a href="https://sujog.odisha.gov.in">https://sujog.odisha.gov.in</a><br>helpdesk.sujog@odisha.gov.in |                             |
|-------------------------------|-------------------|---|-----------------------------|
| Receipt No.                   | 10/2022-23/006941 | Consumer ID   | BP-CTC-2022-10-13-002943    |
| Payment Date                  | 15/10/2022        | Payer Name  | Rajshree fg                 |
| Payer Contact                 | 9898989898        | Payment Status  | DEPOSITED                   |
| Service Type                  | Sanction Fee      | Billing Period  | 01/01/2022 to 31/12/2022    |
| Total Bill Amount             | ₹ 34809           | Paid Amount   | ₹ 34809                     |
| Pending Amount                | ₹ 0               | Excess Amount   | ₹ 0                         |
| Payment Mode                  | Online            | Transaction ID  | PG_CTC_2022_10_15_002201_23 |
| G8 Receipt No.                | NA                | G8 Receipt Date   | NA                          |

Generated By: Sriya Sabat

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.
4. Excess amount paid will be adjusted against demand generated in next billing cycle.

## 4.8 Download Building Permit

The following steps has to be followed to download Building Permit.

### Step 1 – 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                      |
|--------------------------|--------------------|--|-------------|----------------------|-----------------------------|
| BP-CTC-2022-10-13-002943 | Permit Application | New Construction                         | -           | 60                   | Approved                    |
| OD-BP-2021-05-10-000119  | 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-DR-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

1 – Click here to download/Print Permit order

2 – Click here to download Permit order

Permit No. BP-CTC-2022-10-13-002943

Permit valid up to 10/05/2024

Task Status

|                  |                              |                  |                   |
|------------------|------------------------------|------------------|-------------------|
| Date: 10/05/2021 | Updated By: Freddy Architect | Status: Approved | Current Owner: NA |
|------------------|------------------------------|------------------|-------------------|

Sanction Fee Receipt

Permit Order

VIEW HISTORY

Inspection Report- 1

Checklist

TAKE ACTION

## Sample Permit Order



### Cuttack Municipal Corporation

Form-II (Order for Grant of Permission)

Letter No. BP/CTC/003640, Cuttack, Dated: 11/12/2024

Sujog-OBPS APPLICATION NO. BP-CTC-2024-12-09-023425

Drawing Reference ID. SUJOG-0000237

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 is hereby granted in favour of Land Owner

| Plot Number | Plot Area | Khata No | Kisam     | Village  | Land Owner Name | GPA Holder Name |
|-------------|-----------|----------|-----------|----------|-----------------|-----------------|
| 123         | 230       | 75765    | gharabari | Andarpur | India           | NA              |

For New Construction of a [G+1] storeyed Residential Plotted Building in respect of Village/Mouza. Andarpur of Cuttack within the Development Plan Area subject to following conditions/ restrictions:

- The land/ Building shall be used exclusively for Residential Plotted purpose and the uses shall not be changed to any other use without prior approval of this Authority.
- The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
- Parking space measuring 0.00 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.
- The land over which construction is proposed is accessible by an approved means of access of 9.00 mtr. width.

Validity unknown

Digital Signature  
Name: Location: Odisha

- The land in question must be in lawful ownership and peaceful possession of the applicant.

## 4.9 Rejection of application

|   |                      |                          |
|---|----------------------|--------------------------|
| <input checked="" type="checkbox"/> Layout Approval         | Application number   | BP-CTC-2025-01-28-023765 |
| <input checked="" type="checkbox"/> Building Plan Approval  | Owner Name           | OBPAS TESTING CITIZEN    |
| <input checked="" type="checkbox"/> Emptying of Septic Tank | Service type         | New Construction         |
| <input checked="" type="checkbox"/> Trade License           | Assigned To          | NA                       |
| <input checked="" type="checkbox"/> Water & Sewerage        | Status               | REFUSAL SHOWCAUSE RAISED |
| <input checked="" type="checkbox"/> Marriage Registration   | SLA (Days Remaining) | NA                       |
| <a href="#">VIEW DETAILS</a>                                |                      |                          |

In case official has raised refusal show-cause, the application status will be Refusal Showcause raised and it will be visible in the last section of the application page.

|  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Complaints                         | Low Risk Declaration  |  |  |
| <input checked="" type="checkbox"/> Property Tax                       | <input checked="" type="checkbox"/> The plot is a part of the layout approved by the Authority under section 16 or developed and allotted by the Government or Statutory Bodies or is a final plot in town planning schemes or development schemes. |  |  |
| FSM  | <input checked="" type="checkbox"/> The size of the plot is less than 500 Square meters <input checked="" type="checkbox"/> The height of which is less than 10 meters and does not have a basement.  |  |  |
| <input checked="" type="checkbox"/> Layout Approval                    | <input checked="" type="checkbox"/> Not falling under Assembly Buildings, Special Buildings, Public-Semi Public/Institutional, Storage and Warehouse building, Industrial Buildings, Hazardous Occupancy project types.                             |  |  |
| <input checked="" type="checkbox"/> Building Plan Approval             | <input checked="" type="checkbox"/> Project Should not be requiring Fire NOC as per Fire Regulation norms.  |  |  |
| <input checked="" type="checkbox"/> Emptying of Septic Tank            |   |  |  |
| <input checked="" type="checkbox"/> Trade License                      |   |  |  |
| <input checked="" type="checkbox"/> Water & Sewerage                   |   |  |  |
| <input checked="" type="checkbox"/> Marriage Registration              |   |  |  |
| <a href="#">Click here to view the refusal showcause notice raised</a> |   |  |  |
| <a href="#">Show Cause Notice</a>                                      |   |  |  |
| BP-SCN-CTC-2025-01-30-023821 REFUSAL SHOW CAUSE NOTICE 30/01/2025      |   |  |  |

### Sample Refusal Showcause Notice



No. BP-SCN-CTC-2025-01-30-023821/Cuttack, Cuttack, Dated: 2025-01-30, OBPS Application  
No: BP-CTC-2025-01-29-023802

From,  
The Authorised Officer,  
Cuttack Municipal Corporation,  
Cuttack

To,  
Smt/Sri,  
OBPAS TESTING CITIZEN, abcF

Sub: Show cause notice regarding approval of NEW CONSTRUCTION over plot no: 123 in  
Mouza: Andarpur.

Madam/Sir,

With reference to your application dated 30/01/2025 for approval of NEW CONSTRUCTION over the aforesaid plot, I am to say that the proposal cannot be considered due to the following reasons :

1. The plot is located in Prohibited / Protected Zone of ASI protected monument and you have not submitted NOC form from the competent authority, The plot is located within Eco-sensitive zone and you have not submitted NOC form from the competent authority, NOOOOOOOOOOOOOOO

You are therefore requested to show cause within 15 days from the date of issue of this letter why the permission applied for shall not be refused on the above ground(s). If no reply is received within the stipulated time, it will be presumed that you have no cause to show and your application shall be disposed off on its own merit.

Yours faithfully,  
IA,  
Authorised Officer,  
Cuttack Municipal Corporation

Once the application is rejected, rejection order can be downloaded from the downloads section of the application.

## Sample Rejection order



**Cuttack Municipal Corporation**

### Refusal Letter

Form III

[see rule 10(3) of ODA (CAF) Rules 2016]

ORDER FOR REFUSAL OF PERMISSION

Cuttack, Dated: 31/01/2025

**Ref: Sujog-OBPS application No. BP-CTC-2025-01-29-023802 in respect of New Construction of a [G+2] storied Residential Plotted building .**

**Sir/Madam,**

Your reply to this office letter No BP-SCN-CTC-2025-01-30-023821 dated 30-01-2025 has not been found satisfactory and in compliance to the provisions of building and development norms in force / you have failed to show any cause in response to this office letter No BP-SCN-CTC-2025-01-30-023821 Dated 30-01-2025 within the prescribed time stipulated in the above referred letter.

Hence, in exercise of the powers under sub-section (3) of section 16 of the Odisha Development Authority Act, 1982, your application for permission to undertake development on

| Plot Number | Plot Area | Khata No | Kisam     | Village  | Land Owner Name | GPA Holder Name |
|-------------|-----------|----------|-----------|----------|-----------------|-----------------|
| 123         | 400       | 75765    | gharabari | Andarpur | India           | NA              |

of Cuttack within the Development Plan is hereby refused on the following grounds -

Date: 31/01/2025

Validity unknown  
Digitally Signed  
Name: IA  
Date: 31-Jan-2025  
Location: Odisha

BY ORDER OF  
IA  
Authorized Officer

## **5 Applying for Building Permit - Addition and Alteration**

Addition and alteration feature is added for cases where the applicant has already a permit letter and wants to revise the existing permit with modifications pertaining to his/her further proposed construction.

The Addition and Alteration Service in SUJOG has 4 subservices:

|                |   |
|----------------|---|
| Subservice A : | If the applicant has a permit letter and wants to revise it with No Construction present at site.                             |
| Subservice B:  | If the applicant has a permit letter and wants to revise it with existing construction present at site.                       |
| Subservice C:  | If the applicant has a permit letter which has expired and existing construction is present at site.                          |
| Subservice D:  | If the applicant wants to propose construction with existing building present at site along with a non-expired permit letter. |

### **5.1 Subservice A & B**

#### **Subservice A & B**

Service A & B are meant for revision of the already awarded Permit letter if the letter is in Validity period. This service can be applied for post award of Permit letter but prior to receiving Occupancy Certificate for the project.

In case the Revised design has area more than the previously approved permit, then the applicant would be required to pay the fee for increased area in the new design.

Select Service A if the applicant wants to apply for revision of previously awarded permit letter which was taken for a Vacant plot and new development project

Select Service B if the applicant wants to apply for revision of previously awarded permit letter which was taken for a project with Existing and Proposed construction area.

#### **Subservice C & D**

Select service C or D when the project already has an approved existing construction present at site and the applicant wants to apply for permit letter for proposed area.

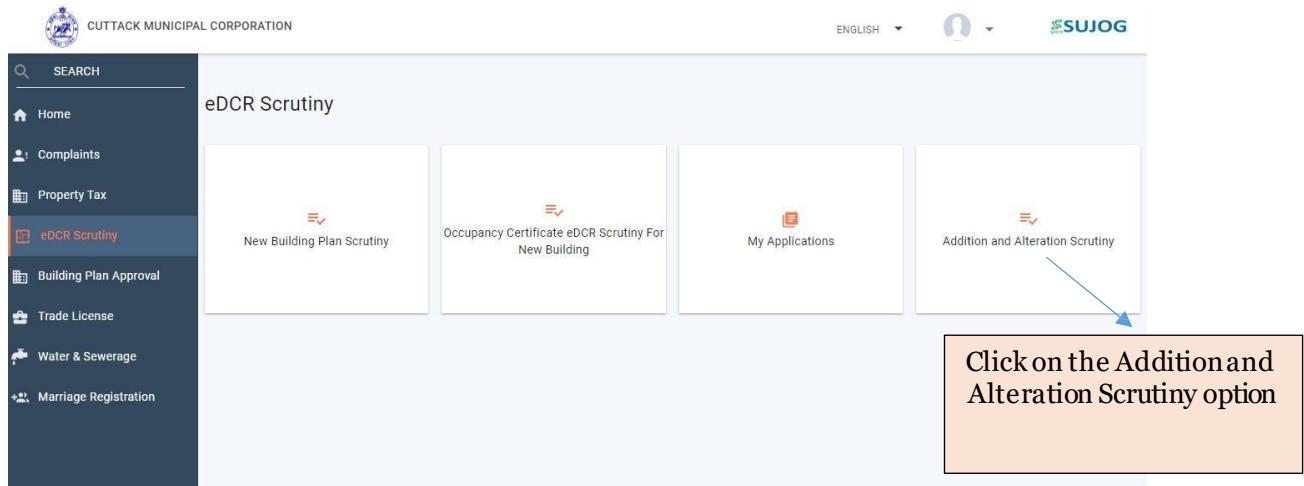
Select Service C in case the previous permit letter awarded for the existing area is now expired

Select Service D in case the previous permit letter awarded for the existing area is still valid.

Please note: Applicant is allowed to apply for any of the above service only if the existing area is approved, in case there is any unauthorized construction present at site, the same would be required to be regularized before applying for Addition & Alteration service

## 5.1.1 Drawing Scrutiny

Step 1: Select Addition & Alteration Scrutiny from the EPBSR scrutiny option



Step 2: Select Addition & Alteration type of service as per re

Select the Service as per project applicability

Fill Previous Permit details

Please Note:

- If the entered previous Permit number has been awarded certificate through SUJOG, The previous permit application will be linked to the new application and all the scrutiny and project details will be auto populated.
- However, In case the previous permit certificate has been awarded outside of SUJOG, the required information would be needed to be filled in manually by the Architect/Technical person.

### Step 3: Drawing Scrutiny page

**New Building Plan Scrutiny**

**Fill in the details**

**Upload CAD drawing in DXF format**

**Click here to submit drawing for auto scrutiny**

**CHOOSE FILE**

**SUBMIT**

**CLEAR FORM**

#### 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                |
| Is CAD to PDF Enabled? | Mandatory Field | Yes/No Question  |

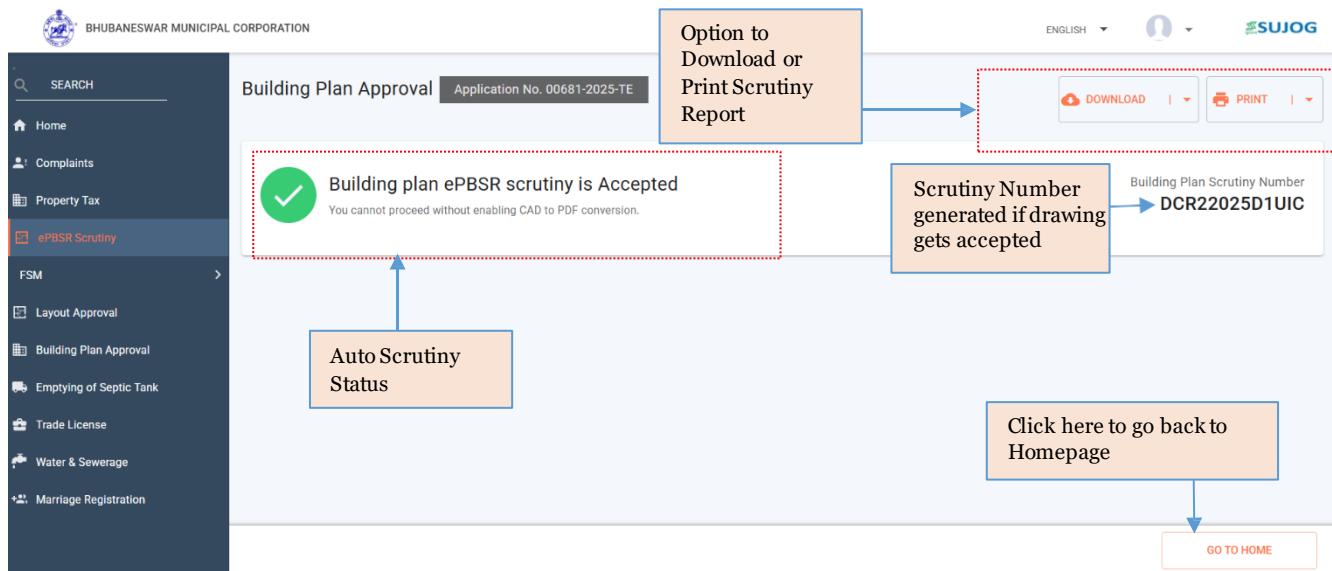
#### Is CAD to PDF Enabled?

This feature incorporates an automatic conversion feature that allows users to directly generate the drawing PDF after successful scrutiny. This eliminates the need for users to manually convert files and upload them ensuring any discrepancies.

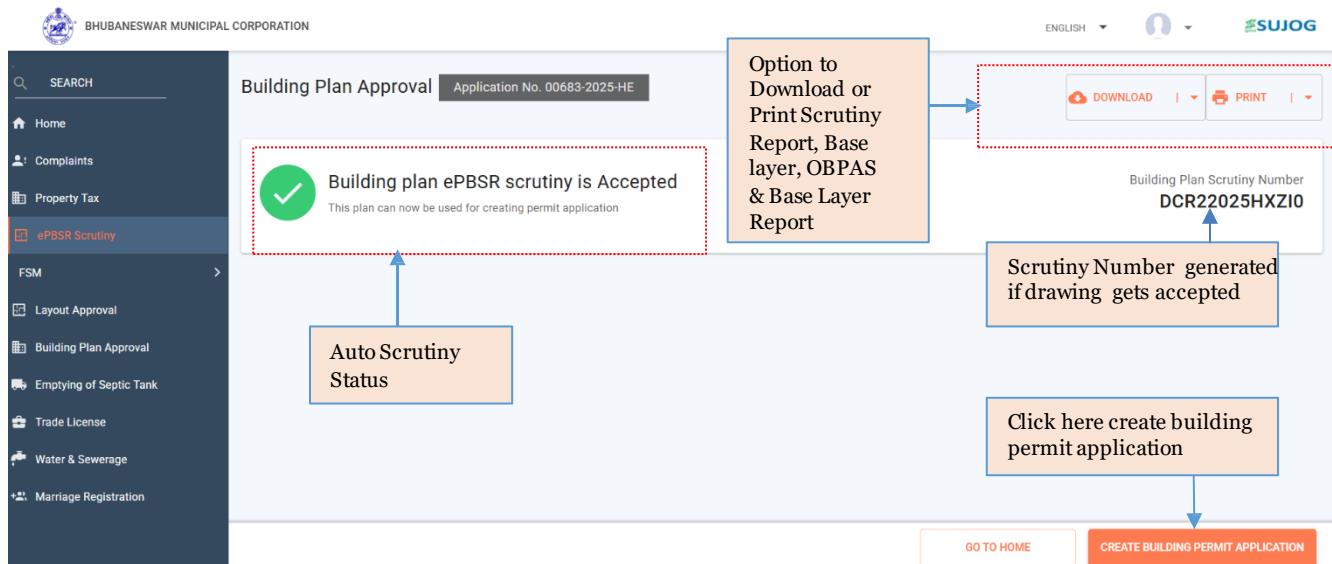
Architect/Technical person can proceed with application creation only if CAD to PDF Enabled is selected as YES.

#### Step 4 a: Drawing Scrutiny Result – Accepted Case, CAD to PDF Enabled is NO

If CAD to PDF Enabled is selected as NO, even if scrutiny is accepted, user cannot create application as drawing PDF has not been generated. This option can be selected for initial scrutiny to know if the scrutiny is accepted or not as the time taken for scrutiny without enabling CAD to PDF is lesser in comparison.



**Step 4 b: Drawing Scrutiny Result – Accepted Case, CAD to PDF Enabled is YES**  
 Architect/Technical person can proceed with application creation only if CAD to PDF Enabled is selected as YES.



## 5.1.2 Basic Details Section

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 colour.

SEARCH

CUTTACK MUNICIPAL CORPORATION

Apply for building permit

1 Basic Details    2 Scrutiny Details    3 Owner Info    4 Document and NOC details    5 Summary

**Basic Details**

Building plan scrutiny number \*  
Enter Scrutiny Number

Application type \*  
Select Application type

Service type \*  
Select service type

Occupancy \*

Risk Type \*

Remarks  
Enter Remarks Here

Application Date  
08/05/2021

**Fill Mandatory Details**

NEXT STEP >

Please Refer section 4.2.1 of Building permit application form.

For Projects which received permit letter outside SUJOG the following additional details in basic details section would be required to be filled.

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH ▾

**Permit Number**

Plot area \*

Benchmark Value Per Acre \*

Provided FAR \*

TDR FAR Relaxation \*

Project Value For EIDP \*

Is Shelter Fee Required \*

Is Retention fee applicable \*

Total EWS Effective Area \*

Base FAR \*

Permissible FAR \*

Total No of Dwelling Units \*

No. of Temporary Structures \*

Is security Deposit Required \*

Risk type \*

BPA\_OCCUPANCY\_INFORMATION

NEXT STEP >

| Field Name  | Field Type      | Purpose  |
|---|-----------------|--|
| Plot Area   | Mandatory Field | Fill this field as per application and referring to previous permit data.            |
| Total EWS Effective Area                                    | Mandatory Field | Fill this field as per application   |
| Benchmark Value Per Acre                                    | Mandatory Field | Enter relevant data as per application and referring to previous permit data.        |
| Base FAR, Permissible FAR, Provided FAR, TDR FAR Relaxation | Mandatory Field | Enter relevant data as per application and referring to previous permit data.        |
| Total no. of dwelling units                                 | Mandatory Field | Enter relevant data as per application and referring to previous permit data.        |
| Project Value for EIDP                                      | Mandatory Field | Enter relevant data as per application and referring to previous permit data.        |
| Number of Temporary Structures                              | Mandatory Field | Enter relevant data as per application and referring to previous permit data.        |
| Is Shelter Field Required                                   | Mandatory Field | Select from drop down menu as per application and referring to previous permit data. |
| Is Security Deposit required                                | Mandatory Field | Select from drop down menu as per application and referring to previous permit data. |
| Is Retention Fee applicable                                 | Mandatory Field | Select from drop down menu as per application and referring to previous permit data. |
| Risk type   | Mandatory Field | Select from drop down menu as per application and referring to previous permit data. |

Enter previous permit related data in the above fields

Upload Relevant Old Permit details like letter, plan layout and other documents as per application.

### **5.1.3 Scrutiny Details Section**

Please refer 4.2.2 section of Applying for Building Permit and proceed accordingly.

### **5.1.4 Owner Info Section**

Please refer 4.2.3 section of Applying for Building Permit and proceed accordingly.

### **5.1.5 Documents and NOC details**

Please refer 4.2.4 section of Applying for Building Permit and proceed accordingly.

### **5.1.6 Summary Section**

The screenshot shows the eGangotri portal's summary section for a Building Plan Approval application. The left sidebar includes links for Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted), Trade License, Water & Sewerage, and Marriage Registration. The main content area has a header 'BPA\_ADDITION\_ALTERATION\_TITLE\_HEADER'. It shows 'Previous Permit Details' with Old Application No. BP-CTC-2022-10-29-003073, Permit/Approval Number BP/CTC/000334, Issue date 29/10/2022, and Is SuJOG's Old permit YES. Below this is a 'Fee Estimate' table with one row: BPA\_BLDNG\_OPRN\_FEE 2250 and Total Amount 2250. To the right, it says 'Total Amount Rs 2250' and 'BPA\_COMMON\_PAID\_SUCCESS'. A blue arrow points from the text below to the 'GO TO OLD APPLICATION' button.

Note: In projects with previous permit letter within SUJOG usecase, the applicant has the option to view the old application by clicking on the “go to old application icon”.

The screenshot shows the eGangotri portal's Scrutiny Details section for a Building Plan Scrutiny Application. The left sidebar is identical to the previous screenshot. The main content area shows 'Land Registration Details' with NA. Under 'Scrutiny Details', it shows 'Building Plan Scrutiny Application Details' with eDCR Number DCR102022NKQHQ and an uploaded diagram file 'UploadedDiagram.dxf'. It also shows a 'Scrutiny Report' file 'ScrutinyReport.pdf'. Below this is a 'Proposed Building Details' section for 'Block 1'. The table lists three floors: 'Ground floor' at Level 0 with Occupancy/Occupancy\_H, 'Buildup Area' 82.4777, 'Floor Area' 82.4777, and 'Carpet Area' 0; 'First floor' at Level 1 with Occupancy/OCCUPANCY\_H, 'Buildup Area' 104.2884, 'Floor Area' 104.2884, and 'Carpet Area' 0; and another 'First floor' entry at Level 1 with Occupancy/OCCUPANCY\_H, 'Buildup Area' 46.5641, 'Floor Area' 46.5641, and 'Carpet Area' 0. A blue plus sign icon is at the bottom right of the table.

The applicant can view the summary of the details and the documents uploaded in this page. After reviewing this page, Applicant can click on send to citizen button to proceed further.

## **5.2 *Citizen Approval***

Please refer 4.3 section of Applying for Building Permit and proceed accordingly.

## **5.3 *Application Fee payment and Submission***

Please refer 4.4 section of Applying for Building Permit and proceed accordingly.

## **5.4 *Drawing Rework***

Please refer 4.5 section of Applying for Building Permit and proceed accordingly.

## **5.5 *Track Application progress***

Please refer 4.6 section of Applying for Building Permit and proceed accordingly.

## **5.6 *Permit Fee Payment***

Please refer 4.7 section of Applying for Building Permit and proceed accordingly.

## **5.7 *Downloading Building Permit***

Please refer 4.8 section of Applying for Building Permit and proceed accordingly.

# **6 Approval by Accredited Person**

In case of low risk project SUJOG has provision for projects coming under Bhubaneswar, the architect can submit the application to designated accredited person who has the authority to approve the application.

Note: Accredited person is applicable for Bhubaneswar city only.

## **6.1 Auto-Scrutiny.**

The screenshot shows the 'eDCR Scrutiny' section of the CMC website. The left sidebar includes links for Home, Complaints, Property Tax, eDCR Scrutiny (which is highlighted in red), Building Plan Approval, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'New Building Plan Scrutiny'. It contains fields for 'City \*' (dropdown menu), 'Applicant Name \*' (text input), 'Service type \*' (dropdown menu), and a file upload field for 'Building Plan' (DXF format). Buttons for 'CLEAR FORM', 'SUBMIT', and 'UPLOAD FILE' are present. A link 'Check your eligibility for preapproved plan' is also visible.

This screenshot is similar to the one above but includes several callout boxes with instructions:

- A blue box points to the 'Select City from the dropdown' field, which is currently set to 'Bhubaneswar'.
- A blue box points to the 'Upload CAD drawing in DXF format' button, which is highlighted with a red dashed border.
- A blue box points to the 'Click here to submit drawing for auto scrutiny' button, which is also highlighted with a red dashed border.

The screenshot shows the 'New Building Plan Scrutiny' page. On the left sidebar, under 'eDCR Scrutiny', the 'Building Plan Scrutiny' option is selected. The main content area displays a message: 'Building plan eDCR scrutiny is Accepted' with a green checkmark icon, followed by the text 'This plan can now be used for creating permit application'. To the right, there's an orange box labeled 'Option to Download or Print Scrutiny Report' with 'DOWNLOAD' and 'PRINT' buttons. Below this, a blue box shows the 'Scrutiny Number generated if drawing gets accepted' as 'Building Plan Scrutiny Number DCR112022NJC2K'. At the bottom, there are 'GO TO HOME' and 'CREATE BUILDING PERMIT APPLICATION' buttons.

## 6.2 Building Permit Application Form

### 6.2.1 Basic Details Section

For application creation [follow 4.2.1](#) for how to fill the details in Basic details section.

### 6.2.2 Scrutiny Details Section

The screenshot shows the 'Approval Authority' section. The 'Approval Authority' dropdown menu is open, showing 'Approval by Accredited Person'. A callout box says 'Select Approval by accredited authority from the dropdown menu.' Below it, the 'BPA\_SPCL\_ARCH\_LABEL \*' field is labeled 'Select accredited Person', with a note 'Required Field'. A dropdown menu shows 'Accredited Person' and 'OM PRAKASH MOHAPATRA Accredited User'. A callout box says 'Click here to select Accredited Person from the list provided.' At the bottom, there are buttons for 'Click here to go to previous section', '< PREVIOUS STEP', and 'NEXT STEP >'.



The screenshot shows a web-based application interface for 'eDCR Scrutiny'. On the left is a sidebar with various service links: Home, Complaints, Property Tax, eDCR Scrutiny (which is highlighted), Building Plan Approval, Trade License, Water & Sewerage, and Marriage Registration. The main content area has a search bar at the top. Below it, there's a note about the accredited person being a technical person or architect certified by authority to approve building permit of low risk buildings. A field labeled 'BPA\_SPCL\_ARCH\_LABEL\*' is present, with the placeholder 'Accredited Person'. A red callout box with the text 'Click on the checkbox to proceed further.' points to a group of checkboxes under the heading 'Terms & Conditions'. These checkboxes include statements about plot layout approval, size, height, proposed construction, and declaration of low risk. At the bottom of the page are three buttons: 'PREVIOUS STEP' (disabled), 'NEXT STEP >', and a large orange 'SUBMIT' button with the text 'Click on submit to proceed to next page.'

### 6.2.3 Owner Info Section

Follow section 4.2.3 for further guidance on owner information details.

### 6.2.4 Documents and NOC Details

Follow section 4.2.4 for further guidance on document upload.

### 6.2.5 Summary Section

Follow section 4.2.5 for further guidance on Summary.

## 6.3 Citizen Approval

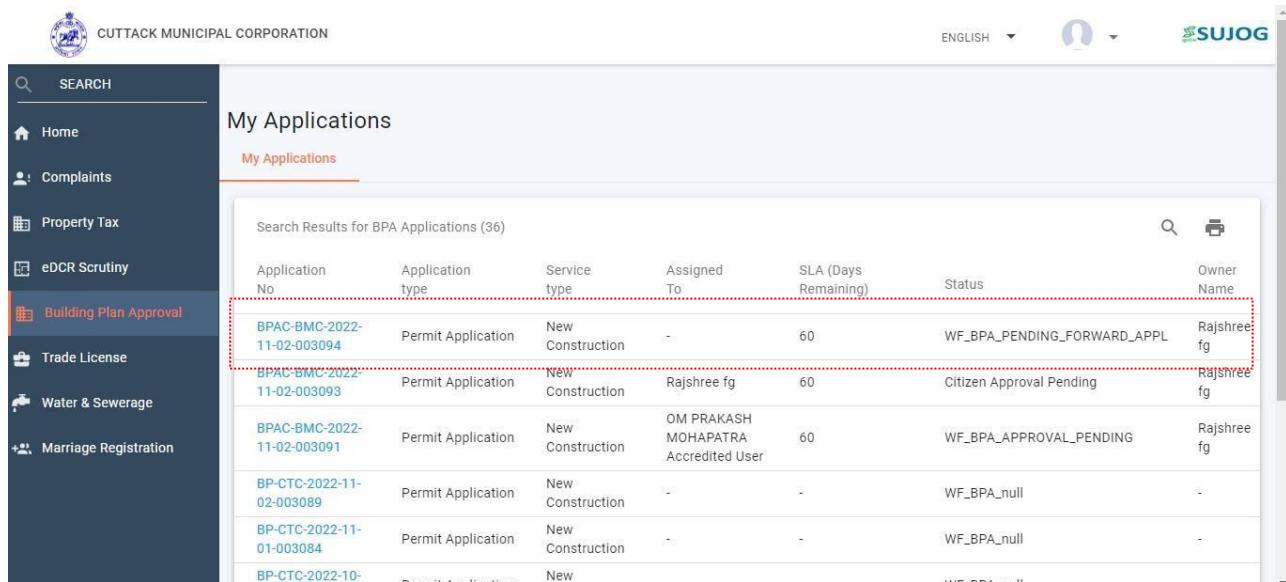
Please revert to 4.3 section of the manual for Citizen Approval.

## 6.4 Application Fee Payment and Submission.

Follow section 4.4 for further guidance on Fee payment.

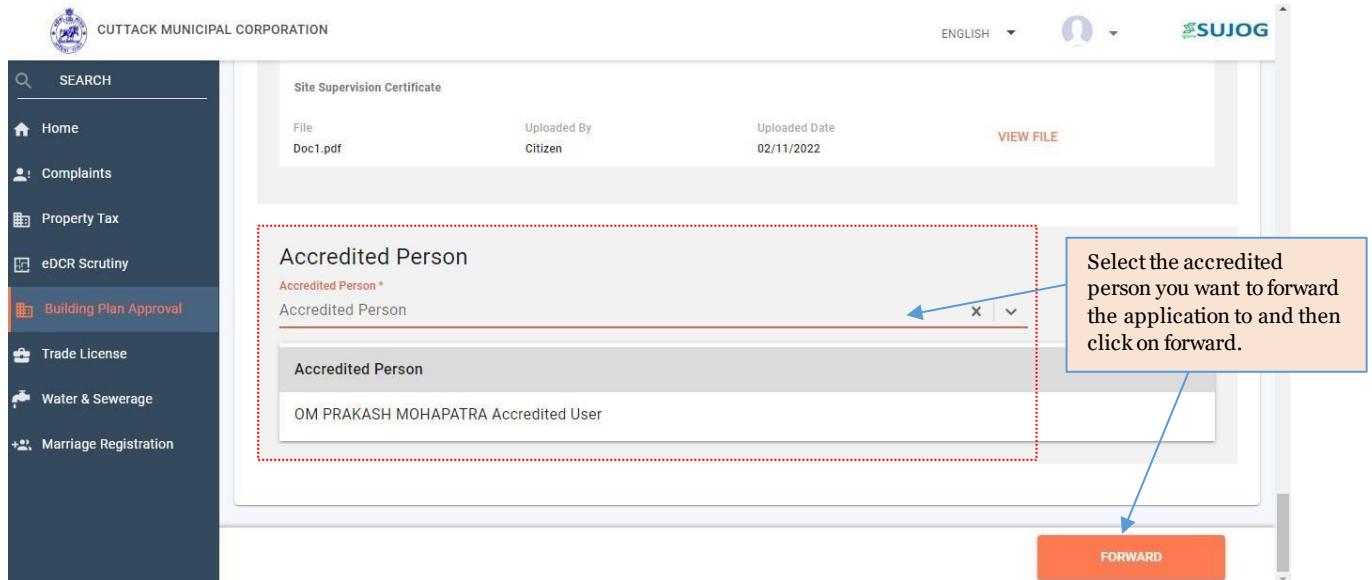
## 6.5 Application forward to Accredited Person.

After successful payment for the application fee, the Architect/Technical person has to go back to the My Application tab and click on the application.



The screenshot shows the 'My Applications' section of the Cuttack Municipal Corporation website. On the left, there's a sidebar with various service links like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted), Trade License, Water & Sewerage, and Marriage Registration. The main area is titled 'My Applications' and shows a search result for BPA Applications (36). The table columns include Application No., Application type, Service type, Assigned To, SLA (Days Remaining), Status, and Owner Name. The first two rows are highlighted with a red dashed box. The first row is 'BPAC-BMC-2022-11-02-003094' with 'Permit Application', 'New Construction', 'WF\_BPA\_PENDING\_FORWARD\_APPL', 'Rajshree fg', and 'WF\_BPA\_APPROVAL\_PENDING'. The second row is 'BPAC-BMC-2022-11-02-003093' with similar details.

Scroll down below to the Accredited Person section.



The screenshot shows the 'Accredited Person' selection step. The sidebar remains the same. The main area displays a 'Site Supervision Certificate' with a file named 'Doc1.pdf' uploaded by 'Citizen' on '02/11/2022'. Below this, there's a section for selecting an 'Accredited Person'. A red dashed box surrounds the dropdown menu. A callout box with the text 'Select the accredited person you want to forward the application to and then click on forward.' has arrows pointing to the dropdown menu and the 'FORWARD' button at the bottom right.



SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval Trade License Water & Sewerage Marriage Registration

Application details

Application No. BPAC-BMC-2022-11-02-003094

Task Status Date 02/11/2022 App. No. Accredited Person Accredited Person

Forward Application

Comments \* Enter Comments Supporting Documents Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES FORWARD

Click here to add comments and then click on forward.

SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval Trade License Water & Sewerage Marriage Registration

Application for Building permit Order Application No. BPAC-BMC-2022-11-02-003094

Application Submitted to Accredited Person successfully Application Submitted to Accredited Person successfully

Application number  
BPAC-BMC-2022-11-02-003094

GO TO HOME

(The application number changes from BP to BPAC in case if you're applying for approval from an Accredited Person).

Note: Once you have selected the Accredited Person and forwarded your application you will not be able to change it later.

## 6.6 Permit Fee Payment

After the Accredited person has approved the application the Architect/Technical person can further proceed to pay the Permit Fees.

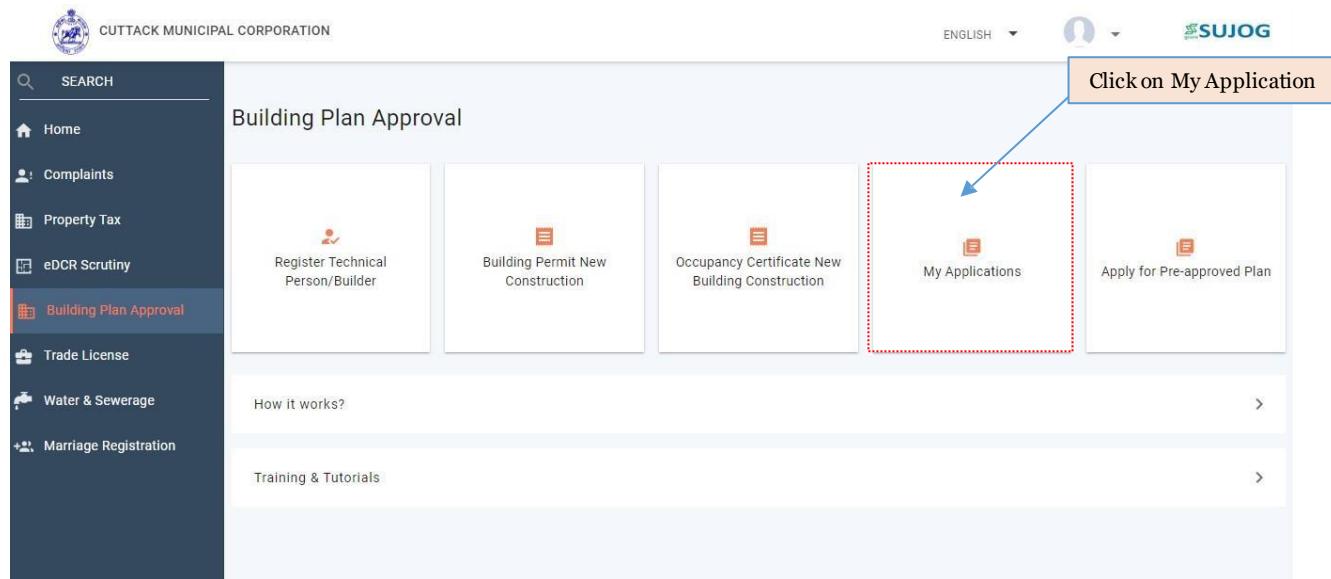
Please revert to section 4.7 of the manual for permit fees section.

## **6.7 Action to be taken as an Accredited Person**

Follow the below steps to approve/reject an application in case you are an Accredited Person in Bhubaneswar.

After login to the Accredited Person's Profile, follow the steps below:

Step 1: Click on the Building Plan Approval



| Field Name            | Purpose   |
|-----------------------|---|
| My Applications       | In the My application section you can only view the application that you have created on behalf of a citizen and these are the application that have been submitted to the authority. |
| Assigned to me        | In this the Accredited person can view the applications that are assigned to them.  |
| Applications approved | In this the accredited person can download the permit certificate and review it and sign it digitally.  |
| Building Plan layout  | In this the accredited person can download the building plan layout and review it and upload the digitally signed building plan.  |

Step 2: Four actions are provided for the Accredited Person



| My Applications                          |   |                  |                           |                                     |
|--|---|------------------|---------------------------|-------------------------------------|
| My Applications                          |   | Assigned To Me   | BPA_APPLICATIONS_APPROVED | 'A_APPLICATIONS_BUILDING_PLAN_LAYO' |
| Search Results for BPA Applications (31) |   |                  |                           |                                     |
| Application No                           | Status                                    | Service type     | Owner Name                |                                     |
| BPAC-BMC-2022-11-02-003094               | Approval In Progress                      | New Construction | Rajshree fg               |                                     |
| BPAC-CTC-2022-08-29-002664               | Citizen Approval Inprogress               | New Construction | Accredited Person         |                                     |
| BPAC-CTC-2022-07-26-002274               | Approval In Progress                      | New Construction | Rajshree fg               |                                     |
| BPAC-2022-07-25-002260                   | WF_BPA_CITIZEN_ACTION_PENDING_AT_APPROVAL | New Construction | Rajshree fg               |                                     |
| BPAC-2022-07-22-002233                   | Pending Sanction Fee Payment              | New Construction | Rajshree fg               |                                     |
| BPAC-2022-07-21-002213                   | Pending Sanction Fee Payment              | New Construction | Rajshree fg               |                                     |



| Inspection Report- 1   |  |                         |             |
|--|--|-------------------------|-------------|
| Inspection Date *  | dd-mm-yyyy   | Inspection Time *       | 00:00       |
| Checklist  |  |                         |             |
| 1  | Whether key plan submitted by the application is as per site * | SELECT *                | Remarks     |
| Documents  |  | Select Document Type    | UPLOAD FILE |
| 1  | Field inspection report<br>BPA_UPLOAD_FILE_RESTRICTIONS        | Field inspection report | UPLOAD FILE |
| <input style="float: right;" type="button" value="TAKE ACTION"/> |  |                         |             |

An accredited person is assigned to do all the required document verification, field inspection and Approval.

| Field Name   | Field Type      | Purpose                            |
|--|-----------------|------------------------------------|
| Inspection Date  | Mandatory Filed | Enter the Field Inspection date    |
| Inspection Time  | Mandatory Filed | Enter the Field Inspection Time    |
| Whether key plan submitted by the application is as per site | Mandatory Filed | Select Yes/NO/NA from the dropdown |
| Field inspection report                                      | Mandatory Filed | Upload Field Inspection report     |
| Site image North side  | Mandatory Filed | Upload North side site photograph  |
| Site image South side  | Mandatory Filed | Upload South side site photograph  |
| Site image East side   | Mandatory Filed | Upload East side site photograph   |
| Site image West side   | Mandatory Filed | Upload West side site photograph   |

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

Technical Person

|                |                      |                           |                           |
|----------------|----------------------|---------------------------|---------------------------|
| File: Doc1.pdf | Uploaded By: Citizen | Uploaded Date: 02/11/2022 | <a href="#">VIEW FILE</a> |
|----------------|----------------------|---------------------------|---------------------------|

Site Photograph

|                |                      |                           |                           |
|----------------|----------------------|---------------------------|---------------------------|
| File: Doc1.pdf | Uploaded By: Citizen | Uploaded Date: 02/11/2022 | <a href="#">VIEW FILE</a> |
|----------------|----------------------|---------------------------|---------------------------|

Site Supervision Certificate

|                |                      |                           |                           |
|----------------|----------------------|---------------------------|---------------------------|
| File: Doc1.pdf | Uploaded By: Citizen | Uploaded Date: 02/11/2022 | <a href="#">VIEW FILE</a> |
|----------------|----------------------|---------------------------|---------------------------|

**Click here to Take Action.**

BPA\_SEND\_BACK\_TO\_CITIZEN\_BUTTON

APPROVE

REJECT

TAKE ACTION

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

Technical Person

|                |                      |                           |                           |
|----------------|----------------------|---------------------------|---------------------------|
| File: Doc1.pdf | Uploaded By: Citizen | Uploaded Date: 02/11/2022 | <a href="#">VIEW FILE</a> |
|----------------|----------------------|---------------------------|---------------------------|

**Forward Application**

Comments \*  
Enter Comments

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

UPLOAD FILES

APPROVE

END\_BACK\_TO\_CITIZEN\_BUTTON

APPROVE

REJECT

TAKE ACTION

**Click here to add comments and then click on Approve.**

After Approving, the Architect/Technical person makes the Permit Fee payment.

Step 3: Signing and uploading the documents.

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

My Applications

| My Applications            | Assigned To Me                    | BPA_APPLICATIONS_APPROVED       | 'A_APPLICATIONS_BUILDING_PLAN_LAYOUT' |
|----------------------------|-----------------------------------|---------------------------------|---------------------------------------|
| BPAC-BMC-2022-11-02-003094 | <a href="#">Download Document</a> | <a href="#">Upload Document</a> |                                       |
| BPAC-CTC-2022-08-26-002657 | <a href="#">Download Document</a> |                                 |                                       |
| BPAC-CTC-2022-08-26-002655 | <a href="#">Download Document</a> |                                 |                                       |
| BPAC-CTC-2022-08-26        | <a href="#">Download Document</a> |                                 |                                       |
| BPAC-CTC-2022-08-26        | <a href="#">Download Document</a> |                                 |                                       |
| BPAC-2022-07-25-002262     | <a href="#">Download Document</a> |                                 |                                       |

Search Results for BPA Applications (12)

Application No

BPA\_COMMON\_TABLE\_COL\_LINK

BPA\_COMMON\_TABLE\_COL\_UPLOAD

BPAC-BMC-2022-11-02-003094

Download Document

Upload Document

BPAC-CTC-2022-08-26-002657

Download Document

BPAC-CTC-2022-08-26-002655

Download Document

BPAC-CTC-2022-08-26

Download Document

BPAC-CTC-2022-08-26

Download Document

BPAC-2022-07-25-002262

Download Document

**Click on the application and download the permit certificate to review and digitally sign.**

**Click here to upload the digitally signed permit certificate.**



SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval
- Trade License
- Water & Sewerage
- Marriage Registration

### BPA\_UPLOAD\_PERMIT\_DOCUMENT\_HEADER

#### Required Documents

Only one file can be uploaded for the document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

Building Plan Layout \*  (X)

Click here to upload the digitally signed permitcertificate and then click on submit.

SUBMIT

Once the Signed certificate is uploaded successfully, go back to the Building Plan Approval and select the fourth tab to upload signed building plan.

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval
- Trade License
- Water & Sewerage
- Marriage Registration

### My Applications

| Application No             | BPA_COMMON_TABLE_COL_LINK         | BPA_COMMON_TABLE_COL_UPLOAD     |
|----------------------------|-----------------------------------|---------------------------------|
| BPAC-BMC-2022-11-02-003094 | <a href="#">Download Document</a> | <a href="#">Upload Document</a> |
| BPAC-CTC-2022-08-26-002657 | <a href="#">Download Document</a> |                                 |
| BPAC-CTC-2022-08-26-002655 | <a href="#">Download Document</a> |                                 |
| BPAC-CTC-2022-08-26-002656 |                                   |                                 |
| BPAC-CTC-2022-08-26-002658 |                                   |                                 |
| BPAC-2022-07-25-002262     |                                   |                                 |

Search Results for BPA Applications (12)

Click on the application and download the buildingplan layout to review and sign digitally.

Click here to upload the digitally signed building plan layout.

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval
- Trade License
- Water & Sewerage
- Marriage Registration

### Upload signed building plan layout document

#### Required Documents

Only one file can be uploaded for the document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

Building Plan Layout \*  (X)

Click here to upload the digitally signed building plan layout and then click on submit.

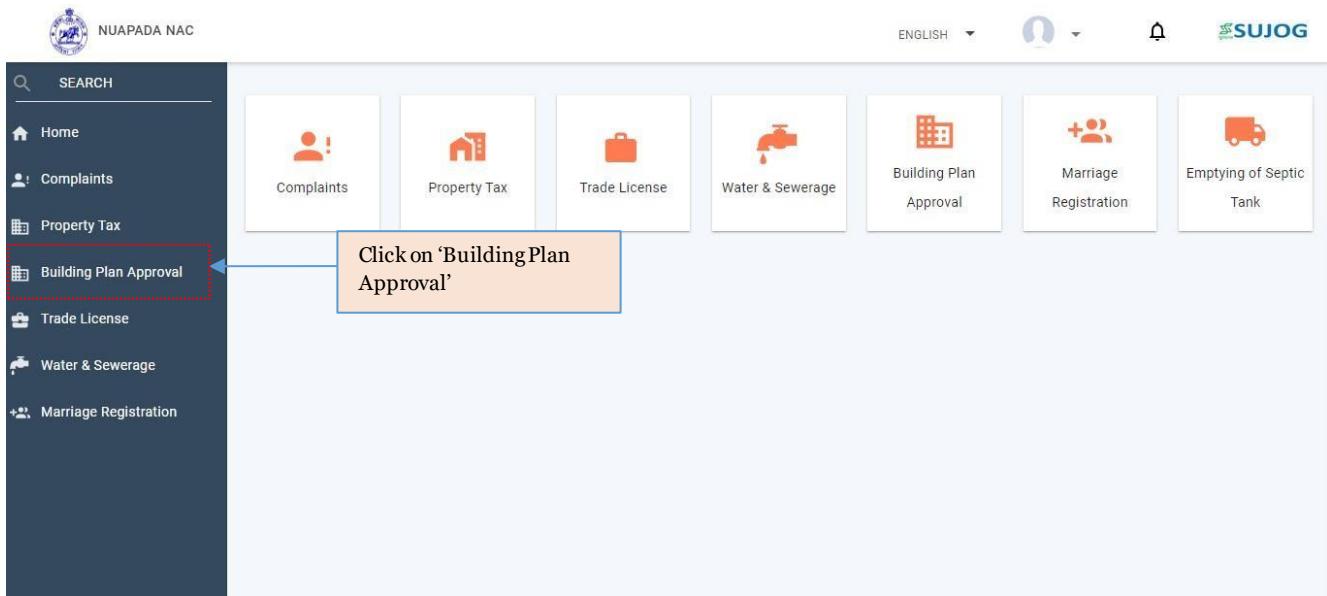
SUBMIT

## 7 Applying For Pre-Approved Plan

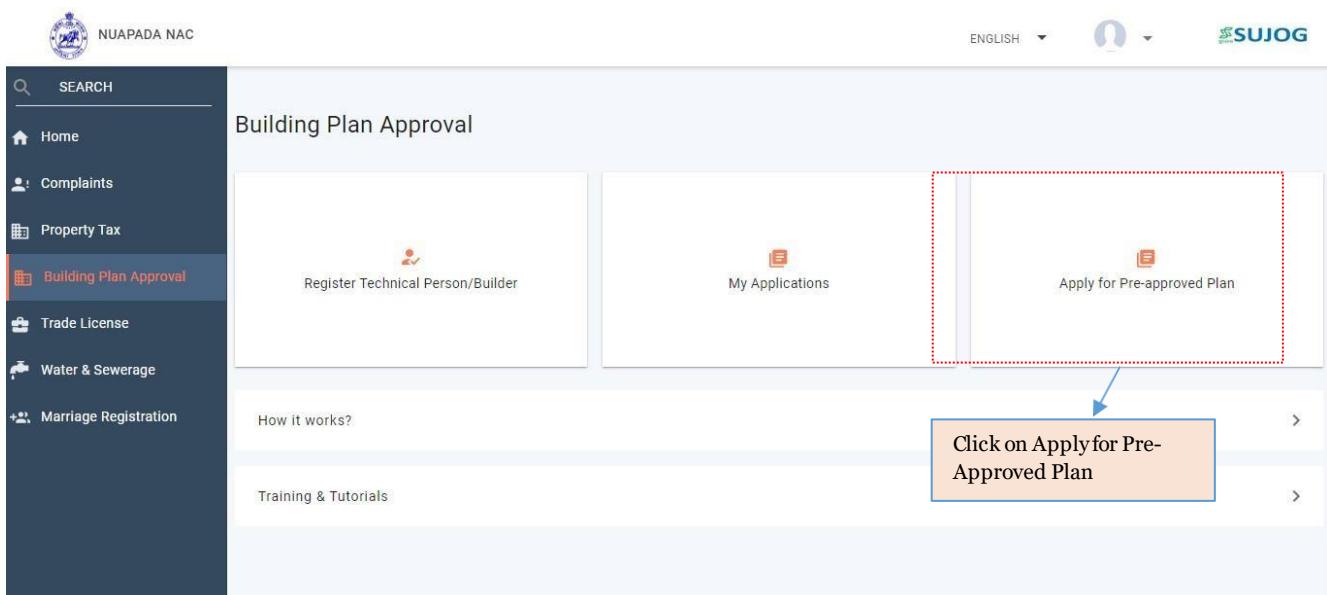
This is to fast track the Building Permit Application for which Odisha state has notified 104 Pre-approved drawings. These are Low-risk projects where the applicant doesn't need the Architect/Technical person to get his/her project approved. He can choose from the 104 options provided and can send it 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



SEARCH

- [Home](#)
- [Complaints](#)
- [Property Tax](#)
- [Building Plan Approval](#)
- [Trade License](#)
- [Water & Sewerage](#)
- [Marriage Registration](#)

### New Building Plan Scrutiny

Whether the Plot is part of Approved layout/ Town Planning scheme/ Government Scheme \*

Select Layout Type

Land Status \*

Select Land Status

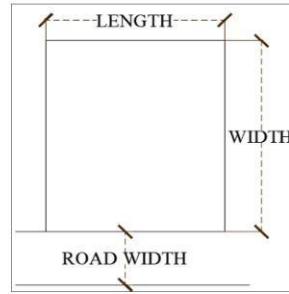
Project Component \*

Select Project

Length of plot(in ft.) \*

Width of plot(in ft.) \*

Abutting road width(in m.) \*



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.

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.) \*

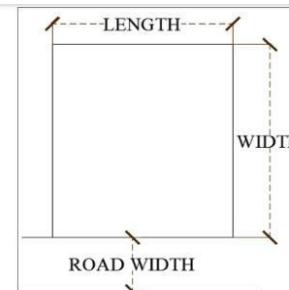
25

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

NUAPADA NAC

SEARCH

- Home
- Complaints
- Property Tax
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

Width of plot(in ft.) \*  
40

Abutting road width(in m.) \*  
9

**Click on the plan you find suitable for your plot.**

**PREAPPROVE\_DOWNLOAD\_LIST**

Undertaking and Intimation of commencement form-VI(A)  
PREAPPROVE\_UNDERTAKING\_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.

NUAPADA NAC

SEARCH

- Home
- Complaints
- Property Tax
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

**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 :<br>PREAPPROVE_BUILDING_PLAN_PDF | Document-2 :<br>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

## 7.1 Basic Details

NUAPADA NAC

SEARCH

Home Complaints Property Tax Building Plan Approval Trade License Water & Sewerage Marriage Registration

Drawing No

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.

Basic Details Scrutiny Details Owner Info Document and NOC details Summary

**Basic Details**

Building plan scrutiny number PAP-000086 Preapproved Notified Drawing No. \* 25400902

Occupancy Residential Application type \* Permit Application

Risk Type LOW Service type \* New Construction

Application Date Remarks

NEXT STEP >

| 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  | Fill Mandatory Details   |

Home Complaints Property Tax Building Plan Approval Trade License Water & Sewerage Marriage Registration

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)

Land Registration Details  
Enter Land Registration Details

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

Fill Mandatory Details

| Field Name                | Field Type      | Purpose   |
|---------------------------|-----------------|---|
| Plot Area                 | Mandatory Field | This field will get auto populated  |
| 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 |

Land Details

Revenue plot Number \*

Kisam \*

Width of plot(in ft.) \*

Length of plot(in ft.) \*

Abutting road width(in m.) \*

Date of Layout Approval \*  
dd-mm-yyyy

Layout plot Number \*

PREAPPROVE\_ROAD\_DETAILS \*  
Select road details

Fill Mandatory Details

Click on next step

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                             |

## 7.2 Scrutiny Details

The screenshot shows the 'Scrutiny Details' section of the application form. On the left is a vertical sidebar with links for Home, Complaints, Property Tax, Building Plan Approval (highlighted in red), Trade License, Water & Sewerage, and Marriage Registration. The main area has a header 'Drawing No' with a green checkmark icon. Below it is a progress bar with five steps: 1. Basic Details (green checkmark), 2. Scrutiny Details (red circle with '2'), 3. Owner Info (grey circle with '3'), 4. Document and NOC details (grey circle with '4'), and 5. Summary (grey circle with '5'). A blue box labeled 'Review the information' is positioned above the summary step. A red dotted line highlights the 'Pre Approve plan Application Details' section, which contains a drawing number PAP-000086. To the right of this section is a blue box with the text 'Click here to go to next section'. At the bottom are navigation buttons: 'Click here to go to previous section' (blue), '< PREVIOUS STEP' (orange), and 'NEXT STEP >' (orange).

## 7.3 Owner Info

The screenshot shows the 'Owner Info' section of the application form. The sidebar and header are identical to the previous screen. The progress bar now shows 'Basic Details' (green checkmark), 'Scrutiny Details' (green checkmark), 'Owner Info' (red circle with '3'), 'Document and NOC details' (grey circle with '4'), and 'Summary' (grey circle with '5'). A blue box labeled 'Fill in Mandatory details' is positioned above the owner info section. A red dotted line highlights the 'Owner Details' and 'Owner Information' sections. The 'Owner Details' section includes dropdowns for 'Owner Type' and 'Type of Owner - Subtype', both with placeholder text 'Select Owner Type' and 'Select Owner Subtype'. To the right of these dropdowns is a blue box with the text 'Click here to go to next section'. At the bottom are navigation buttons: 'Click here to go to previous section' (blue), '< PREVIOUS STEP' (orange), and 'NEXT STEP >' (orange).

| 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 logged in account    |
| 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 |

## 7.4 Document and NOC details

CUTTACK MUNICIPAL CORPORATION ENGLISH ▾ SUJOG

SEARCH
Drawing No Application No. BPPAP-CTC-2022-11-04-003123
Upload all Mandatory and applicable documents

Basic Details
Scrutiny Details
Owner Info
Document and NOC details
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**

|   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Applicant ID Proof (Self Attested) *<br><small>BPA_UPLOAD_FILE_RESTRICTIONS</small>   | Select Document Type *<br>Driving License | <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0; cursor: pointer;">Click here to go to next section</span> |
| <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0; cursor: pointer;">DOC1.PDF</span> <span style="color: red; font-size: small;">(X)</span> |   |  |

Click here to go to previous section
PREVIOUS STEP <
NEXT STEP >

| 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<br>(Scale 1:100) | As per<br>Applicability | Upload Document if applicable to project |
| PAP                                   |                         |  |
| Copy Of Allotment Letter              | As per<br>Applicability | Upload Document if applicable to project |
| Copy Of Scheme Drawing                | As per<br>Applicability | Upload Document if applicable to project |
| Copy of Layout Approval letter        | As per<br>Applicability | Upload Document if applicable to project |
| Copy of layout Approved drawing       | As per<br>Applicability | Upload Document if applicable to project |
| Gift deed document                    | As per<br>Applicability | Upload Document if applicable to project |
| Others                                | As per<br>Applicability | Upload Document if applicable to project |

## 7.5 Summary Section

The screenshot shows the 'Building Plan Approval' section of the eGantri portal. The application number is BPPAP-CTC-2022-11-04-003123. The summary section highlights an outstanding application fee of Rs 970, which includes a breakdown for BPA\_BLDNG\_OPRN\_FEE. A callout box points to this fee amount. Another callout box provides a link to send the application to a citizen for approval. Navigation buttons for 'PREVIOUS STEP' and 'SUBMIT' are visible at the bottom.

| Fee Estimate       |     | Total Amount                  |
|--------------------|-----|-------------------------------|
| BPA_BLDNG_OPRN_FEE | 970 | Rs 970<br>BPA_COMMON_NOT_PAID |
| Total Amount       | 970 |                               |

Note: Review the entered application details and click on the edit button if any changes are required.

## ***7.6 Application Fee Payment***

Please revert back to section 4.4 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.

## ***7.7 Permit Fee Payment***

Please revert back to section 4.7 of the manual for guidance about Permit fees.

## ***7.8 Downloading Building Permit***

Please revert back to section 4.8 of the manual for guidance about Downloading building permit.

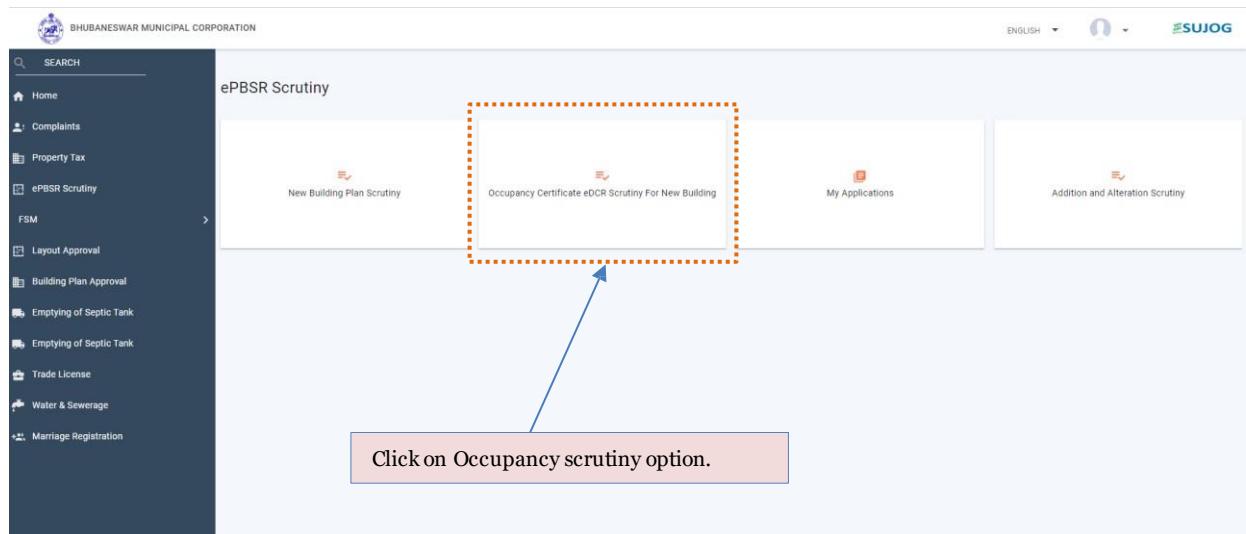
# **8 Applying for Occupancy Certificate**

This service can be used to obtain Occupancy certificate for Building permits.

## **8.1 Application creation**

The OC application can be created by an Architect or a Technical Person. The following steps is to be followed for application creation.

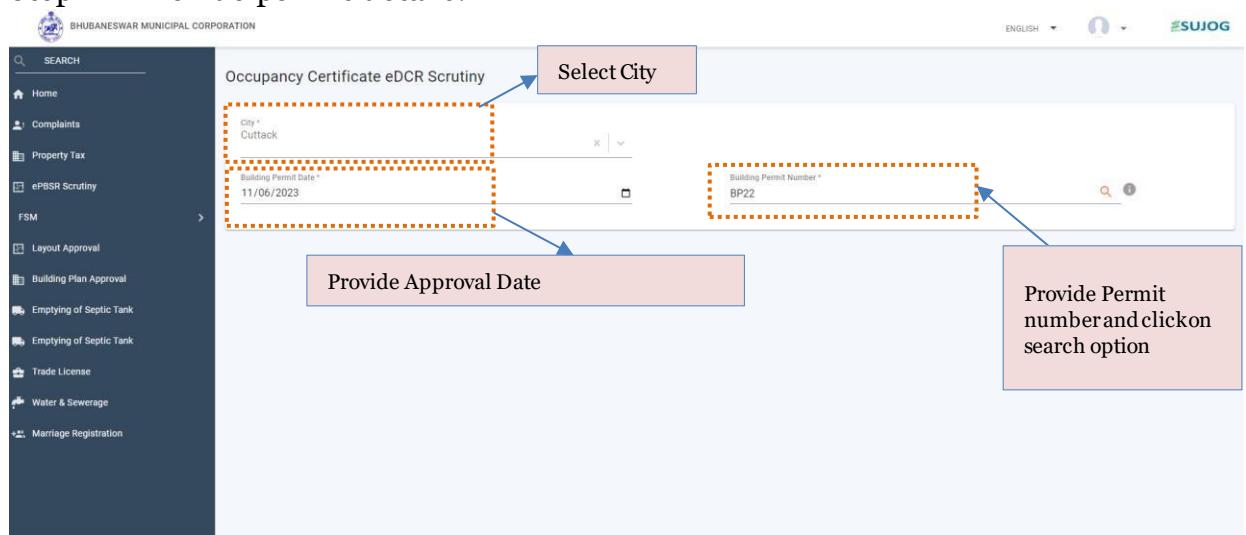
Step 1. Go to scrutiny page



The screenshot shows the ePBSR Scrutiny page of the Bhubaneswar Municipal Corporation website. On the left is a sidebar with various services like Home, Complaints, Property Tax, ePBSR Scrutiny, etc. The main area is titled 'ePBSR Scrutiny' and contains several options: 'New Building Plan Scrutiny', 'Occupancy Certificate eDCR Scrutiny For New Building' (which is highlighted with a red dashed box), 'My Applications', and 'Addition and Alteration Scrutiny'. A blue arrow points from a callout box at the bottom left to the highlighted 'Occupancy Certificate eDCR Scrutiny For New Building' option.

Click on Occupancy scrutiny option.

Step 2 – Provide permit details.



The screenshot shows the 'Occupancy Certificate eDCR Scrutiny' form. It includes fields for 'City \*' (Cuttack), 'Building Permit Date \*' (11/06/2023), and 'Building Permit Number \*' (BP22). Each of these fields is highlighted with a red dashed box. Arrows point from three callout boxes to these fields: one for 'Select City', one for 'Provide Approval Date', and one for 'Provide Permit number and click on search option'.

Select City

Provide Approval Date

Provide Permit number and click on search option

Step 3 – If application is outside sujog, this pop up will show. Click on apply to proceed.

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Occupancy Certificate eDCR Scrutiny

City \* Cuttack

Building Permit Date \* 11/06/2023

Building Permit Number \* BP22

No Building Permit details found in SUJOG for the given information  
Apply for Occupancy Certificate for Permit letters received outside SUJOG

APPLY

Click on apply to proceed

### 8.1.1 Pre-Application Details

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Occupancy Certificate for outside SUJOG

Pre-Application details

Existing and Approved area details

Existing Area (in sqm) \* Enter Existing Area

Approved Area (in sqm) \* Enter Approved Area

Provide Existing area

Provide Approved area

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Compliance details

Constructed area is as per approval letter

Yes  No

Necessary vital compliances such as Fire NOC, Structural stability certificate, NOC from Urban Local Body etc has been received

Yes  No

The provided area is as per the approval plan.

Yes  No

Provided setback is as per approved plan.

Yes  No

In case Free gift of land was required. Is the process of free gifting completed?

Yes  No  NA

Once filled click on apply to go to application creation.

APPLY

| Field name | Field type | type |
|------------|------------|------|
|------------|------------|------|

|   |           |                 |
|---|-----------|-----------------|
| Constructed area is as per approval letter  | Mandatory | Yes/No Question |
| Necessary vital compliances such as Fire NOC, Structural stability certificate, NOC from Urban Local Body etc has been received | Mandatory | Yes/No Question |
| The provided area is as per the approval plan.  | Mandatory | Yes/No Question |
| Provided setback is as per approved plan.   | Mandatory | Yes/No Question |
| In case Free gift of land was required. Is the process of free gifting completed?   | Mandatory | Yes/No Question |

### 8.1.2 Basic details Page

Fill the Basic details section.

Occupancy Certificate for outside SUJOG

Basic Details

Application Type \* OCCUPANCY CERTIFICATE

Village \* Select Village

Select the village or mouza

Select City

Plot Details Section

District \*

Tehsil \*

Revenue Plot Number (As per ownership document) \*

Plot Area (in sqm) \*

NEXT STEP >

Fill Plot details.

Plot Details Section

District \*

Village \* Select Village

Layout Plot number

Khata \*

Landowner Name \*

Sale Deed No. \*

Tehsil \*

Revenue Plot Number (As per ownership document) \*

Plot Area (in sqm) \*

Kisam \*

GPA Holder Name if Present

Sale Deed Date \* dd/mm/yyyy

+ ADD ANOTHER PLOT

Once plot details filled click here to proceed

NEXT STEP >

| Field name | Field type | Purpose |
|------------|------------|---------|
|------------|------------|---------|

|   |               |                                       |
|---|---------------|---------------------------------------|
| District  | Mandatory     | Name of the District                  |
| Tehsil  | Mandatory     | Name of the tehsil                    |
| Village   | Mandatory     | Name of the Village or Mouza          |
| Revenue Plot Number (As per ownership document) | Mandatory     | Revenue plot no                       |
| Layout Plot number                              | Non Mandatory | If plot is part of layout             |
| Plot area                                       | Mandatory     | Area of the particular plot           |
| Khata   | Mandatory     | Khata no of the plot                  |
| Kisam   | Mandatory     | Kisam of the plot                     |
| Landowner name                                  | Mandatory     | Landowner/s name                      |
| GPA Holder name if present                      |               | GPA holder/holders name if applicable |
| Sale deed no                                    | Mandatory     | Sale deed no of the land              |
| Sale deed date                                  | Mandatory     | Provide sale deed date of the land    |

### 8.1.3 Permit details Section

The following section need to be filled to create application.

#### Part 1 – Plot details

The screenshot shows the 'Plot Details' section of the application form. The 'Building Details' tab is selected and highlighted with a red dashed box. The form includes fields for Plot area (in sqm), Area of Land Free Gifted if any (in sqm), and Net Plot Area (in sqm). Below these, there is a 'Building Details - Block 1' section with a 'Height' field. At the bottom right, there are 'PREVIOUS STEP' and 'NEXT STEP' buttons. A navigation bar at the top shows steps 1 through 5.

| Field name                                      | Field type    | Purpose                      |
|---|---------------|------------------------------|
| Plot area                                       | Mandatory     | Name of the District         |
| Area of land free gifted if any                 | Mandatory     | Name of the tehsil           |
| Net Plot area                                   | Mandatory     | Name of the Village or Mouza |
| Revenue Plot Number (As per ownership document) | Mandatory     | Revenue plot no              |
| Layout Plot number                              | Non Mandatory | If plot is part of layout    |

## Part -2 – Building details.

| Field name                  | Field type | Purpose  |
|-----------------------------|------------|--|
| Building height             | Mandatory  | Provide height of building.  |
| Floor type                  | Mandatory  | Select the type of floor   |
| Floor number                | Mandatory  | Select the number of the floor from drop down.   |
| Sub Occupancy               | Mandatory  | Select the sub occupancy of the floor drop down  |
| Approved BUA in sqm         | Mandatory  | If the project has prior approval, provide the area for the floor mentioned in the letter. |
| As built BUA in sqm         | Mandatory  | Provide the as built Built-up area of the floor  |
| As built FAR area in sqm    | Mandatory  | Provide the as built FAR area of the floor as per Current byelaw                           |
| As built Carpet area in sqm |            | Provide the as built carpet area of the floor  |

## Part 3 – Setback Details.

| Field name    | Field type | Purpose               |
|---------------|------------|-----------------------|
| Setback Front | Mandatory  | Provide setback value |

|                    |           |                       |
|--------------------|-----------|-----------------------|
| Setback Rear       | Mandatory | Provide setback value |
| Setback Right side | Mandatory | Provide setback value |
| Setback left side  | Mandatory | Provide setback value |

## Part -4 – FAR Details

FAR Details

| Parameter                  | Value                |
|----------------------------|----------------------|
| Total BUA (in sqm)         | <input type="text"/> |
| Total Floor Area (in sqm)  | <input type="text"/> |
| Total Carpet Area (in sqm) | <input type="text"/> |
| Base FAR                   | <input type="text"/> |
| FAR                        | <input type="text"/> |

Previous Permit Fee Details

| Fee Name             | Fee as per Building Permit | Paid Amount          | Permit Fee amount not yet paid |
|----------------------|----------------------------|----------------------|--------------------------------|
| Land Development Fee | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |

[PREVIOUS STEP](#) [NEXT STEP](#)

| Field name        | Field type | Purpose   |
|-------------------|------------|---|
| Total BUA         | Mandatory  | Auto generated from data provided above           |
| Total floor area  | Mandatory  | Auto generated from data provided above           |
| Total Carpet area | Mandatory  | Auto generated from data provided above           |
| Base FAR          | Mandatory  | Provide Base FAR according to respective byelaws. |
| FAR               | Mandatory  | Auto generated from data provided above           |

## Part -5 – Previous Permit details

Provide Fee as per Building Permit letter and the Fee already paid so system can calculate the remaining fee.

Previous Permit Fee Details

| Fee Name                | Fee as per Building Permit | Paid Amount          | Permit Fee amount not yet paid |
|-------------------------|----------------------------|----------------------|--------------------------------|
| Land Development Fee    | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| Building Operation Fee  | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| Sanction Fee            | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| OESS                    | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| EIDP                    | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| Temporary Retention Fee | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| Security Deposit        | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| Purchase FAR            | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |
| Total Fee               | <input type="text"/>       | <input type="text"/> | <input type="text"/>           |

Other Details

| Parameter | Value |
|-----------|-------|
|-----------|-------|

[PREVIOUS STEP](#) [NEXT STEP](#)

| Field name           | Field type | Purpose  |
|----------------------|------------|--|
| Land Development fee | Mandatory  | Provide the value of both Fees (Fee written in |

|                         |           |   |
|-------------------------|-----------|---|
|                         |           | Permit letter and Fee paid as per receipt)  |
| Building Operation fee  | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |
| Sanction fee            | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |
| CESS                    | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |
| EIDP                    | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |
| Temporary retention fee | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |
| Security deposit        | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |
| Purchasable FAR         | Mandatory | Provide the value of both Fees (Fee written in Permit letter and Fee paid as per receipt) |

## Part – 6 - Other details

The screenshot shows a web-based application for municipal corporation services. On the left is a sidebar with various service icons and links. The main area is titled 'Other Details' and contains a table with several rows. Each row has a 'Parameter' column and a 'Value' column. Some parameters have dropdown menus or radio button groups.

| Parameter                       | Value   |
|---------------------------------|---|
| Benchmark value per acre        | [Input field]   |
| Total No. of Dwelling Units     | [Input field]   |
| Is Shelter Fee Required?        | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is Security Deposit Required?   | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is retention fee applicable?    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Project value for EIDP          | [Input field]   |
| Is project undertaking by Govt. | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Number of temporary Structures  | [Input field]   |
| TDR FAR Relaxation (in sqm)     | [Input field]   |

| Field name                      | Field type | Purpose                                     |
|---------------------------------|------------|---|
| Benchmark value per acre        | Mandatory  | Provide BMV of the current financial year   |
| Total No. of Dwelling Units     | Mandatory  | Provide the no of Dwelling units in project |
| Is Shelter Fee Required?        | Mandatory  | Provide YES/NO                              |
| Is Security Deposit Required?   | Mandatory  | Provide YES/NO                              |
| Is retention fee applicable?    | Mandatory  | Provide YES/NO                              |
| Project value for EIDP          | Mandatory  | Provide Project value for EIDP              |
| Is project undertaking by Govt. | Mandatory  | Provide YES/NO                              |
| Number of temporary Structures  | Mandatory  | Provide no of temp structure if any         |
| TDR FAR Relaxation (in sqm)     | Mandatory  | Provide TDR if any                          |

### 8.1.4 Occupancy Certificate details

The following section need to be filled to create application.

## Part 1 – Plot details

**Occupancy Certificate Details**

**Plot Details**

| Parameter                                | Value |
|--|-------|
| Plot area (in sqm)                       | 500   |
| Area of Land Free Gifted if any (in sqm) | 0     |
| Net Plot Area (in sqm)                   | 500   |

**Building Details - Block 1**

**Height**

| Parameter                  | Value |
|----------------------------|-------|
| Building Height (in meter) | 0     |

**Area Details**

| Field name                                      | Field type    | Purpose                      |
|---|---------------|------------------------------|
| Plot area                                       | Mandatory     | Name of the District         |
| Area of land free gifted if any                 | Mandatory     | Name of the tehsil           |
| Net Plot area                                   | Mandatory     | Name of the Village or Mouza |
| Revenue Plot Number (As per ownership document) | Mandatory     | Revenue plot no              |
| Layout Plot number                              | Non Mandatory | If plot is part of layout    |

## Part -2 – Building details

**Building Details - Block 1**

**Height**

| Parameter                  | Value |
|----------------------------|-------|
| Building Height (in meter) | 0     |

**Area Details**

| Floor Type        | Floor Number              | Sub Occupancy | As Built: BUA (in sqm) | As Built: FAR Area (in sqm) | As Built: Carpet Area (in sqm) |
|-------------------|---------------------------|---------------|------------------------|-----------------------------|--------------------------------|
| Select Floor Type | Select Sub Occupancy Type |               |                        |                             |                                |
| Select Floor Type | Select Sub Occupancy Type |               |                        |                             |                                |
| Select Floor Type | Select Sub Occupancy Type |               |                        |                             |                                |

**Add Floor**

**Setback Parameters**

| Field name                  | Field type | Purpose  |
|-----------------------------|------------|--|
| Building height             | Mandatory  | Provide height of building.  |
| Floor type                  | Mandatory  | Select the type of floor   |
| Floor number                | Mandatory  | Select the number of the floor from drop down.   |
| Sub Occupancy               | Mandatory  | Select the sub occupancy of the floor drop down  |
| Approved BUA in sqm         | Mandatory  | If the project has prior approval, provide the area for the floor mentioned in the letter. |
| As built BUA in sqm         | Mandatory  | Provide the as built Built-up area of the floor  |
| As built FAR area in sqm    | Mandatory  | Provide the as built FAR area of the floor as per Current byelaw                           |
| As built Carpet area in sqm |            | Provide the as built carpet area of the floor  |

## Part 3 – Setback Details.

**Setback Parameters**

| Name                          | As Built Measurement |
|-------------------------------|----------------------|
| Setback Front (in meter)      | <input type="text"/> |
| Setback Rear (in meter)       | <input type="text"/> |
| Setback Right Side (in meter) | <input type="text"/> |
| Setback Left Side (in meter)  | <input type="text"/> |

**FAR Details**

| Parameter          | Value                  |
|--------------------|------------------------|
| Total BUA (in sqm) | <input type="text"/> 0 |

| Field name         | Field type | Purpose               |
|--------------------|------------|-----------------------|
| Setback Front      | Mandatory  | Provide setback value |
| Setback Rear       | Mandatory  | Provide setback value |
| Setback Right side | Mandatory  | Provide setback value |
| Setback left side  | Mandatory  | Provide setback value |

## Part -4 – FAR Details

**FAR Details**

| Parameter                  | Value                    |
|----------------------------|--------------------------|
| Total BUA (in sqm)         | <input type="text"/> 0   |
| Total Floor Area (in sqm)  | <input type="text"/> 0   |
| Total Carpet Area (in sqm) | <input type="text"/> 0   |
| Base FAR                   | <input type="text"/>     |
| Max Permissible FAR        | <input type="text"/>     |
| FAR                        | <input type="text"/> NaN |

**Other Details**

[< PREVIOUS STEP](#) [NEXT STEP >](#)

| Field name        | Field type | Purpose   |
|-------------------|------------|---|
| Total BUA         | Mandatory  | Auto generated from data provided above           |
| Total floor area  | Mandatory  | Auto generated from data provided above           |
| Total Carpet area | Mandatory  | Auto generated from data provided above           |
| Base FAR          | Mandatory  | Provide Base FAR according to respective byelaws. |
| FAR               | Mandatory  | Auto generated from data provided above           |

## Part – 5 - Other details

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH SUJOG

SEARCH

- Home
- Complaints
- Property Tax
- ePBSR Scrutiny
- FSM
- Layout Approval
- Building Plan Approval
- Emptying of Septic Tank
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

### Other Details

| Parameter                       | Value   |
|---------------------------------|---|
| Benchmark value per acre        | <input type="text"/>  |
| Total No. of Dwelling Units     | <input type="text"/>  |
| Is Shelter Fee Required?        | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is Security Deposit Required?   | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is retention fee applicable?    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Project value for EIDP          | <input type="text"/>  |
| Is project undertaking by Govt. | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Number of temporary Structures  | <input type="text"/>  |
| TDR FAR Relaxation (in sqm)     | <input type="text"/>  |

| Field name                      | Field type | Purpose                                     |
|---------------------------------|------------|---|
| Benchmark value per acre        | Mandatory  | Provide BMV of the current financial year   |
| Total No. of Dwelling Units     | Mandatory  | Provide the no of Dwelling units in project |
| Is Shelter Fee Required?        | Mandatory  | Provide YES/NO                              |
| Is Security Deposit Required?   | Mandatory  | Provide YES/NO                              |
| Is retention fee applicable?    | Mandatory  | Provide YES/NO                              |
| Project value for EIDP          | Mandatory  | Provide Project value for EIDP              |
| Is project undertaking by Govt. | Mandatory  | Provide YES/NO                              |
| Number of temporary Structures  | Mandatory  | Provide no of temp structure if any         |
| TDR FAR Relaxation (in sqm)     | Mandatory  | Provide TDR if any                          |

## Part – 6 – Additional Details

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH SUJOG

SEARCH

- Home
- Complaints
- Property Tax
- ePBSR Scrutiny
- FSM
- Layout Approval
- Building Plan Approval
- Emptying of Septic Tank
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

### Additional Details

| Parameter   | Value                |
|---|----------------------|
| No. of Storey (G+1/S+1) etc   | <input type="text"/> |
| Number of staircase required as per Bye laws (Numerical value expected)                                 | <input type="text"/> |
| Number of staircase provided (Numerical value expected)   | <input type="text"/> |
| Number of lifts required as per Bye laws(Numerical value expected)                                      | <input type="text"/> |
| Number of lifts provided (Numerical value expected)   | <input type="text"/> |
| Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected) | <input type="text"/> |
| Visitor parking (in sqm) provided (Numerical value with decimal expected)                               | <input type="text"/> |

| Field name  | Field type | Purpose               |
|---|------------|-----------------------|
| No. of Storey (G+1/S+1) etc   | Mandatory  | Provide as applicable |
| Number of staircase required as per Bye laws (Numerical value expected) | Mandatory  | Provide as applicable |
| Number of staircase provided (Numerical value expected)                 | Mandatory  | Provide as applicable |

|   |           |                       |
|---|-----------|-----------------------|
| Number of lifts required as per Bye laws(Numerical value expected)                                      | Mandatory | Provide as applicable |
| Number of lifts provided (Numerical value expected)   | Mandatory | Provide as applicable |
| Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected) | Mandatory | Provide as applicable |
| Visitor parking (in sqm) provided (Numerical value with decimal expected)                               | Mandatory | Provide as applicable |
| Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)                 | Mandatory | Provide as applicable |
| Plantation (no. of tree per 80 sqm) provided (Numerical value expected)                                 | Mandatory | Provide as applicable |
| Parking basement (Numerical value with decimal expected)  | Mandatory | Provide as applicable |
| Parking stilt (Numerical value with decimal expected)   | Mandatory | Provide as applicable |
| parking ground (open) (Numerical value with decimal expected)   | Mandatory | Provide as applicable |
| Total parking (in sqm)  | Mandatory | Provide as applicable |

### 8.1.5 Applicant Information

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

Click on next to proceed further.

| Field Name          | Field Type      | Purpose  |
|---------------------|-----------------|--|
| Applicant type      | Mandatory Field | Select Applicant type from the dropdown        |
| Type of Applicant - | Mandatory Field | Select sub-Type of Applicant from the dropdown |

| Subtype                |                     |   |
|------------------------|---------------------|---|
| Mobile No              | Mandatory Field     | Enter Registered Mobile Number of the Primary applicant (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.  |
| Correspondence address | Mandatory Field     | This field will get auto populated after 'Mobile No' has been entered.  |
| Email                  | Non-Mandatory field | Provide email Id of the applicant   |

## 8.1.6 Document section

The screenshot shows the eBBSR Scrutiny application interface for an occupancy certificate application. The left sidebar lists various services like Home, Complaints, Property Tax, eBBSR Scrutiny, FMS, Layout Approval, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main page displays the application details: "Occupancy Certificate for outside SUJOG" with Application No. BP-CTC-2024-06-11-021566. It shows three completed steps: Basic Details, Building Details, and Primary Applicant Details. A step labeled "Documents to be uploaded" is highlighted with a red dashed box. Below it, there's a section for "Documents Required (Self Attested)" with three items: 1. Sanctioned Plan and Approval letter, 2. Approved building plan layout pdf, and 3. Building Completion Certificate from competent Technical Person. Each item has a "CHOOSE FILE" button. A callout box points to the "NEXT STEP" button at the bottom right, which is also highlighted with a red dashed box. The status bar at the top right shows ENGLISH and the SUJOG logo.

| Document name  | Mandatory/Non-Mandatory | Description  |
|--|-------------------------|--|
| Sanctioned Plan and Approval Letter  | Mandatory               | Upload Sanctioned Plan and Approval Letter                 |
| Approved Building Plan Layout PDF  | Mandatory               | Upload Document of Approved Building Plan Layout PDF       |
| Building Completion Certificate from competent Technical Person (Architect / Technical person regd. under DTP, Odisha) in Form- XVII of CAF Rule, 2016 | Mandatory               | Upload Scanned copy of Sale deed.                          |
| Gift Deed document if land was free gifted   | Mandatory               | Upload Document if applicable to project.                  |
| Building Photograph  | Mandatory               | Upload Document if applicable to project.                  |
| Compliance certificate to special condition of the permission letter duly signed by architect /Technical Person and applicant.                         | Mandatory               | Upload the site plan layout.                               |
| Completed building plan (as built drawings).   | Non-Mandatory           | Upload the benchmark value certificate from sub-registrar. |
| Ownership Document (ROR/Sale deed)   | Mandatory               | Upload Document if applicable to project.                  |
| Structural Safety Certificate.   | Mandatory               | Upload RERA registration                                   |

|                 |               |           |
|-----------------|---------------|-----------|
|                 |               | document. |
| Other Documents | Non-Mandatory |           |

### 8.1.7 Summary section

The screenshot shows the ePBSC Scrutiny application interface for an Occupancy Certificate application. The application number is BP-CTC-2024-06-11-021566. The summary section displays the following information:

- Application Fee Detail:** Occupancy Certificate Application Fee: 1000, Paid Amount: 1000, Paid Amount: Rs 1000 To be Paid.
- Pre Application Details:**
  - Existing Area (in sqm): 100
  - Approved Area (in sqm): 100
  - Constructed area is as per approval letter: Yes
  - The provided area is as per the approval plan: Yes
  - Provided setback is as per approved plan: Yes
  - In case free gift of land was required, Is the process of free gifting completed?: Yes
  - stability Certificate, NOC from Urban Local Body etc has been received: Yes
- Buttons:** PREVIOUS STEP, SEND TO CITIZEN >

A callout box highlights the "SEND TO CITIZEN" button with the text "Click here to send application to citizen".

## 8.2 Citizen Approval

Please revert back to section 4.3 of the manual for guidance about Citizen approval.

## 8.3 Application submission and fee payment

Please revert back to section 4.4 of the manual for guidance about Application submission and Application fee payment.

## 8.4 Track application

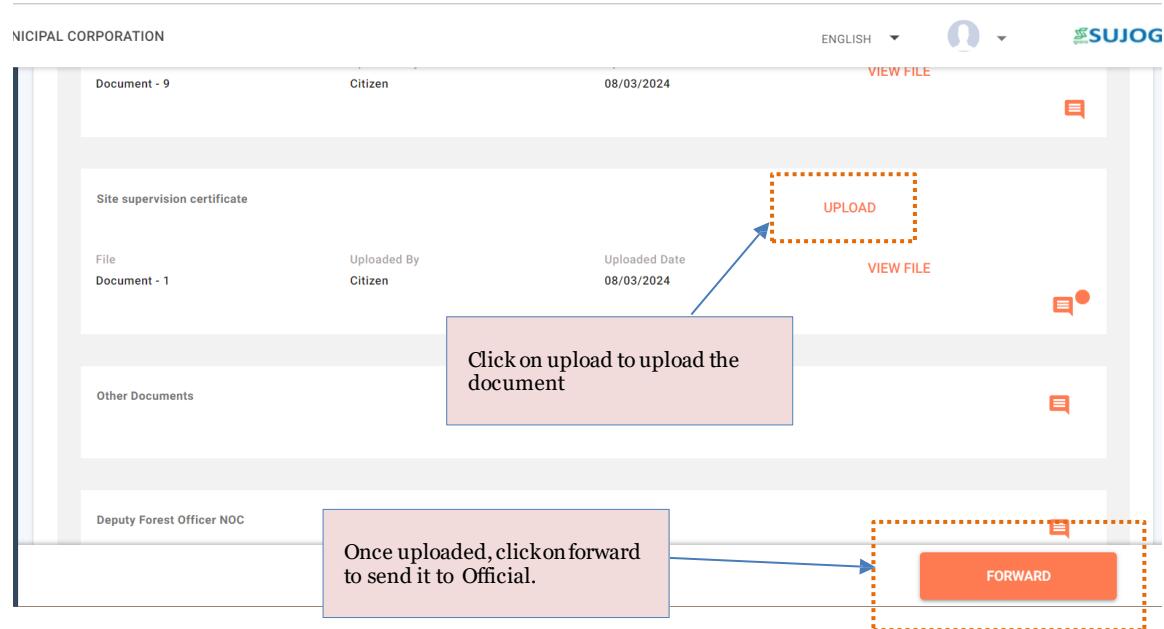
Please revert back to section 5.5 of the manual for guidance about Application tracking.

## 8.5 Edit application (when official sends back to citizen)

If any corrections are required for the applications, officials can send the application back to architect to edit the details or upload required document.

### 8.5.1 Document edits

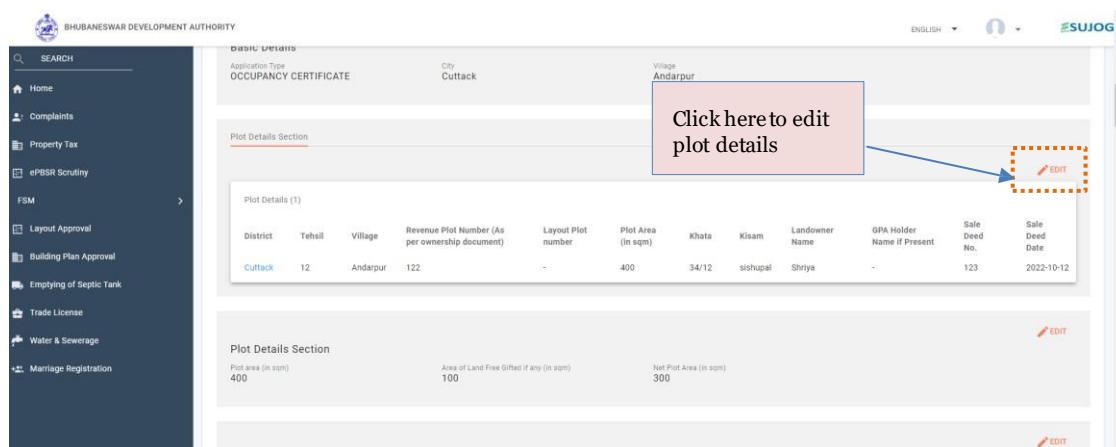
Document can be uploaded in the document section by clicking on upload option of the enabled document.



### 8.5.2 Permit and OC details Edit

The architect or technical person can click on edit option once application is sent back to architect to edit any data provided during the time of application creation.

Click on edit near plot details section to edit plot details



Click on edit near building details or permit fee section to edit it.

The screenshot shows the Bhubaneswar Development Authority's website interface. On the left, there's a sidebar with various service links like Home, Complaints, Property Tax, ePBSR Scrutiny, FMS, Layout Approval, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled "Building Details - Block 1". It displays "Building Height (in meter) 6" and "Area Details" with a table showing "Floor Type" (Ground Floor), "Floor Number" (0), "Sub Occupancy" (Residential Plotted), "Permit BUA (in sqm)" (500), "Permit FAR area (in sqm)" (500), and "Permit Carpet Area (in sqm)" (500). Below this is a section titled "BUILDING\_SETBACK\_PARAMETER" with a table showing "Parameter" (Setback Front (in meter), Setback Rear (in meter), Setback Right Side (in meter), Setback Left Side (in meter)) and "Permit Measurement" (all values are 2). A blue callout box with the text "Click here to edit Permit details data" has an arrow pointing to an "EDIT" button located at the bottom right of the page.

## ***8.6 OCfee payment***

Please revert to section 5.6 of the manual for guidance about Permit Fee payment.

## ***8.7 OC certificate and drawing***

Please revert back to section 5.7 of the manual for guidance about downloading OC certificate and Drawing.

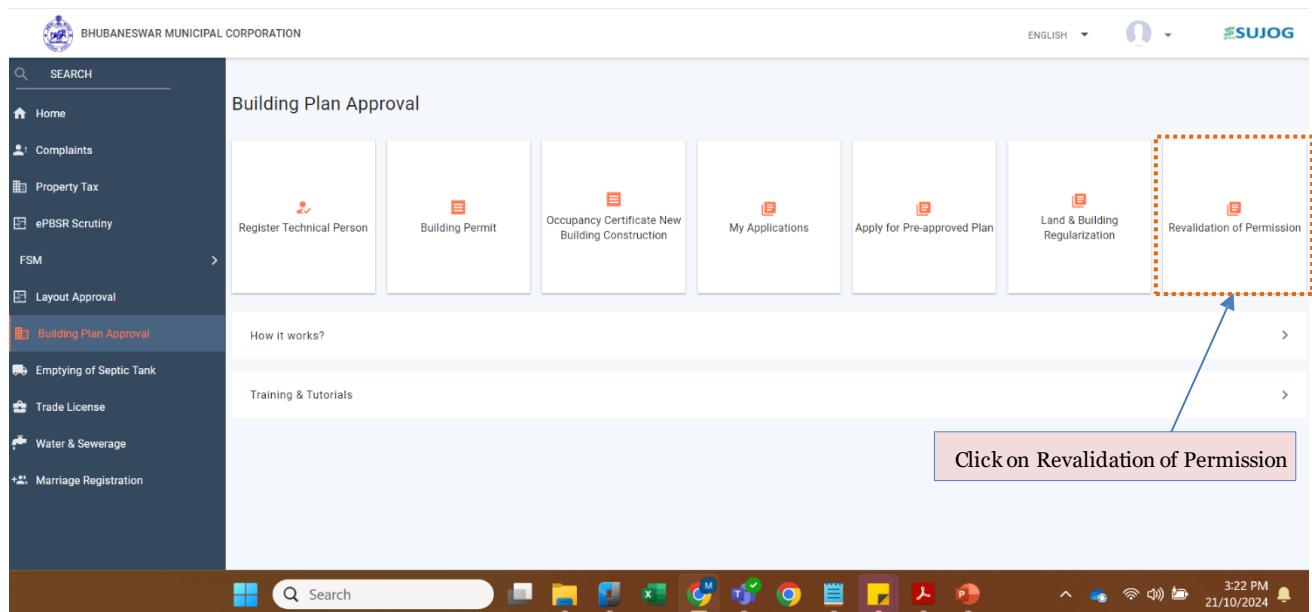
# 9 Applying for Revalidation

This service can be used to obtain Revalidation or extension of Building Permit before expiry for those Building permits obtained both from inside sujog or outside sujog, i.e. in Offline method or from any other portal or means. This service does not require any auto scrutiny as the entire application is built upon the data provided by the Architect.

## 9.1 Application creation

The Revalidation application can be created by an Architect or a Technical Person. The following steps are to be followed for application creation.

Step 1. Go to Building Plan Approval.



Step 2. Provide permit details.

The screenshot shows the 'Provide Approval Date' form. It includes fields for 'Building Permit No.' (with a search icon), 'City' (with a dropdown menu), 'Building Permit Date' (dd/mm/yyyy format), and a large text area labeled 'Provide Permit number and click on search option'. A blue box highlights the 'Select City' dropdown, and another blue box highlights the text area.

Step 3 – If application is outside sujog, this pop-up will show. Select if construction is present on site or not. Click on apply to proceed.

The screenshot shows the 'Building Permit Revalidation' page. On the left is a sidebar with various municipal services. The main area has fields for 'Building Permit No.' (A132) and 'City' (Select City). A pop-up message at the bottom says 'No Building Permit details found in SUJOG for the given information'. To the right, a highlighted section contains a dropdown menu for 'Is there Construction Present at site?' with options 'Select Construction Present' and 'Not Present'. A callout box points to this dropdown with the text 'Select if there is construction present on site.' Below it, another callout box points to an orange 'APPLY >' button with the text 'Click on Apply to proceed'.

## 9.2 Basic details Page

Part 1- Fill the Basic details section.

The screenshot shows the 'Apply for building permit' page, step 1: Basic Details. The sidebar includes services like Complaints, Property Tax, and Building Plan Approval. The main form has sections for 'Location Details' and 'Plot Details Section'. In the 'Location Details' section, there is a dropdown for 'Village' with the placeholder 'Select Village'. A callout box points to this dropdown with the text 'Select Village'. At the bottom right is an orange 'NEXT STEP >' button.

## Part 2- Fill Plot details.

BHUBANESWAR MUNICIPAL CORPORATION ENGLISH SUJOG

**Plot Details Section**

|  |   |
|--|---|
| District *   | Tehsil *  |
| Village *<br>Select Village  | Revenue Plot Number (As per ownership document) * |
| Layout Plot number   | Plot Area (in sqm) *                              |
| Khata No *   | Kisam *   |
| Land Owner Name *  | Sale Deed No                                      |
| Sale Deed Date<br>dd/mm/yyyy   | Per Acre BMV Value *                              |
| Is part of plot required to be Free Gifted? *<br>Is Part Of Plot Required To Be Gifted | Area of Plan to be free Gifted (in sqm)           |
| Reason For Free Gift   |   |
| <a href="#">NEXT STEP &gt;</a>   |   |

BHUBANESWAR MUNICIPAL CORPORATION ENGLISH SUJOG

**Plot Details Section**

|  |   |
|--|---|
| Land Owner Name *  | Sale Deed No                            |
| Sale Deed Date<br>dd/mm/yyyy   | Per Acre BMV Value *                    |
| Is part of plot required to be Free Gifted? *<br>Is Part Of Plot Required To Be Gifted | Area of Plan to be free Gifted (in sqm) |
| Reason For Free Gift   |   |
| <a href="#">+ ADD PLOT</a>   |   |
| <b>Total Plot Area</b><br><input type="text" value="Total Plot Area"/>                 |   |
| <a href="#">Once plot details filled click here to proceed</a>                         |   |
| <a href="#">NEXT STEP &gt;</a>   |   |

| Field name                                      | Field type    | Purpose   |
|---|---------------|---|
| District  | Mandatory     | Name of the District  |
| Tehsil  | Mandatory     | Name of the tehsil  |
| Village   | Mandatory     | Name of the Village or Mouza  |
| Revenue Plot Number (As per ownership document) | Mandatory     | Revenue plot no   |
| Layout Plot number                              | Non Mandatory | If plot is part of layout   |
| Plot area                                       | Mandatory     | Area of the particular plot   |
| Khata   | Mandatory     | Khata no of the plot  |
| Kisam   | Mandatory     | Kisam of the plot   |
| Landowner name                                  | Mandatory     | Landowner/s name  |
| GPA Holder name if present                      |               | GPA holder/holders name if applicable                                 |
| Sale deed no                                    | Mandatory     | Sale deed no of the land  |
| Sale deed date                                  | Mandatory     | Provide sale deed date of the land                                    |
| Per Acre BMV Value                              | Mandatory     | Provide Per Acre Benchmark Value of Land                              |
| Is part of plot required to be Free Gifted?     | Mandatory     | If plot is to be free gifted  |
| Area of Plan to be free Gifted (in sqm)         |               | If plot is to be free gifted then area to be provided                 |
| Reason For Free Gift                            |               | If plot is to be free gifted then reason for free gift to be provided |

## 9.3 Scrutiny details Section

The following section need to be filled to create application.  
Part 1 – Plot details

The screenshot shows the 'Apply for building permit' form. On the left is a sidebar with various municipal services like Home, Complaints, Property Tax, ePBSR Scrutiny, FSM, Layout Approval, Building Plan Approval (which is selected), Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main area has tabs at the top: Basic Details (green checkmark), Scrutiny Details (red question mark), Owner Info, Document and NOC details, and Summary. The 'Plot Details' section contains fields for Total Plot Area (in sqm) \*, Plot Area Gifted, Plot Area (in sqm), and Abutting road width(in m.) \*. Below it is a 'Block wise occupancy /sub occupancy and usage details' section with fields for Proposed Building Details (Building Height \*), Building Height After Deduction \*, Front setback \*, Rear setback \*, and Right setback \*. At the bottom are 'PREVIOUS STEP' and 'NEXT STEP' buttons.

| Field name                 | Field type    | Purpose  |
|----------------------------|---------------|--|
| Total Plot Area (in sqm)   | Mandatory     | Total Plot area                                    |
| Plot Area Gifted           | Non Mandatory | Plot area free gifted (if any)                     |
| Net Plot area              |               | Difference of total plot area and plot area gifted |
| Abutting road width(in m.) | Mandatory     | Road width   |

Part 2- Block wise occupancy /sub occupancy and usage details

The screenshot shows the 'Block wise occupancy /sub occupancy and usage details' form. It includes fields for Proposed Building Details (Building Height \*), Building Height After Deduction \*, Rear setback \*, Right setback \*, and Left setback \*. Below is a table with columns: Occupancy Name, Sub Occupancy Name, Block, Floor Description, Level, Buildup Area, Floor Area, Carpet Area, and Floor Height. A message says 'Sorry, no matching records found'. At the bottom are 'ADD FLOOR' and 'NEXT STEP' buttons.

| Field name                      | Field type | Purpose                         |
|---------------------------------|------------|---------------------------------|
| Building Height                 | Mandatory  | Total building height           |
| Building Height After Deduction | Mandatory  | Building Height After Deduction |
| Front setback                   | Mandatory  | Front setback in meter          |
| Rear setback                    | Mandatory  | Rear setback in meter           |
| Right setback                   | Mandatory  | Right setback in meter          |
| Left setback                    | Mandatory  | Left setback in meter           |

Part 3- Add Building Click on Add floor and provide the floor-wise Building details.

Click on “Cancel” to cancel adding data

Click on “Edit Building details” to add data

Click on “Delete Building details” to delete data

| Field name        | Field type    | Purpose  |
|-------------------|---------------|--|
| Occupancy         | Mandatory     | Occupancy type to be selected from drop-down list      |
| Sub Occupancy     | Mandatory     | Sub- Occupancy type to be selected from drop-down list |
| Level             | Mandatory     | Level to be selected from drop-down list               |
| Floor description | Mandatory     | Floor Description to be selected from drop-down list   |
| Build up Area     | Mandatory     | Build up Area to be provided in sq. meter              |
| Floor Area        | Mandatory     | Floor Area to be provided in sq. meter                 |
| Carpet Area       | Non Mandatory | Carpet Area to be provided in sq. meter if required    |
| Floor Height      | Non Mandatory | Floor height to be provided if required                |

Part 4- Permit Details

Permit Details

Total No. Of Floor \*  
Enter Total No. Of Floor

Please enter the number of floors above the ground floor for the building using the following format  
1.For a three-story building without a basement and without a stilt floor: G+2 (indicating 2 floors above ground)  
2.For a building with a basement: B+G+1 (indicating 1 floor above ground)  
3.For a building with both a basement and a stilt floor: B+S+2 (indicating 2 floors above ground)  
4.For a building with a stilt floor: S+1 (indicating 1 floor above ground)

Far Details

Max Building Height \*

Total Proposed Build Area \*

| Field name        | Field type | Purpose  |
|-------------------|------------|--|
| Total No.Of Floor | Mandatory  | Total number of floors to be provided in the mentioned format. |

## Part 5- FAR Details

BHUBANESWAR MUNICIPAL CORPORATION ENGLISH ▾ SUJOG

SEARCH

- [Home](#)
- [Complaints](#)
- [Property Tax](#)
- [ePBSR Scrutiny](#)
- [FSM](#)
- [Layout Approval](#)
- [Building Plan Approval](#)
- [Emptying of Septic Tank](#)
- [Trade License](#)
- [Water & Sewerage](#)
- [Marriage Registration](#)

**Permit Details**

Please enter the number of floors above the ground floor for the building using the following format  
Enter Total No.Of Floor

1.For a three-story building without a basement and without a stilt floor: G+2 (indicating 2 floors above ground)2.For a building with a basement: B+G+1 (indicating 1 floor above ground)  
3.For a building with both a basement and a stilt floor: B+S+2 (indicating 2 floors above ground)4.For a building with a stilt floor: S+1 (indicating 1 floor above ground)

**FAR Details**

|                             |                              |
|-----------------------------|------------------------------|
| Max Building Height *       | Total Proposed Build Area *  |
| _____                       | _____                        |
| Total Proposed Floor Area * | Total Proposed Carpet Area * |
| _____                       | _____                        |
| Far Base *                  | Far Permissible *            |
| _____                       | _____                        |
| Far Achieved Far Area *     |                              |
| _____                       |                              |

PREVIOUS STEP NEXT STEP >

| Field name                 | Field type | Purpose   |
|----------------------------|------------|---|
| Max. Building Height       | Mandatory  | Maximum building height out of all the blocks                     |
| Total Proposed Build Area  | Mandatory  | Total Build up Area including all the floors of all blocks        |
| Total Proposed Floor Area  | Mandatory  | Floor Area to be provided including all the floors of all blocks  |
| Total Proposed Carpet Area | Mandatory  | Carpet Area to be provided including all the floors of all blocks |
| FAR Base                   | Mandatory  | Base FAR to be provided   |
| FAR Permissible            | Mandatory  | Permissible FAR to be provided                                    |
| FAR Achieved FAR Area      | Mandatory  | Achieved FAR to be provided                                       |

## Part 6- Other Details

BHUBANESWAR MUNICIPAL CORPORATION ENGLISH ▾ SUJOG

SEARCH

- [Home](#)
- [Complaints](#)
- [Property Tax](#)
- [ePBSR Scrutiny](#)
- [FSM](#)
- [Layout Approval](#)
- [Building Plan Approval](#)
- [Emptying of Septic Tank](#)
- [Trade License](#)
- [Water & Sewerage](#)
- [Marriage Registration](#)

**Other Details**

|                             |                              |
|-----------------------------|------------------------------|
| Max Building Height *       | Total Proposed Build Area *  |
| _____                       | _____                        |
| Total Proposed Floor Area * | Total Proposed Carpet Area * |
| _____                       | _____                        |
| Far Base *                  | Far Permissible *            |
| _____                       | _____                        |
| Far Achieved Far Area *     |                              |
| _____                       |                              |

**Other Details**

|                                |                          |
|--------------------------------|--------------------------|
| Is Special Building *          | Is Assembly Building *   |
| _____                          | _____                    |
| Is Under Hazardous Occupancy * | Is Fire NOC Applicable * |
| _____                          | _____                    |

PREVIOUS STEP NEXT STEP >

| Field name                   | Field type | Purpose         |
|------------------------------|------------|-----------------|
| Is Special Building          | Mandatory  | Yes/No Question |
| Is Assembly Building         | Mandatory  | Yes/No Question |
| Is Under Hazardous Occupancy | Mandatory  | Yes/No Question |
| Is Fire NOC Applicable       | Mandatory  | Yes/No Question |

### 9.3.1 Applicant Information

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

SEARCH

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH ▾ ESUJOG

Home Complaints Property Tax ePBSR Scrutiny FSM Layout Approval Building Plan Approval Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

Apply for building permit

Basic Details Scrutiny Details Owner Info Document and NOC details Summary

Primary Applicant Details

Applicant Type \* Select Applicant Type

Type of Applicant-Subtype \* Select Applicant Subtype

Applicant Information

Mobile No. \* Enter Mobile No.

Applicant Name \* Enter Name

Email \* Enter Email

Correspondence Address \* Enter Applicant Correspondence Address

Click on next to proceed further.

< PREVIOUS STEP NEXT STEP >

| Field Name                  | Field Type          | Purpose   |
|-----------------------------|---------------------|---|
| Applicant type              | Mandatory Field     | Select Applicant type from the dropdown   |
| Type of Applicant - Subtype | Mandatory Field     | Select sub-Type of Applicant from the dropdown  |
| Mobile No                   | Mandatory Field     | Enter Registered Mobile Number of the Primary applicant (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.  |
| Correspondence address      | Mandatory Field     | This field will get auto populated after 'Mobile No' has been entered.  |
| Email                       | Non-Mandatory field | Provide email Id of the applicant   |

## 9.3.2 Documents Section

BHUBANESWAR MUNICIPAL CORPORATION ENGLISH SUJOG

SEARCH Apply for building permit Application No. BPRV-CTC-2024-10-21-022754

Basic Details Scrutiny Details Owner Info Document and NOC details Summary

**Documents Required**

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

**Revalidation**

1 Site Photograph \* Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type \* Site Photograph UPLOAD FILE

2 Other Documents Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type Other Documents UPLOAD FILE

3 Revalidation Approval Letter \* Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type \* RVL Approval Letter UPLOAD FILE

4 Revalidation Building Permit Layout Drawing \* Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type \* RVL Building Permit Layout Drawing UPLOAD FILE

< PREVIOUS STEP NEXT STEP >

BHUBANESWAR MUNICIPAL CORPORATION ENGLISH SUJOG

SEARCH

Home Complaints Property Tax ePBSR Scrutiny FSM Layout Approval **Building Plan Approval** Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

**Revalidation**

1 Site Photograph \* Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type \* Site Photograph UPLOAD FILE

2 Other Documents Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type Other Documents UPLOAD FILE

3 Revalidation Approval Letter \* Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type \* RVL Approval Letter UPLOAD FILE

4 Revalidation Building Permit Layout Drawing \* Only jpg, jpeg, png and .pdf files. 50MB max file size. Select Document Type \* RVL Building Permit Layout Drawing UPLOAD FILE

Click on next to proceed further.

< PREVIOUS STEP NEXT STEP >

| Document name                               | Mandatory/Non-Mandatory | Description                                |
|---|-------------------------|--|
| Site Photograph                             | Mandatory               | Upload Sanctioned Plan and Approval Letter |
| Other Documents                             | Mandatory               | Upload Document if applicable to project.  |
| Revalidation Approval Letter                | Mandatory               | Upload Approval Letter                     |
| Revalidation Building Permit Layout Drawing | Mandatory               | Upload Sanctioned Plan                     |

### 9.3.3 Summary Section

The screenshot shows the eSUYOG application tracking interface. At the top, it displays "BHU Bhubaneswar Municipal Corporation" and "eSUYOG". A search bar and language selection "ENGLISH" are also present. The main header says "Apply for building permit Application No. BPRV-CTC-2024-10-21-022754". Below this, a progress bar shows five steps: "Basic Details" (green checkmark), "Scrutiny Details" (green checkmark), "Owner Info" (green checkmark), "Document and NOC details" (green checkmark), and "Summary" (orange circle with a question mark). The "Summary" step is currently active, showing the "Application Summary" section. This section includes "Revalidation Details" (Is there Construction Present at site? No; The existing construction at site is as per approved plan No), "Previous Application Details" (Building Permit Date 11/11/2022, Building Permit No CDA/2022/03, Is within SUYOG application No), and a "Basic Details" section with an "EDIT" button. Navigation buttons at the bottom include "< PREVIOUS STEP" and "SEND TO CITIZEN >".

### 9.4 Citizen Approval

Please revert back to section 4.3 of the manual for guidance about Citizen approval.

### 9.5 Application submission and fee payment

Please revert to section 4.4 of the manual for guidance about Application submission and Application fee payment.

### 9.6 Track application

Please revert back to section 5.5 of the manual for guidance about Application tracking.

### 9.7 Edit application (when official sends back to citizen)

If any corrections are required for the applications, officials can send the application back to architect to edit the details or upload required document.

### 9.8 Final fee payment

Once the application is approved, applicant can proceed for final fee payment.

### 9.9 Revalidation certificate

Once the final fee for revalidation is paid (only if applicable), officials will then sign the final certificate.

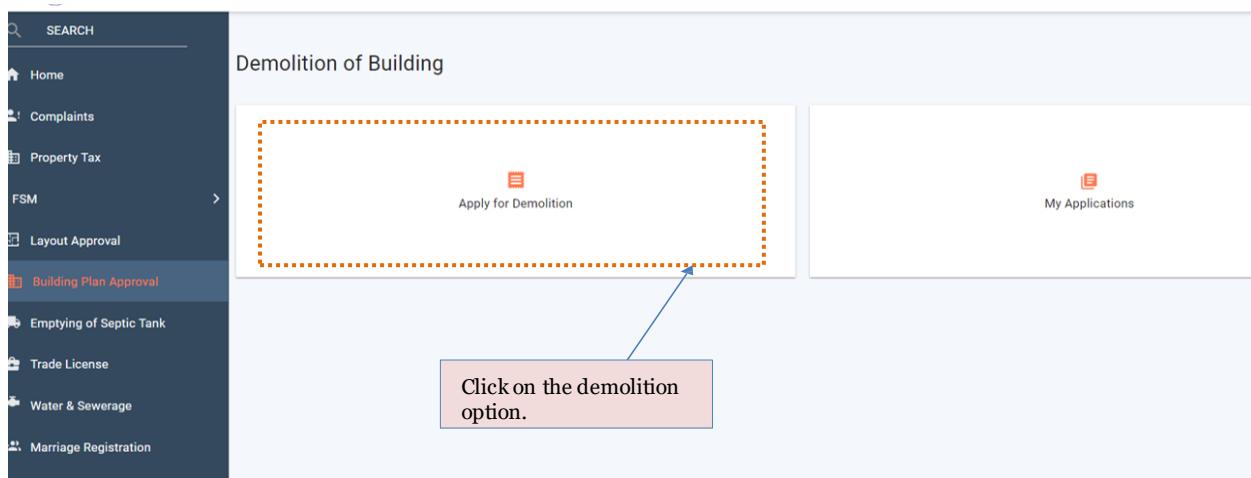
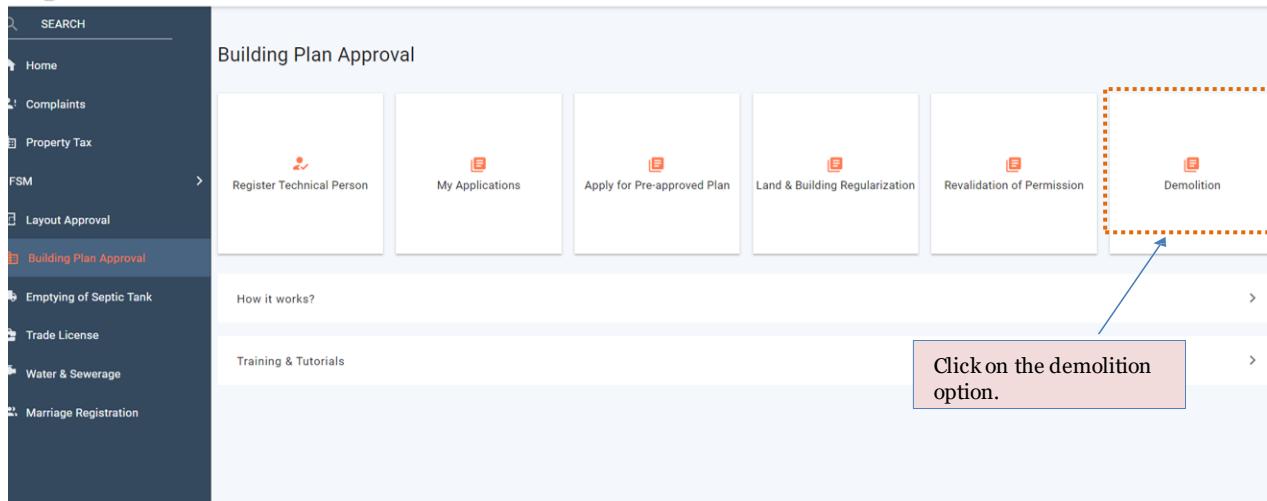
# 10 Applying for Demolition of Building

This service can be used to obtain approval for demolition of an existing building.

## 10.1 Application creation

The demolition application can be created by a citizen. The following steps is to be followed for application creation.

Step 1. Go to scrutiny page



**ODISHA** ENGLISH **SUJOG**

SEARCH

Home Complaints Property Tax

FSM Layout Approval Building Plan Approval Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

**Demolition of Building**

1 Basic Details 2 Demolition Building Details 3 Owner Info 4 Document and NOC details 5 Summary

**Basic Details**

Demolition Type \* Demolition  
Service Type \* Building Demolition

Select City

**Plot Details Section**

District \* Tehsil \*

**NEXT STEP >**

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SEARCH

Home Complaints Property Tax

FSM Layout Approval **Building Plan Approval** Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

**Plot Details Section**

District \* Tehsil \*

Village \* Select Village Revenue Plot Number (As per ownership document) \*

Layout Plot number Plot Area (in sqm) \*

Khata \* Kisam \*

Landowner Name \* GPA Holder Name If Present

Sale Deed No. \* Sale Deed Date \* dd/mm/yyyy

Per Acre BMV Value \* Is part of plot required to be Free Gifted? Select

Area of Plot to be free Gifted (in sqm) Reason for Free Gift

**NEXT STEP >**

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Fill all mandatory sections of the plot details. If more than one plot present, click on add plot to add another section of plot details. Data filled here will be reflected in the permit letter.

| Field name                                      | Field type    | Purpose  |
|---|---------------|--|
| District  | Mandatory     | Provide the name of the district   |
| Tehsil  | Mandatory     | Provide the name of the tehsil   |
| Village   | Mandatory     | Provide the name of the Village or Mouza   |
| Revenue Plot Number (As per ownership document) | Mandatory     | Provide the Revenue plot no  |
| Layout Plot number                              | Non-Mandatory | Provide if plot is part of layout  |
| Plot area                                       | Mandatory     | Provide area of the particular plot  |
| Khata   | Mandatory     | Provide khata no of the plot   |
| Kisam   | Mandatory     | Provide kisam of the plot  |
| Landowner name                                  | Mandatory     | Provide Landowner/s name   |
| GPA Holder name if present                      |               | Provide GPA holder/holders name if applicable  |
| Sale deed no                                    | Mandatory     | Provide sale deed no of the land   |
| Sale deed date                                  | Mandatory     | Provide sale deed date of the land   |
| Per Acre BMV Value                              | Mandatory     | Provide Per acre benchmark valuation value for the plot acquired from the Tehsil or sub registrar office |
| Is part of plot required to be Free Gifted *    | Mandatory     | If part of plot needs to be free gifted select yes, else select no.                                      |
| Area of land to be Free Gifted                  | Non-Mandatory | If yes, provide area   |
| Reason for Free Gift                            | Non-Mandatory | If yes provide reason  |

The screenshot shows a form titled "Total Plot Area" with a field for "Total Plot Area" containing "500". Below it is a section titled "Means of Access Section" with a field for "Access Road width \*" containing "9". To the right, a callout box says "Provide access road width to the". At the bottom right is a red-bordered "NEXT STEP >" button. Another callout box to the right says "Click on next step to proceed with the application.".

## 10.2 Demolition building Details

The screenshot shows a "Demolition of Building" application. On the left is a sidebar with various services like "Building Plan Approval" (which is selected), "Emptying of Septic Tank", "Trade License", "Water & Sewerage", and "Marriage Registration". The main form has a progress bar at the top with steps 1-5. Step 1 is "Basic Details" (done), step 2 is "Demolition Building Details" (in progress, indicated by a red dot), step 3 is "Owner Info", step 4 is "Document and NOC details", and step 5 is "Summary". The "Demolition Building Details" section contains fields for "Mauza \* Select mauza", "Total Land Area \* Enter Land Area", "Plot No \* Enter Service Type", and "Land Owner Name \* Enter Owner Name". These fields are enclosed in a red dotted box. At the bottom are "PREVIOUS STEP" and "NEXT STEP >" buttons. The status bar at the bottom shows "12:11 PM 14/10/2024".



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[Home](#)
  
[Complaints](#)
  
[Property Tax](#)
  
[FSM](#)
  
[Layout Approval](#)
  
[Building Plan Approval](#)
  
[Emptying of Septic Tank](#)
  
[Trade License](#)
  
[Water & Sewerage](#)
  
[Marriage Registration](#)

Total Build up Area \*

Building to Building Distance \*

Building Height \*

Left Setback \*

Front Setback \*

Occupancy Type \*  
Select Occupancy Type

Total Build up Area to be Demolished \*

No. of Floors \*

Right Setback \*

Rear Setback \*

If the project has any approved area? \*

Select

< PREVIOUS STEP
NEXT STEP >

| Field name                           | Field type | Purpose                                      |
|--------------------------------------|------------|--|
| Mouza                                | Mandatory  | Add the mouza details                        |
| Total land area                      | Mandatory  | Provide total land area                      |
| Plot number                          | Mandatory  | Provide plot number                          |
| Landowner name                       | Mandatory  | Provide the landowner's name                 |
| Total built up area                  | Mandatory  | Mention the total built up area              |
| Total built up area to be demolished | Mandatory  | Mention the total area to be demolished      |
| Building to building distance        | Mandatory  | Provide building to building distance        |
| No.of floors                         | Mandatory  | Provide total no.of floors                   |
| Building height                      | Mandatory  | Provide height of the building               |
| Right setback                        | Mandatory  | Mention right setback details                |
| Left setback                         | Mandatory  | Mention left setback details                 |
| Rear setback                         | Mandatory  | Mention rear setback details                 |
| Front setback                        | Mandatory  | Mention front setback details                |
| If the project has any approved area | Mandatory  | Mention if the project has any approved area |
| Occupancy type                       | Mandatory  | Mention the occupancy type                   |

### 10.3 Owner Info

SEARCH
  
[Home](#)
  
[Complaints](#)
  
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[FSM](#)
  
[Layout Approval](#)
  
[Building Plan Approval](#)
  
[Emptying of Septic Tank](#)
  
[Trade License](#)
  
[Water & Sewerage](#)
  
[Marriage Registration](#)

Demolition of Building

Basic Details      Demolition Building Details      **Owner Info**      Document and NOC details      Summary

**Primary Applicant Details**

Applicant Information

Mobile No. \*  
Enter Mobile No.

Applicant Name \*  
Enter Applicant Name

Correspondence Address \*  
Enter Correspondence Address

Email  
Enter Email

Is Primary Owner ?

Click on next to proceed further.
< PREVIOUS STEP
NEXT STEP >

| Field Name          | Field Type      | Purpose  |
|---------------------|-----------------|--|
| Applicant type      | Mandatory Field | Select Applicant type from the dropdown        |
| Type of Applicant - | Mandatory Field | Select sub-Type of Applicant from the dropdown |

| Subtype                |                     |  |
|------------------------|---------------------|--|
| Mobile No              | Mandatory Field     | Enter Registered Mobile Number of the Primary applicant (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.   |
| Correspondence address | Mandatory Field     | This field will get auto populated after 'Mobile No' has been entered.   |
| Email                  | Non-Mandatory field | Provide email Id of the applicant  |

## 10.4 Document & Noc Details

ODISHA

SEARCH

Demolition of Building Application No. BD-CTC-2024-10-14-000031

ENGLISH ▾

SUJOG

Basic Details Demolition Building Details Owner Info Document and NOC details Summary

Documents Required (Self Attested)

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.

Revenue Site Plan showing the plot and surrounding plots

1 Revenue Site Plan showing the plot and surrounding plots \* Select Document Type \* Certificate CHOOSE FILE

Only jpg, jpeg, png and pdf files. 50MB max file size.

Site layout plan showing the site boundary, building to be demolished, no of floors, height of the building (including stilt/basement, if any) existing setback around the building and building to building distance (if any). \*

2 Site layout plan showing the site boundary, building to be demolished, no of floors, height of the building (including stilt/basement, if any) existing setback around the building and building to building distance (if any). \* Select Document Type \* Certificate CHOOSE FILE

PREVIOUS STEP NEXT STEP

Search

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ODISHA

SEARCH

Building plan with built-up area details of the building to be demolished.

Select Document Type \* APPL\_BUILDINGPLAN\_BUILDINGPLAN CHOOSE FILE

Only jpg, jpeg, png and pdf files. 50MB max file size.

Photograph of the building

4 Photograph of the building \* Select Document Type \* Certificate CHOOSE FILE

Only jpg, jpeg, png and pdf files. 50MB max file size.

Site inspection report by registered technical person and undertaking for site supervision during demolition period adhering to applicable safety norms.

5 Site inspection report by registered technical person and undertaking for site supervision during demolition period adhering to applicable safety norms. \* Select Document Type \* Certificate CHOOSE FILE

Only jpg, jpeg, png and pdf files. 50MB max file size.

NoC from all utility agencies.

6 NoC from all utility agencies. \* Select Document Type \* Certificate CHOOSE FILE

Only jpg, jpeg, png and pdf files. 50MB max file size.

PREVIOUS STEP NEXT STEP

Search

12:18 PM 14/10/2024

| Field name  | Field type |
|---|------------|
| Revenue Site Plan showing the plot and surrounding plots  | Mandatory  |
| Site layout plan showing the site boundary, building to be demolished, no of floors, height of the building (including stilt/basement, if any) existing setback around the building and building to building distance (if any). | Mandatory  |
| Building plan with built-up area details of the building to be demolished.  | Mandatory  |
| Photograph of the building  | Mandatory  |
| Site inspection report by registered technical person and undertaking for site supervision during demolition period adhering to applicable safety norms.  | Mandatory  |
| NoC from all utility agencies.  | Mandatory  |
| Noc from neighborhood (if semi-detached)  | Mandatory  |

## 10.5 Document & Noc Details

## 10.6 Track application

Please revert to section 5.5 of the manual for guidance about Application tracking.

## 10.7 Edit application (when official sends back to citizen)

If any corrections are required for the applications, officials can send the application back to architect to edit the details or upload required document.

## 10.8 Final fee payment

Once the application is approved, applicant can proceed for final fee payment.

## 10.9 Demolition certificate

Once the final fee for demolition is paid, officials will then sign the final certificate.

# **11 Applying for Plinth Approval**

Plinth Level Approval is an interim service which is taken for new construction applications at the plinth stage.

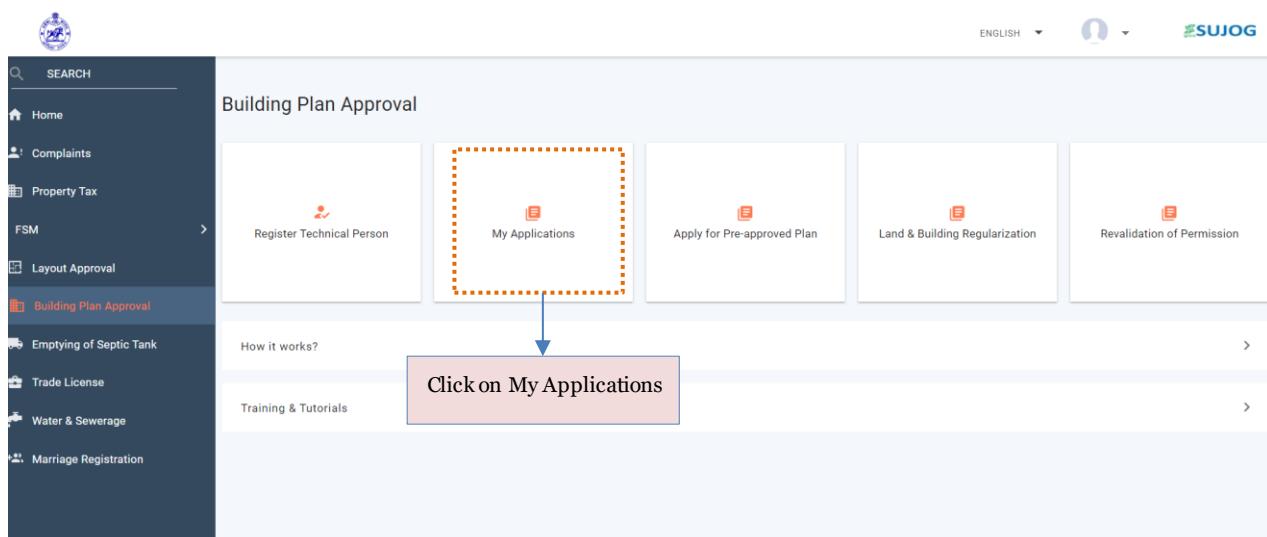
Pre-conditions for Plinth Approval-

1. Applicant should have valid Building Permit in place.
2. Construction undertaken is as per the approved plan.
3. All conditions of the permission letter are required to be complied including NOCs which are to be obtained before the plinth construction stage.
4. Fee instalments required to be deposited at the time of plinth level approval, shall be deposited.
5. The construction undertaken shall be up to plinth level only.

## **11.1 Application creation**

The plinth application can be created by both Citizen (Applicant) as well as Architect/Technical Person. The following steps is to be followed for application creation.

Step 1: Go to Building Plan Approval- My Applications page.



Step 2: Open the respective application which is approved from OBPAS login.

My Applications

|                      |                                    |
|----------------------|------------------------------------|
| Application number   | BP-TST-2024-10-22-143743           |
| Owner Name           | Monali Biswal                      |
| Service type         | Building permit - New construction |
| Assigned To          | NA                                 |
| Status               | Approved                           |
| SLA (Days Remaining) | NA                                 |

[VIEW DETAILS](#)

Select the application which is approved for which Plinth Application to be created

Step 3: Select 'apply for Plinth Level approval option

Application details Application No. BP-TST-2024-10-22-143743

Permit valid up to 23/10/2027

[PLINTH APPROVAL](#)

Task Status

|                    |                  |                    |                     |          |
|--------------------|------------------|--------------------|---------------------|----------|
| Date<br>22/10/2024 | Updated By<br>IA | Status<br>Approved | Current Owner<br>NA | Comments |
|--------------------|------------------|--------------------|---------------------|----------|

Permit No. BP/TST/013512

[DOWNLOAD](#) | [PRINT](#)

Click on Plinth Approval

Plinth Approval Details

NA

[TAKE ACTION](#)

Note: In case any offline NOC is applicable, applicant has to first upload the offline NOC, then proceed for Plinth Level approval.

Step 4: Fill in the Plinth Application details.

The system will ask the applicant to check one of the 3 declarations before proceeding:

- There is no deviation present at site and construction is as per the approved plan
- There is deviation present at site, but it is within the permissible limit
- Deviation is present and is beyond the permissible limit

The applicant is allowed to proceed only if he selects 1<sup>st</sup> option.

In case the applicant selects option 2 & 3, the applicant shall be redirected to the regularisation module for regularisation of the deviated construction.

Case a: For the following projects, Applicant has to upload the verification report prepared by Accredited Person and stage wise report prepared by PMO

1. In apartments,
2. housing projects,
3. high rise buildings and
4. special buildings,

**Click on applicable declaration**

**Fill Accredited person Details**

**Fill PMO Details**

**Upload documents**

**Click on Submit**

| Field name  | Field type | Purpose                               |
|---|------------|---------------------------------------|
| There is no deviation present at site and construction is as per the approved plans | Optional   | Checkbox to be selected if applicable |
| There is deviation present at site but it is within the permissible limit.          | Optional   | Checkbox to be selected if applicable |
| Deviation is present and is beyond the permissible limit.                           | Optional   | Checkbox to be selected if applicable |
| <b>Accredited Person Details</b>  |            |                                       |
| Name  | Mandatory  | Provide the name                      |
| Contact   | Mandatory  | Provide the contact                   |
| Address   | Mandatory  | Provide the address                   |
| <b>PMO Details</b>  |            |                                       |
| Name  | Mandatory  | Provide the name                      |
| Contact   | Mandatory  | Provide the contact                   |
| Address   | Mandatory  | Provide the address                   |

Case b: For the remaining types of projects, the applicant has to upload only the Stage-wise report prepared by the Project Management Organisation PMO.

Click on applicable declaration

Declaration Section

- There is no deviation present at site and construction is as per the approved plans.
- There is deviation present at site but it is within the permissible limit.
- Deviation is present and is beyond the permissible limit.

PMO Details

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Fill PMO Details

Download - Stage wise Report by PMO(Template)  
Plinth Level verification Report  
Plinth Level verification Report

1 Stage Wise Report by PMO \*  
Only jpg, jpeg, png and .pdf files. 50MB max file size.

Select Document Type \*  
Report

Upload documents → UPLOAD

Click on Submit → SUBMIT CANCEL

| Field name  | Field type | Purpose                               |
|---|------------|---------------------------------------|
| There is no deviation present at site and construction is as per the approved plans | Optional   | Checkbox to be selected if applicable |
| There is deviation present at site but it is within the permissible limit.          | Optional   | Checkbox to be selected if applicable |
| Deviation is present and is beyond the permissible limit.                           | Optional   | Checkbox to be selected if applicable |
| <b>PMO Details</b>  |            |                                       |
| Name  | Mandatory  | Provide the name                      |
| Contact   | Mandatory  | Provide the contact                   |
| Address   | Mandatory  | Provide the address                   |

## 11.2 Application Status

SEARCH

Home Complaints Property Tax FSM Layout Approval Building Plan Approval Emptying of Septic Tank Trade License Water & Sewerage Marriage Registration

Application details Application No. BP-TST-2024-10-22-143743 Permit No. BP/TST/013512

Permit valid up to 23/10/2027

DOWNLOAD PRINT VIEW HISTORY

Task Status

|                    |                  |                    |                      |          |
|--------------------|------------------|--------------------|----------------------|----------|
| Date<br>22/10/2024 | Updated By<br>IA | Status<br>Approved | Current Owner<br>N/A | Comments |
|--------------------|------------------|--------------------|----------------------|----------|

Application status → Click to view the application

Plinth Approval Details

Application No. PLA-TST-2024-10-23-000001 Submission Date 23/10/2024 Status Approved View →

TAKE ACTION