



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)**

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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.

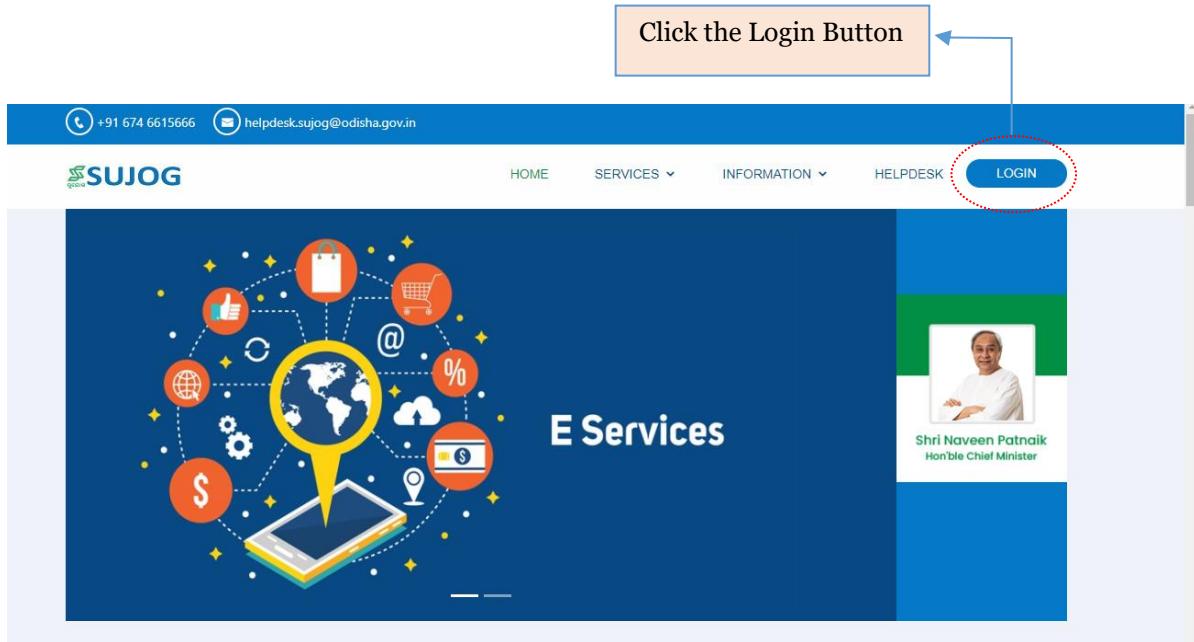


2 General Functions

2.1 Registering into the system

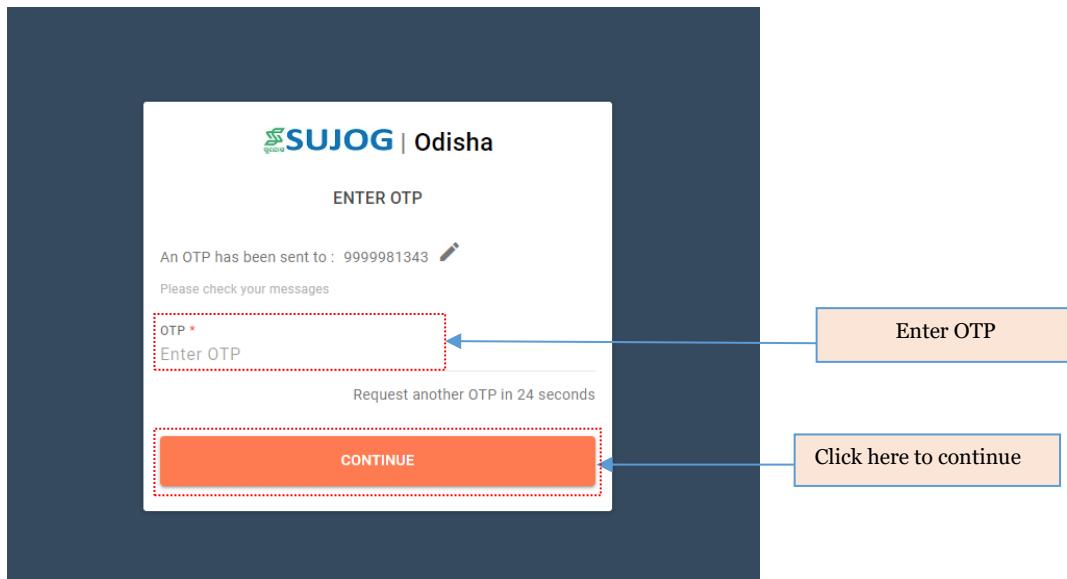
To Register, please go to the following link:

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



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

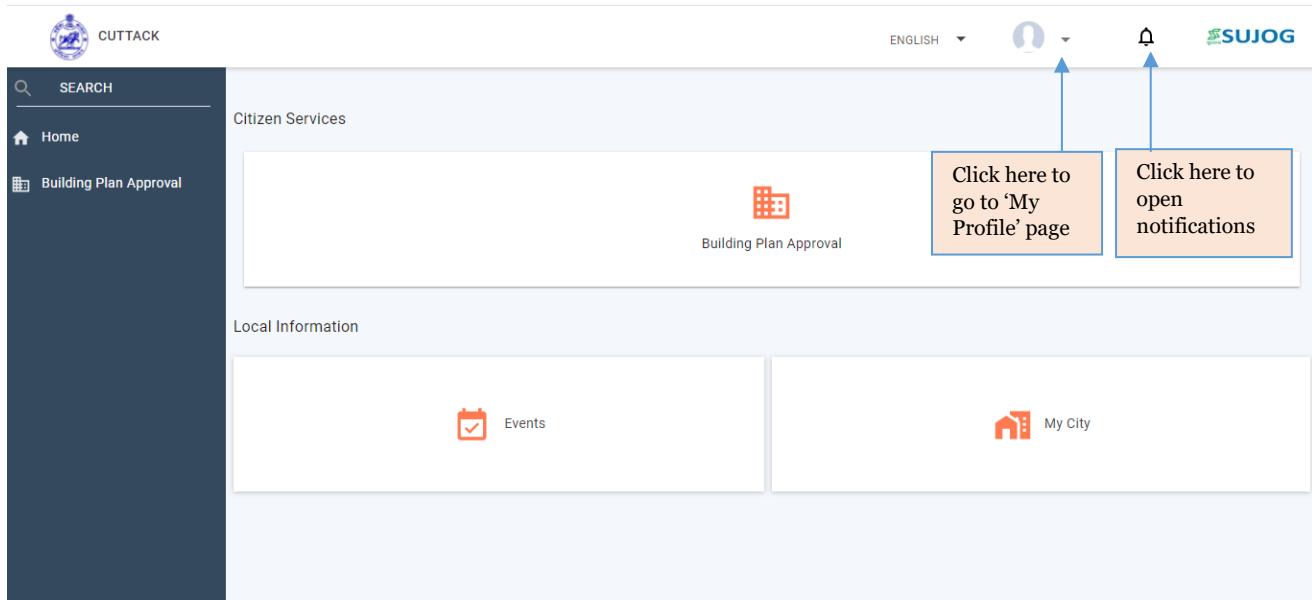
The screenshot shows the 'REGISTER' form on the SUJOG Odisha website. The form fields are outlined with red dotted lines. The first field is 'Mobile Number *' with placeholder '+91 | Enter your mobile number'. The second field is 'Name *' with placeholder 'Enter your name'. The third field is 'City *' with placeholder 'Select your city' and a dropdown arrow. Below the form is a 'CONTINUE' button. 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 field. At the bottom left of the form, there is a link 'Have an account? LOGIN'.



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.

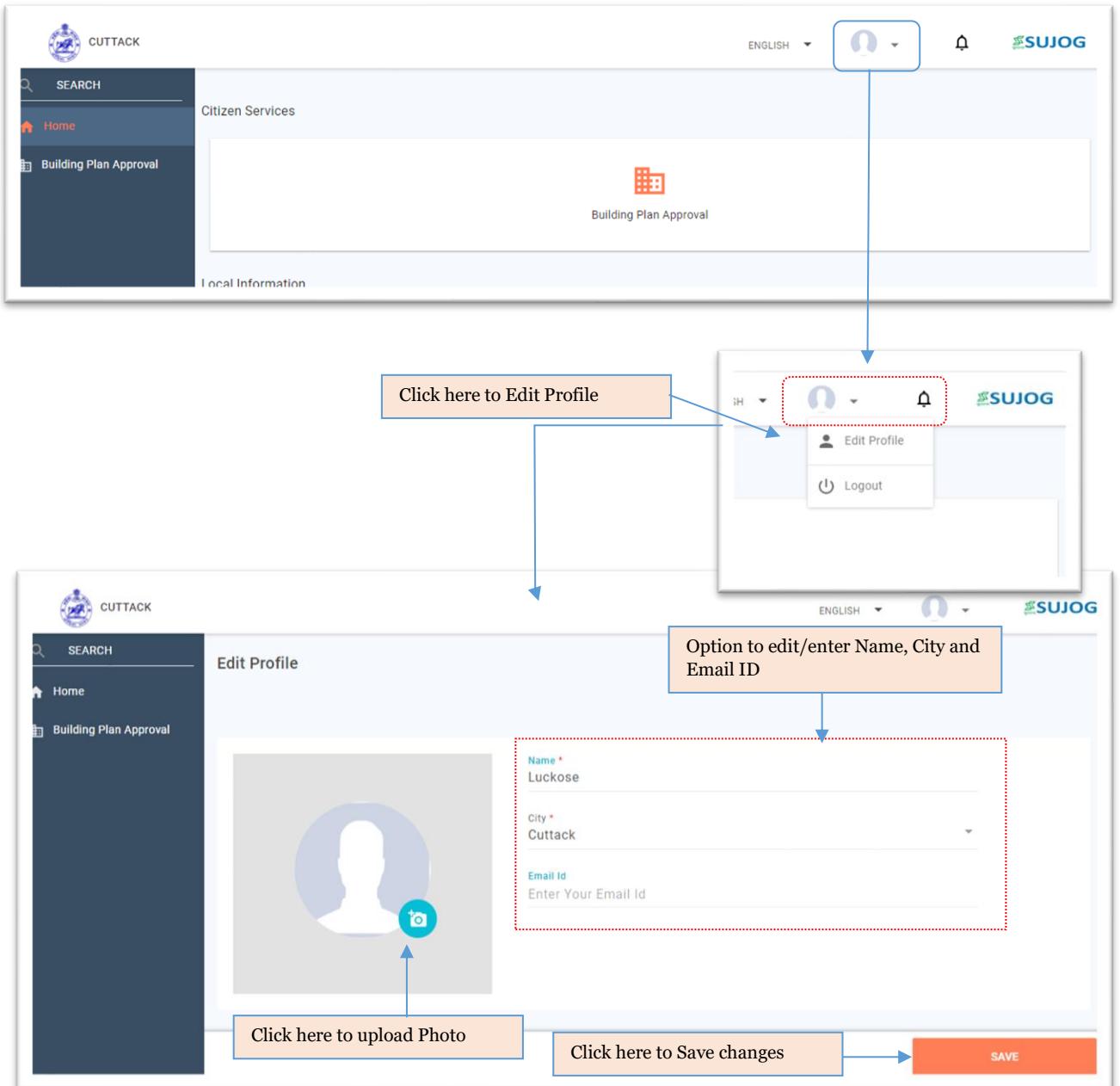


2.3 Editing the Profile

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’

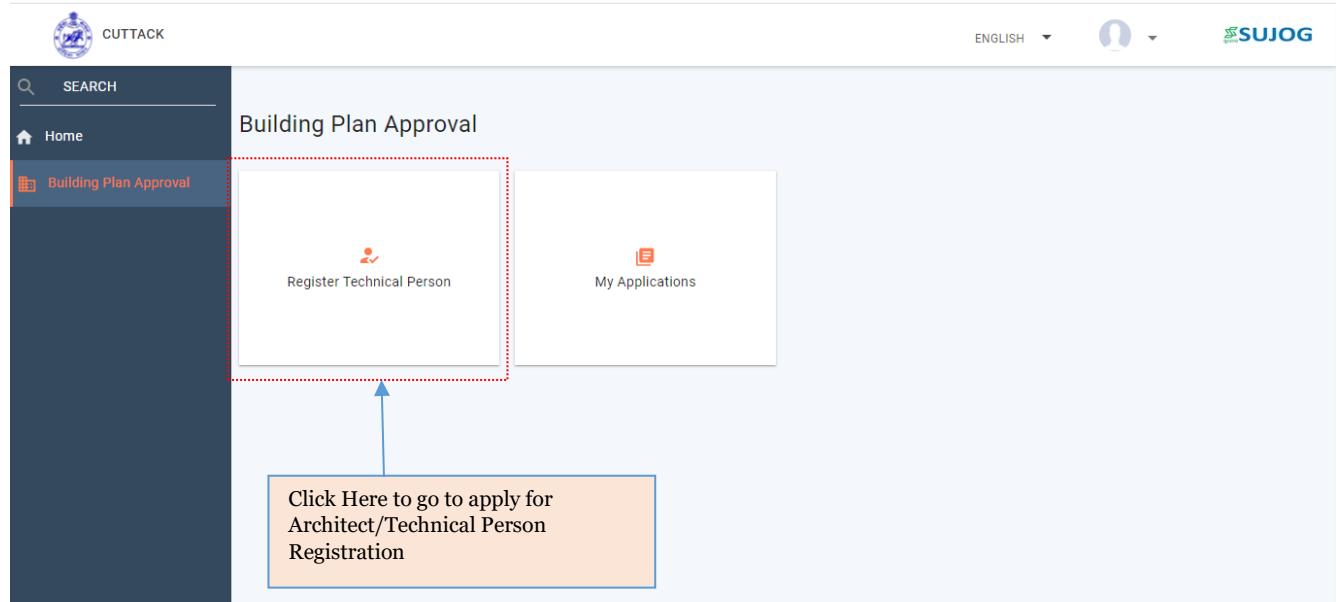
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



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

3.2 Applicant Details Section

The screenshot shows a web-based application for registering a technical person or builder. The header includes the logo of Cuttack Municipal Corporation, language settings (English), and a user profile icon. The main title is 'Register Technical Person/Builder'. A progress bar at the top indicates four steps: 'Licensee Details' (green checkmark), 'Applicant Details' (red circle with '2'), 'Documents' (grey circle with '3'), and 'Summary' (grey circle with '4'). A blue box labeled 'Fill Mandatory Details' is positioned above the applicant details section. The 'Applicant Details' section contains fields for 'Applicant Name' (Freddy Architect), 'Date of Birth' (dd/mm/yyyy), 'Email', 'Gender' (Male selected), 'Mobile No.' (+91 | 8882540073), and 'PAN No.'. Below these fields is a button 'Click Here to go to the next'. At the bottom are buttons for 'Click here to edit previous', '< PREVIOUS STEP', and '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.

The screenshot shows the 'Permanent Address' section of the application form. It features a red dotted box around the address fields. The fields include '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), and 'Pincode' (Enter Pincode). Above the address section is a blue box labeled 'Fill Mandatory Details'. Below the address section is a section for '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

CUTTACK MUNICIPAL CORPORATION

ENGLISH SUJOG

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval**
- ACTION_TEST_TRADE_LICEN
- Water & Sewerage

Fill Mandatory Details

City * Enter City

Pincode * Enter Pincode

Correspondence Address

Same As 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

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

Click here to go to the next section

< PREVIOUS STEP NEXT STEP >

3.3 Documents Section

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval**
- ACTION_TEST_TRADE_LICEN
- 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 * BPA_UPLOAD_FILE_RESTRICTIONS
- Experience Certificate * BPA_UPLOAD_FILE_RESTRICTIONS

Upload Mandatory Documents

Click here to go to the next section

< PREVIOUS STEP NEXT STEP >

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

CUTTACK MUNICIPAL CORPORATION

SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION_TEST_TRADE_LICENSE Water & Sewerage

Register Technical

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

Licensee Details

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

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

002

Documents Summary

ENGLISH SUJOG

PREVIOUS STEP SUBMIT

This screenshot shows the 'Register Technical' application summary page. The left sidebar includes links for Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main content area displays 'Licensee Details' (Architect) and 'Applicant Details' (Freddy Architect, Male, DOB: 01/01/1990). A large orange box at the top right says 'Review the filled application details and click the edit button if changes are required'. Below it is another orange box with 'Click here to submit application'. A blue box at the bottom left says 'Click here to edit previous sections'. Navigation buttons 'PREVIOUS STEP' and 'SUBMIT' are at the bottom right.

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 details have been sent to your registered mobile number.

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

Application Submission Confirmation

Application number will be generated

GO TO HOME

This screenshot shows the 'Application for New Stakeholder Registration' confirmation page. The left sidebar is identical to the previous screen. The main content area displays a green checkmark icon and the message 'Application Submitted Successfully'. It also shows the 'Application number' as 'OD-BR-2021-05-08-000002'. A blue box at the bottom left says 'Application Submission Confirmation'. A blue box at the bottom right says 'Application number will be generated'. A red button at the bottom right says 'GO TO HOME'.

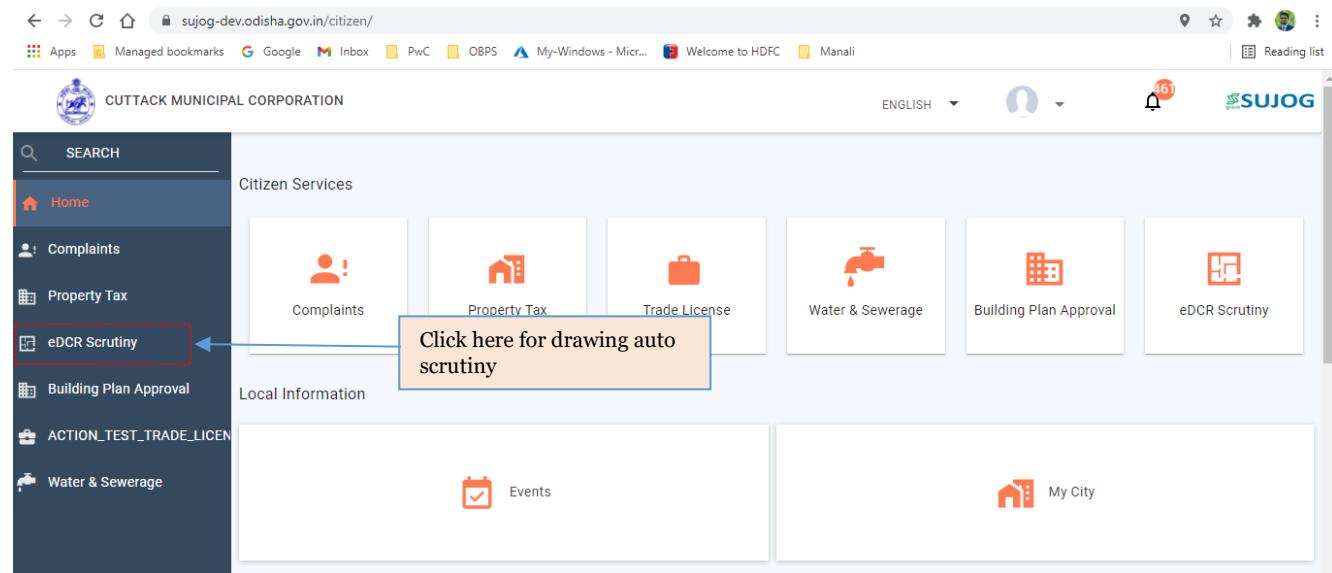
4 Applying for Building Permit – New Construction

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

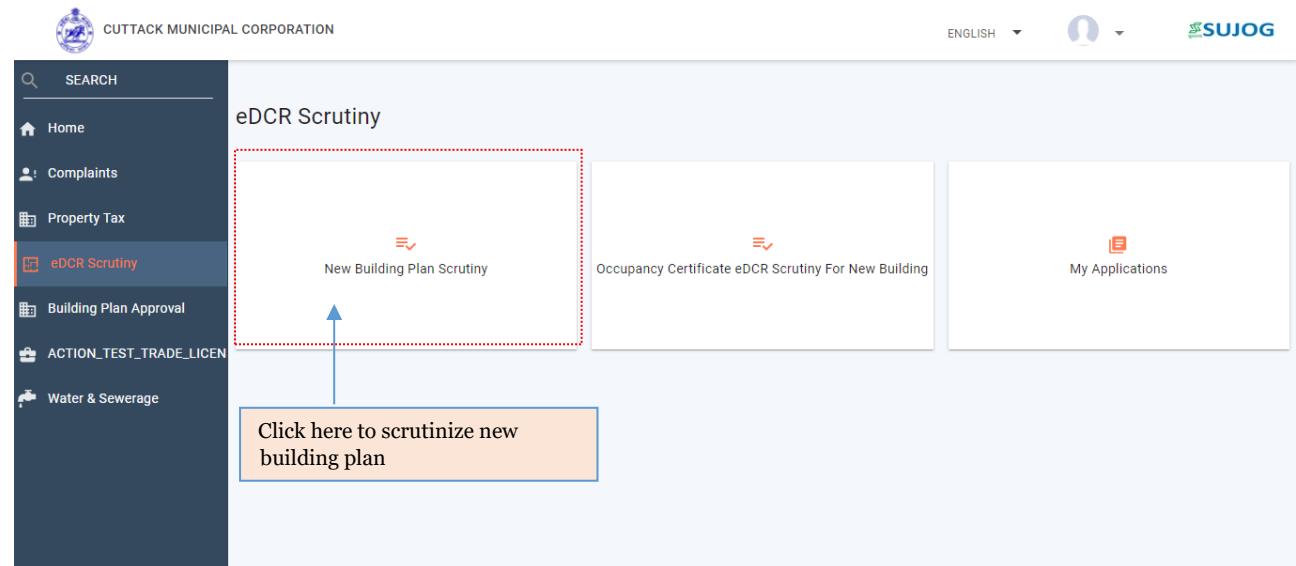
The following steps has to be followed to perform an auto scrutiny of the drawing/plan

Step 1 : Citizen Services page



The screenshot shows the Citizen Services page of the Cuttack Municipal Corporation website. The left sidebar contains a navigation menu with links like Home, Complaints, Property Tax, eDCR Scrutiny (highlighted with a red dashed box), Building Plan Approval, ACTION_TEST_TRADE_LICEN, and Water & Sewerage. The main content area features a grid of icons for various services: Complaints, Property Tax (highlighted with a blue box and a callout 'Click here for drawing auto scrutiny'), Trade License, Water & Sewerage, Building Plan Approval, and eDCR Scrutiny. Below the grid are sections for Local Information (Events) and My City.

Step 2 : eDCR Page



The screenshot shows the eDCR Scrutiny page. The left sidebar is identical to the previous screenshot. The main content area is titled 'eDCR Scrutiny' and contains two options: 'New Building Plan Scrutiny' (highlighted with a red dashed box and a callout 'Click here to scrutinize new building plan') and 'Occupancy Certificate eDCR Scrutiny For New Building'. There is also a 'My Applications' section on the right.

Step 3 : Drawing Scrutiny page

Fill in the details

New Building Plan Scrutiny

City * Cuttack

Applicant Name * ABC

Service type * New Construction

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

Click here to clear form

CLEAR FORM

UPLOAD FILE

SUBMIT

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

Step 4 : Drawing Scrutiny Result – Accepted Case

Option to Download or Print Scrutiny Report

DOWNLOAD | PRINT

Building plan eDCR scrutiny is Accepted
This plan can now be used for creating permit application

Scrutiny Number generated if drawing gets accepted

Building Plan Scrutiny Number DCR52021AJBSE

Auto Scrutiny Status

Click here to start applying for Building Permit

GO TO HOME

CREATE BUILDING PERMIT APPLICATION

Sample Scrutiny Report

Cuttack Municipal Corporation

AUTOMATED BUILDING PERMIT APPROVAL SYSTEM



EPBSR SCRUTINY REPORT

STATUS : Accepted

APPLICATION DETAILS					
1	APPLICANT NAME	ABC	2	APPLICATION DATE	08/05/2021
3	APPLICATION NUMBER	01434-2021-QE	4	APPLICATION TYPE	Permit
5	OCCUPANCY TYPE	Residential	6	DCR NUMBER	DCR52021AJBSE
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	PLOT AREA (As per declaration) in m ²	116.12	6	PLOT AREA (As per measurement) in m ²	116.1288
7	AVERAGE WIDTH OF PLOT in m	11.0	8	AVERAGE DEPTH OF PLOT in m	9.0
9	ROAD WIDTH in m	9.0	10	SURRENDER ROAD WIDTH in m	0.00
11	RISK TYPE	LOW	12	DEMOLITION AREA in m ²	0.0

Declarations in Drawings

1	Is the plot part of the layout approved by the authority or developed/allotted by the government or statutory bodies or is this a final plot in town planning schemes or development schemes ?	YES
2	Does the Project require NOC from AAI as per the Colour Coded Zone Maps ?	NO

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

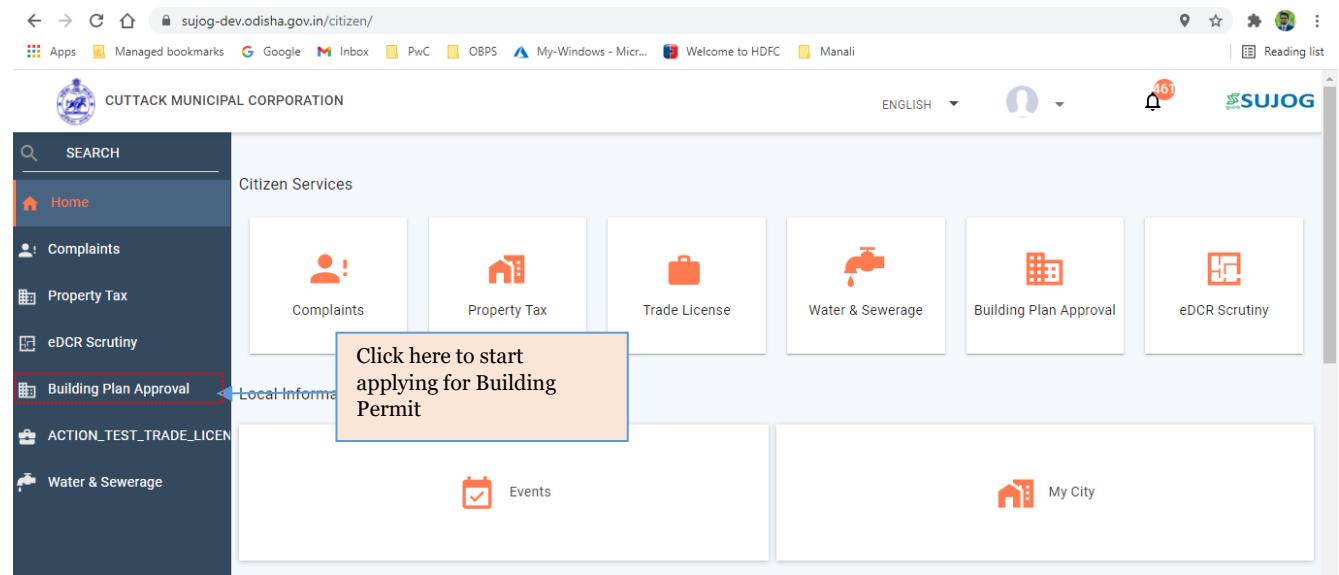
Most common reasons for drawing getting rejected –

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

4.2 Application Form

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

Step 1 : Citizen Services page



Step 2 : Building Plan Approval Page





SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION_TEST_TRADE_LICENSE Water & Sewerage

Building Plan Approval

Register Technical Person/Bu

Pick your city.

City* Cuttack

SELECT CANCEL

Select City 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

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 >

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.

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

Fill Mandatory Details

Location Details

City * Cuttack

Street Name Enter Street Name

Pincode Enter Pincode

Building/Colony Name Enter Building/Colony Name

Village * Select Village

GIS Coordinates Select your trade location on map

Following are the fields in Location details Section

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

Details Of Plot

Plot Area * 116.12

Khata No. * 560

Holding No. Enter Holding No.

Plot No(MSP) * 32/1

Land Registration Details
Enter Land Registration Details

Fill Mandatory Details

Click here to go to next section

NEXT STEP >

Following are the fields in Details of Plot

4.2.2 Scrutiny Details Section

4.2.3 Owner Info Section

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 the 'eDCR Scrutiny' section of the Cuttack Municipal Corporation website. The top navigation bar includes 'SEARCH', 'Home', 'Complaints', 'Property Tax', 'eDCR Scrutiny' (which is highlighted in red), 'Building Plan Approval', 'ACTION_TEST_TRADE_LICENSE', and 'Water & Sewerage'. The main content area is titled 'Apply for building permit' with 'Application No. OD-BP-2021-05-10-000519'. A progress bar at the top indicates steps 1 through 5: 'Basic Details' (green checkmark), 'Scrutiny Details' (green checkmark), 'Owner Info' (green checkmark), 'Document and NOC details' (red exclamation mark), and 'Summary' (grey). A callout box points to the 'Document and NOC details' step with the text 'Upload all Mandatory and applicable documents'. Below this, a red dotted box encloses the 'Required Documents' section. This section contains three items: 1. 'Applicant ID Proof (Self Attested)' with a file upload field and 'UPLOAD FILE' button. 2. 'Land Owner ID Proof (Self Attested)' with a file upload field and 'UPLOAD FILE' button. 3. 'ROR (Self Attested)' with a file upload field and 'UPLOAD FILE' button. At the bottom of the section 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 Filed	Upload Scanned copy of Applicant ID Proof
Land Owner ID Proof (Self Attested)	Mandatory Filed	Upload Scanned copy of Land Owner's ID Proof
ROR (Self Attested)	As per Applicability	Upload Document if applicable to project
Sale Deed / Gift Deed (Self Attested)	As per Applicability	Upload Document if applicable to project
Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar	As per Applicability	Upload Document if applicable to project

Peaceful possession of land Affidavit	As per Applicability	Upload Document if applicable to project
Building Plan Diagram		
Building Plan Layout (Scale 1:100)	As per Applicability	Upload Document if applicable to project
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

NOC Details

CUTTACK MUNICIPAL CORPORATION

SEARCH

- Home
- Complaints
- Property Tax
- eDCR Scrutiny
- Building Plan Approval
- ACTION_TEST_TRADE_LICENSE
- Water & Sewerage

NOC Details

Airport Authority	Application Number OD-NOCSRV-2021-05-10-000956
Status CREATED Documents	Submitted On NA

No Documents Uploaded

Upload Scanned copy of NOC if present

UPLOAD

Fire Noc

Application Number OD-NOCSRV-2021-05-10-000957
Status CREATED Documents
Submitted On NA

No Documents Uploaded

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 'eDCR Scrutiny' section of the CMC website. On the left sidebar, under 'eDCR Scrutiny', there is a note: 'Review the entered application details and click on the edit button if any changes are required'. The main page displays an application for a building permit with the application number OD-BP-2021-05-10-000519. The status bar indicates 'Basic Details', 'Scrutiny Details', and 'Owner Info' are completed. A box highlights 'Application fee with breakdown - to be payed'. The 'Fee Estimate' table shows:

	Total Amount
Building Operation Fees	1225
Land Development Fees	581
Total Amount	1806

A box highlights 'Click here to send the application to Citizen for approval'. Below the summary, buttons include '< PREVIOUS STEP', 'SEND TO CITIZEN >', and 'NEXT STEP'.

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 Status' page. The message 'Application Successfully Sent To Citizen' is displayed, along with the application number 'OD-BP-2021-05-10-000519'. A box highlights 'Application Number'. At the bottom right is a 'GO TO HOME' button.

4.4 Application Fee Payment and Submission

Application fee can be payed 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 Citizen Services page of the Cuttack Municipal Corporation website. 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", "Building Permit New Construction", "Occupancy Certificate New Building Construction", and "My Applications". A callout box labeled "1 – Click 'Building Plan Approval' button on the homepage" points to the "Building Plan Approval" button in the sidebar. Another 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. A callout box labeled "Select the respective application by referring to the application number" points to the application table. The table has columns: Application No, Application type, Service type, Assigned To, SLA (Days Remaining), and Status. One row is highlighted with a red dotted border, corresponding to the application number OD-BP-2021-05-10-000519. The status for this application is "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 Cuttack Municipal Corporation's eGovernance portal. On the left is a sidebar with various service icons: 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 displays application details for a Fire Noc. It includes fields for Fire Noc (Application Number: OD-NOCsrv-2021-05-10-000957), Status (CREATED), and Documents (No Documents Uploaded). A large orange callout box points to the Declaration section, which contains a checkbox labeled "BPA_STAKEHOLDER_1_DECLARATION_LABEL I am responsible for any defects/errors/omissions made while submitting the application". Another orange callout box points to the "SUBMIT" button at the bottom right.

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 Cuttack Municipal Corporation's eGovernance portal after a successful application submission. The sidebar and application details are identical to the previous screenshot. The main content area now displays a green checkmark icon and the message "Application Submitted Successfully". It also shows the application number "OD-BP-2021-05-10-000519". An orange callout box points to a link "Click here to view the application fee payment details". At the bottom right are two buttons: "GO TO HOME" and "MAKE PAYMENT".

Step 5– Review Application fee details

Payment Information Consumer Code OD-BP-2021-05-10-000519

Application fee with breakdown - to be payed

Total Amount **Rs 1806**

Click here to make the application fee payment

Step 6– Pay Application fee in Payment Portal

Billing Information

ORDER DETAILS

Order #: OD_PG_2021_05_10_000223_12
Coupon Code: 09811165595 [Apply](#)
Order Amount: 1806.00
Total Amount: INR 1806.00

CC Avenue CHECKOUT

Checkout login for registered users only.
abc@gmail.com
Enter Password
[Forgot Password?](#) [Login](#)

Click here to make payment

Step 7– Download Fee Receipt and Application submission confirmation

Payment Information Application No. OD-BP-2021-05-10-000520

Download or Print Payment Receipt

Payment Receipt No. **05/2021-22/000259**

Payment Receipt Number

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

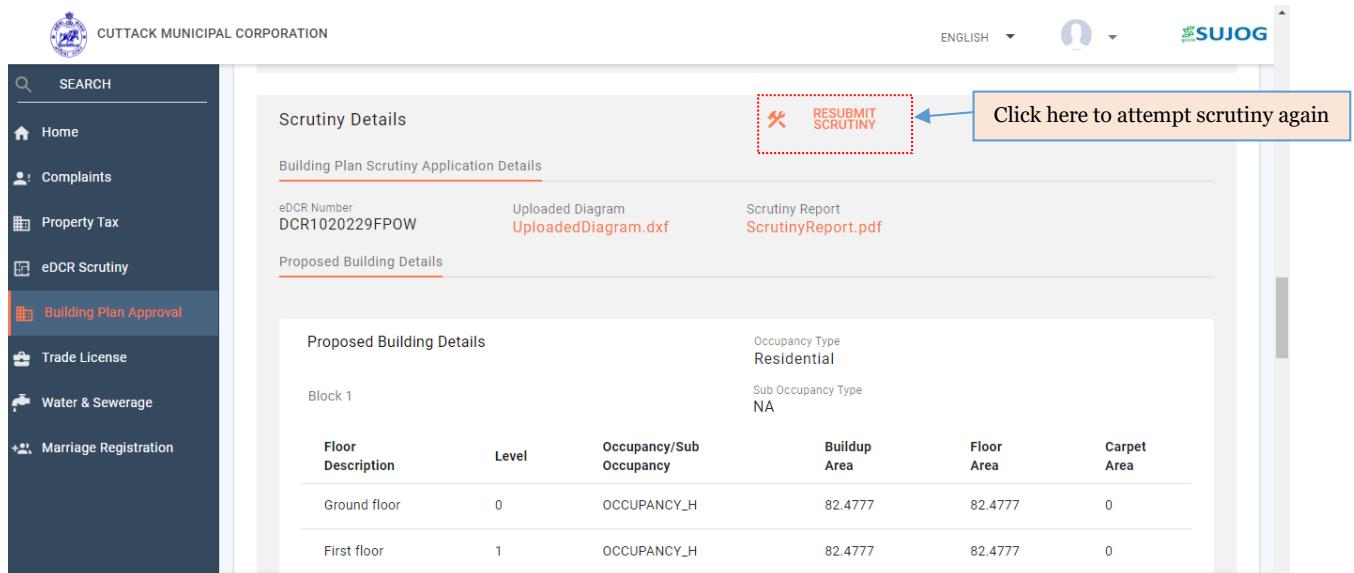
The screenshot shows the service page of the Cuttack Municipal Corporation. On the left, there is a sidebar with various menu items: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted in orange), ACTION_TEST_TRADE_LICEN, and Water & Sewerage. The main content area is titled "Building Plan Approval" and contains four buttons: "Register Technical Person/Builder", "Building Permit New Construction", "Occupancy Certificate New Building Construction", and "My Applications". A callout box labeled "1 – Click 'Building Plan Approval' button on the homepage" points to the "Building Plan Approval" button in the sidebar. Another 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 Application Page

The screenshot shows the "My Applications" page. The sidebar includes the same menu items as the previous page. 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 dashed border, corresponding to the application number BP-CTC-2022-10-13-002943. A callout box to the right of the table says "Select the respective application by referring to the application number" with an arrow pointing to the highlighted row.

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. At the top right, there is a red dashed box around the 'RESUBMIT SCRUTINY' button. A blue arrow points from a callout box labeled 'Click here to attempt scrutiny again' towards this button.

Scrutiny Details

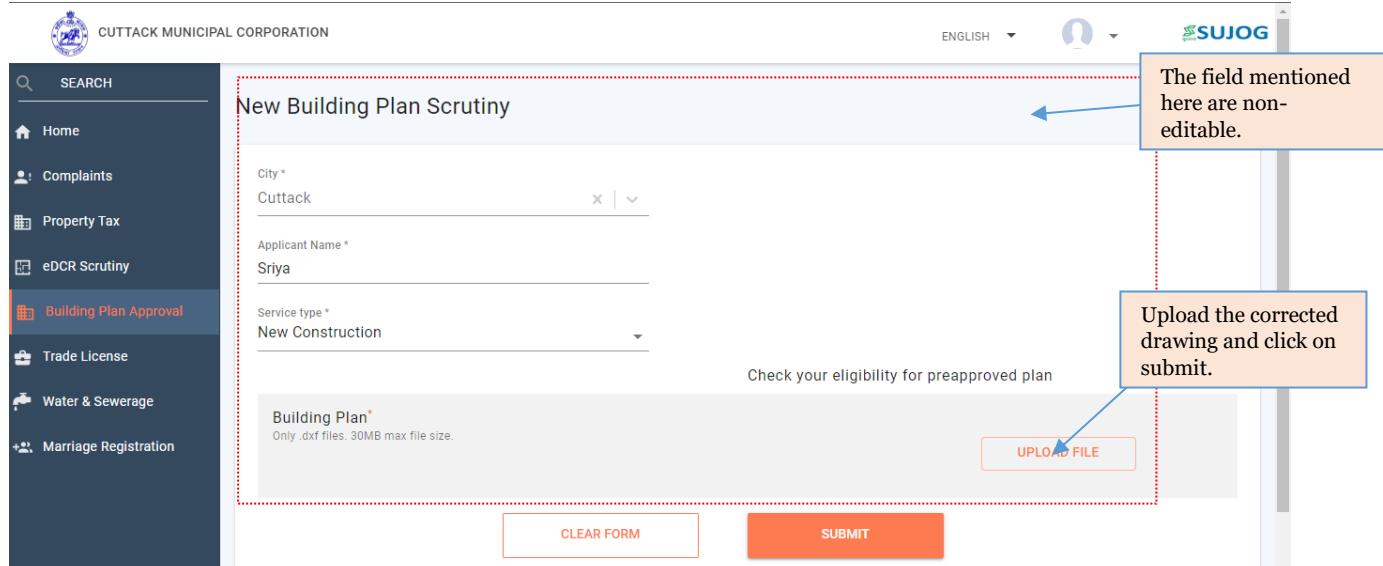
Building Plan Scrutiny Application Details

- eDCR Number: DCR1020229FPOW
- Uploaded Diagram: [UploadedDiagram.dxf](#)
- Scrutiny Report: [ScrutinyReport.pdf](#)

Proposed Building Details

Proposed Building Details		Occupancy Type Residential			
Block 1		Sub Occupancy Type NA			
Floor Description	Level	Occupancy/Sub Occupancy	Buildup Area	Floor Area	Carpet Area
Ground floor	0	OCCUPANCY_H	82.4777	82.4777	0
First floor	1	OCCUPANCY_H	82.4777	82.4777	0

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. Several fields are highlighted with a red dotted box: 'City *' (Cuttack), 'Applicant Name *' (Sriya), and 'Service type *' (New Construction). A blue box highlights the 'UPLOAD FILE' button. A callout box on the right says 'The field mentioned here are non-editable.'

New Building Plan Scrutiny

Fields:

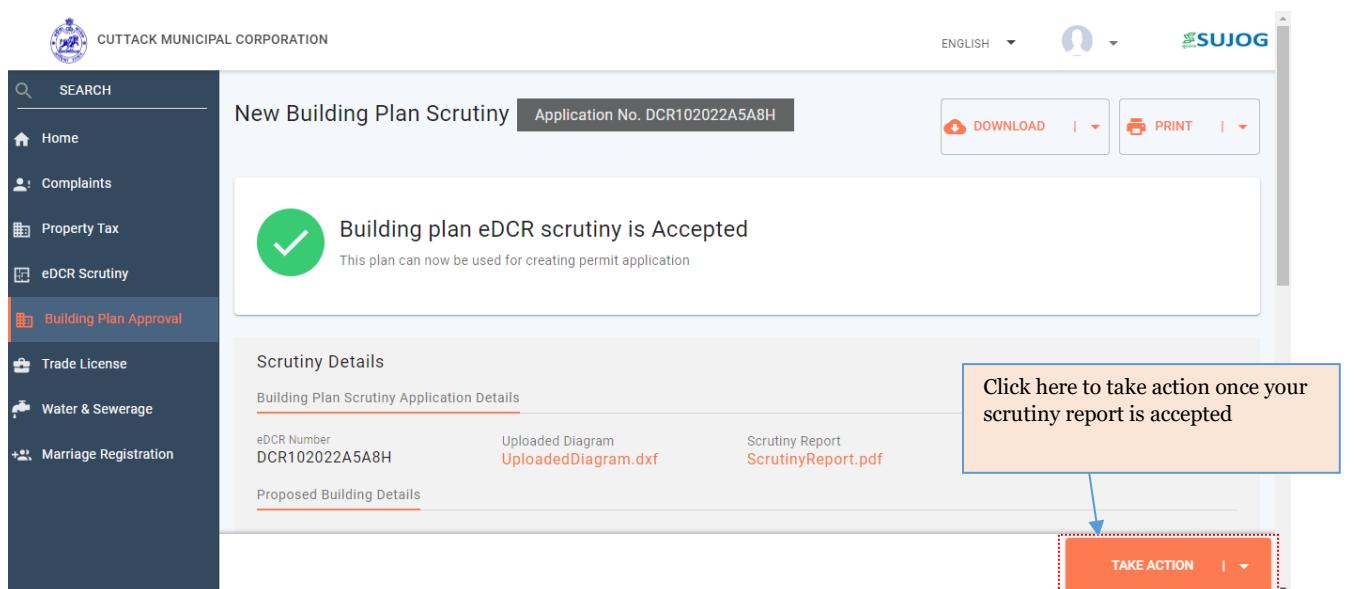
- City *: Cuttack
- Applicant Name *: Sriya
- Service type *: New Construction

Building Plan: Only .dxf files, 30MB max file size.

Buttons:

- CLEAR FORM
- SUBMIT
- UPLOAD FILE

Note: Check your eligibility for preapproved plan



The screenshot shows the 'New Building Plan Scrutiny' page after acceptance. It displays a green checkmark icon and the message 'Building plan eDCR scrutiny is Accepted'. This plan can now be used for creating permit application. A blue box highlights the 'TAKE ACTION' button. Another callout box on the right says 'Click here to take action once your scrutiny report is accepted'.

New Building Plan Scrutiny Application No. DCR102022A5A8H

Scrutiny Details

Building Plan Scrutiny Application Details

- eDCR Number: DCR102022A5A8H
- Uploaded Diagram: [UploadedDiagram.dxf](#)
- Scrutiny Report: [ScrutinyReport.pdf](#)

Buttons:

- DOWNLOAD
- PRINT
- TAKE ACTION

Step 4 – Take Action

The screenshot shows the 'New Building Plan Scrutiny' page with Application No. 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 left sidebar, 'Building Plan Approval' is highlighted. On the right, a dropdown menu includes 'SUBMIT' (which is circled in red), 'GO TO HOME', 'GO TO BPA APP', and 'RESCRUTINY'. A callout box points to the 'SUBMIT' option with the text: '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 Application No. BP-CTC-2022-10-13-002943. A green checkmark icon indicates 'Application Forwarded Successfully' with the sub-message 'Application Forward Successfully'. To the right, the 'Application number' is displayed as 'BP-CTC-2022-10-13-002943'. A callout box points to the 'Application is submitted successfully' message. On the right, a 'TAKE ACTION' button is visible. A red dotted box highlights the 'SUBMIT' option in the previous screenshot.

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, a sidebar menu lists various services: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted with a red border), 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", "Submit New Construction", "Occupancy Certificate New Building Construction", and "My Applications". A large orange callout box with a blue border is positioned over the "Building Plan Approval" button, containing the text "Step 1 – Click 'Building Plan Approval' button on the homepage". Another orange callout box with a blue border is positioned over the "My Applications" button, containing the text "Step 2 – Click 'My Application' button on Building Plan Approval Page".

Step 2 – My Applications Page

The screenshot shows the "My Applications" page. The sidebar menu on the left is identical to the one in the previous screenshot. The main content area is titled "My Applications" and contains a table titled "Search Results for BPA Applications (73)". The table has columns: 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, corresponding to the application number OD-BP-2021-05-10-000520. An orange callout box with a blue border is positioned over this highlighted row, containing the text "Select the respective application by referring to the application number".

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. A blue box highlights the 'Application Current Status' button. A red dotted box surrounds the 'Task Status' section, which includes fields for Date (10/05/2021), Updated By (Amit - Doc Verifier), Status (Field Inspection Pending), Current Owner (Amit - Field Inspector), and Comments. A red box highlights the 'VIEW HISTORY' link. Below this is a 'Basic Details' section with fields for Building plan scrutiny number (DCR52021OHTYM), Occupancy (Residential), Application type (Permit Application), Service Type (New Construction), Risk Type (LOW), Application Date (10/05/2021), and Remarks (NA).

Step 3.2 – Application Progress History

The screenshot shows the same 'Application details' page for the same application. A blue box highlights the 'Click here to View Application Progress history' button. A red dotted box surrounds the 'VIEW HISTORY' link in the 'Task Status' section. The 'Basic Details' section is identical to the previous screenshot.

The screenshot shows a list of applications under the heading "CUTTACK MUNICIPAL CORPORATION".

- 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.

Below the applications, there is a summary row:

Risk Type: LOW	Application Date: 10/05/2021	Current Owner: NA	Comments:
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A callout box with a blue arrow points to the "Field Inspection InProgress" section, containing the text: "Scroll down to view current application status".

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

The screenshot shows the "My Applications" page for "Building Plan Approval".

A callout box with a blue arrow points to the first application in the list, which is highlighted with a red dashed box. The text inside the callout box says: "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 a date of 15/10/2022, updated by Freddy - Planning Assistant, a status of Pending Sanction Fee Payment, and current owner information. Below this is an 'Inspection Report' section with inspection date 12/10/2022 and time 10:30 AM, along with a checklist link. A callout box points to a blue button labeled 'VIEW PAYMENT DETAIL'. At the top right are 'DOWNLOAD' and 'PRINT' buttons.

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 this is a table of fees under the heading 'Pay at Once'. The table includes:

		NOT PAID
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_EIDP_FEE	:	Rs. 0
BPA_SANC_ADJUSTMENT_AMOUNT	:	Rs. 0
BPA_SANC_WORKER_WELFARE_CESS	:	Rs. 32334
BPA_SANC_SHelter_FEE	:	Rs. 0
Total Amount	:	Rs. 34809

A callout box points to the table with the text 'Permit fee details with breakdown'. At the bottom, a large button says '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 is a sidebar with various service links: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted in red), Trade License, Water & Sewerage, and Marriage Registration. The main content area has a header "CUTTACK MUNICIPAL CORPORATION" and "SUJOG". It displays a message "Download or Print Payment Receipt and Building permit" with "DOWNLOAD" and "PRINT" buttons. Below this, a green checkmark icon says "Payment has been paid successfully!" with a note about a mobile notification. To the right, a box shows the "Payment Receipt No. 10/2022-23/006941". At the bottom right is a "GO TO HOME" button.

Sample Permit Fee Receipt

Cuttack Municipal Corporation		Cuttack Municipal Corporation																					
Sanction Fee Payment Receipt		1800 121 6833 https://sujog.odisha.gov.in 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	9808989898	Payment Status	DEPOSITED																				
<table border="1"> <tr> <td>Service Type</td> <td>Sanction Fee</td> <td>Billing Period</td> <td>01/01/2022 to 31/12/2022</td> </tr> <tr> <td>Total Bill Amount</td> <td>₹ 34809</td> <td>Paid Amount</td> <td>₹ 34809</td> </tr> <tr> <td>Pending Amount</td> <td>₹ 0</td> <td>Excess Amount</td> <td>₹ 0</td> </tr> <tr> <td>Payment Mode</td> <td>Online</td> <td>Transaction ID</td> <td>PG_CTC_2022_10_15_002201_23</td> </tr> <tr> <td>G8 Receipt No.</td> <td>NA</td> <td>G8 Receipt Date</td> <td>NA</td> </tr> </table>				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
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-2021-05-10-000519	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
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

Application details Application No. BP-CTC-2022-10-13-002943

Permit valid up to 10/05/2024

1 – Click here to download/Print Permit order

Task Status

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

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

DOWNLOAD | PRINT |

Sanction Fee Receipt

Permit Order

VIEW HISTORY

2 – Click here to download Permit order

Inspection Report- 1

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

Checklist

1 Whether key plan submitted by the YES

TAKE ACTION |

Sample Permit Order



FORM-II
See rule 10(2)
Order for Grant of Permission

No.: BP-CTC-2022-10-13-002943 Cuttack, Dated: 11/05/2021

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

Smt/Sri Freddy Citizen for

New Construction of [G+1] Residential Plotted building in respect of Plot No 32/1, Khata No 560, Village/Mouza Andarpur of Cuttack Municipal Corporation/Municipality/NAC/Gram Panchayat subject to the following conditions/restrictions.

1. The land/ Building shall be used exclusively for Residential purpose and the uses shall not be changed to any other use without prior approval of this Authority.
2. The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
3. Parking space measuring 0 sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.
4. The land over which construction is proposed is accessible by an approved means of access of 9 mtr. width.
5. The land in question must be in lawful ownership and peaceful possession of the applicant.
6. The permission is valid for period of three years with effect from the date of issue.
7. Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.
8. If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute.
9. Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.



By Order of FREDDY - PLANNING ASSISTANT
Authorised Officer
Cuttack

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

If 2:

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.

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 are 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.

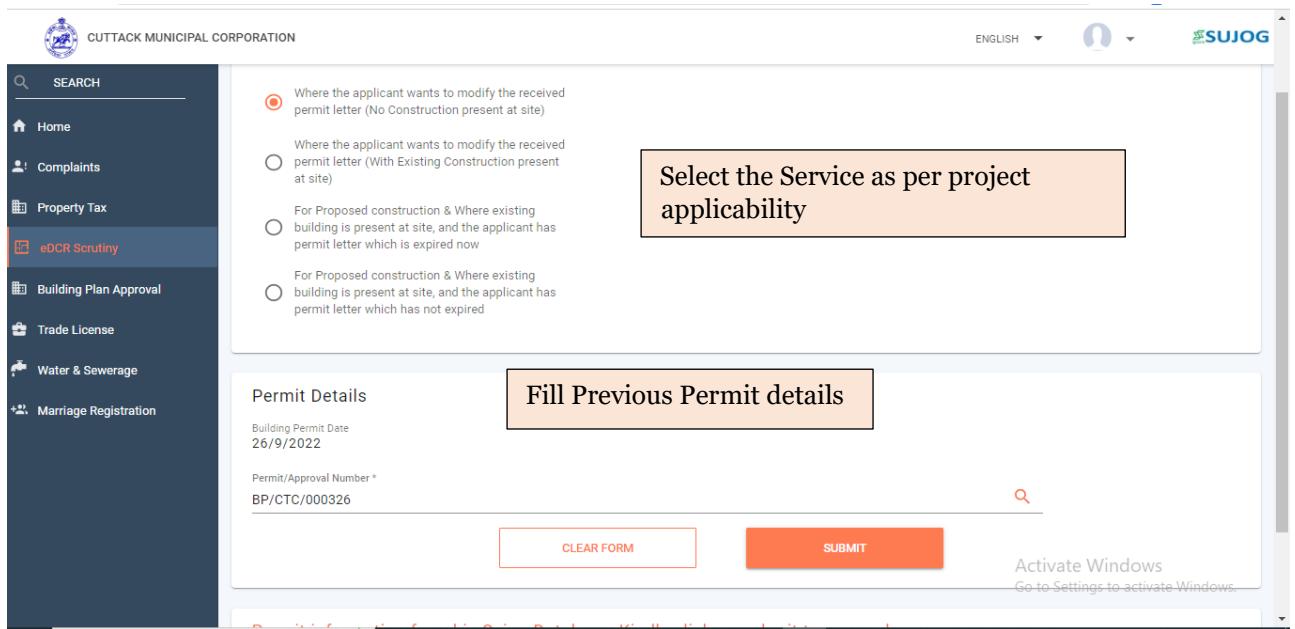
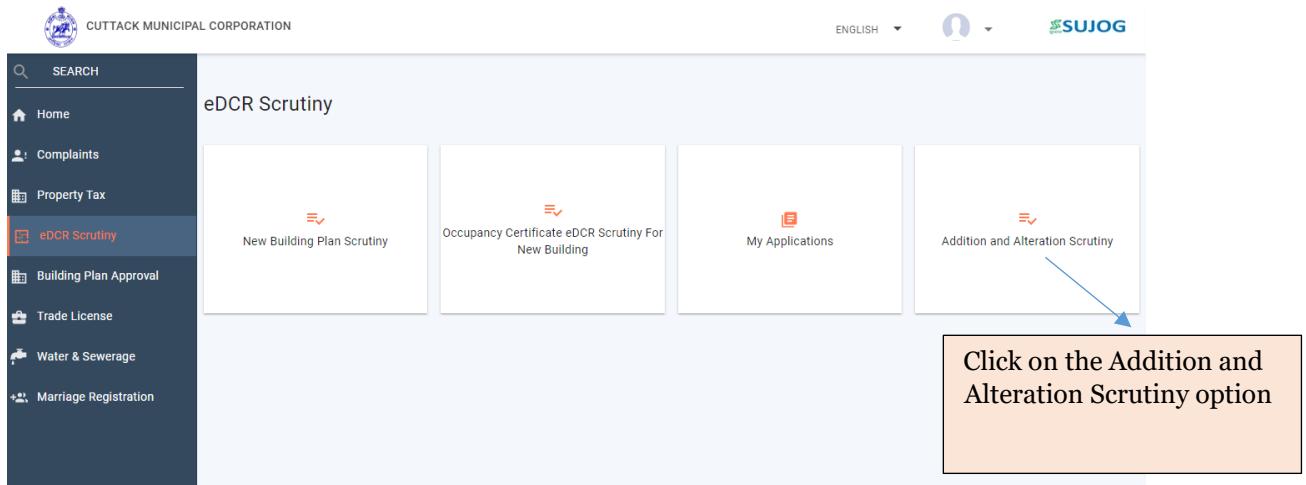
Select Service C in case the previous permit letter awarded for the existing area is now expired

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 : Select Addition & Alteration Scrutiny from the EPBSR scrutiny option



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.

CUTTACK MUNICIPAL CORPORATION

New Building Plan Scrutiny

Fill in the details

Upload File in DXF Format by clicking here

Click here to submit

Click here to clear form

CUTTACK MUNICIPAL CORPORATION

New Building Plan Scrutiny

Option to Download or Print Scrutiny Report

Building plan eDCR scrutiny is Accepted

This plan can now be used for creating permit application

Scrutiny Number generated if drawing gets accepted

Building Plan Scrutiny Number DCR52021AJBSE

Auto Scrutiny Status

Click here to start applying for Building Permit

GO TO HOME

CREATE BUILDING PERMIT APPLICATION

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.

The screenshot shows a web-based application for a 'Building Plan Approval'. On the left is a sidebar with various menu items like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is selected), ACTION_TEST_TRADE_LICENSE, Water & Sewerage, and Marriage Registration. The main area has a header 'CUTTACK MUNICIPAL CORPORATION' and a search bar. A box highlights the 'Basic Details' section. Below it, there's a form with fields for 'Building plan scrutiny number', 'Occupancy', 'Application type', 'Risk Type', 'Service type', 'Application Date', and 'Remarks'. At the bottom, a blue button says 'Fill Mandatory Details' and an orange button says '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.

The screenshot shows a continuation of the 'Building Plan Approval' application. It includes sections for 'Permit Number' (Plot area, Benchmark Value Per Acre, Provided FAR, TDR FAR Relaxation, Project Value For EIDP) and 'BPA_OCCUPANCY_INFORMATION' (Total EWS Effective Area, Base FAR, Permissible FAR, Total No of Dwelling Units, No. of Temporary Structures, Is security Deposit Required, Risk type). A blue button at the bottom says '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.

SEARCH

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

BPA_OCCUPANCY_INFORMATION

Sub occupancy type * Sub occupancy type

BPA_OCCUPATION_EXISTING_BUILTUP_AREA_EOCR_LABEL
BPA_OCCUPATION_EXISTING_BUILTUP_AREA_EOCR_LABEL

Total floor area * Total floor area

BPA_OCCUPATION_EXISTING_FLOOR_AREA_LABEL
BPA_OCCUPATION_EXISTING_FLOOR_AREA_LABEL

Occupancy Type * Occupancy Type

Total builtup area * Total builtup area

Document details

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

1 Old permit/approval letter UPLOAD FILE

2 Old building plan layout UPLOAD FILE

3 Other document UPLOAD FILE

NEXT STEP >

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 eGovernance Portal interface. On the left is a sidebar with various service icons. The main content area is titled 'BPA_ADDITION_ALTERATION_TITLE_HEADER'. It contains sections for 'Previous Permit Details' (Old Application No: BP-CTC-2022-10-29-003073, Permit/Accrual Number: BP/CTC/000334, Issue date: 29/10/2022), 'Fee Estimate' (BPA_BLDNG_OPRN_FEE: 2250, Total Amount: 2250), and a summary box stating 'Total Amount Rs 2250' with status 'BPA_COMMON_PAID_SUCCESS'. A red box highlights the 'GO TO OLD APPLICATION' button, which is also indicated by a blue arrow pointing from the text below.

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 eGovernance Portal interface. On the left is a sidebar with various service icons. The main content area is titled 'Land Registration Details' (NA). Below it is the 'Scrutiny Details' section, specifically 'Building Plan Scrutiny Application Details' (eGCR Number: DCR102022NKQBQ, Uploaded Diagram: UploadedDiagram.dxf, Scrutiny Report: ScrutinyReport.pdf). The 'Proposed Building Details' section shows a table for 'Block 1' with three floors: Ground floor, First floor, and First floor. The table includes columns for Floor Description, Level, Occupancy/Sub Occupancy, Buildup Area, Floor Area, and Carpet Area. The 'Occupancy Type' is listed as Residential and 'Sub Occupancy Type' as Residential Plotted.

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.

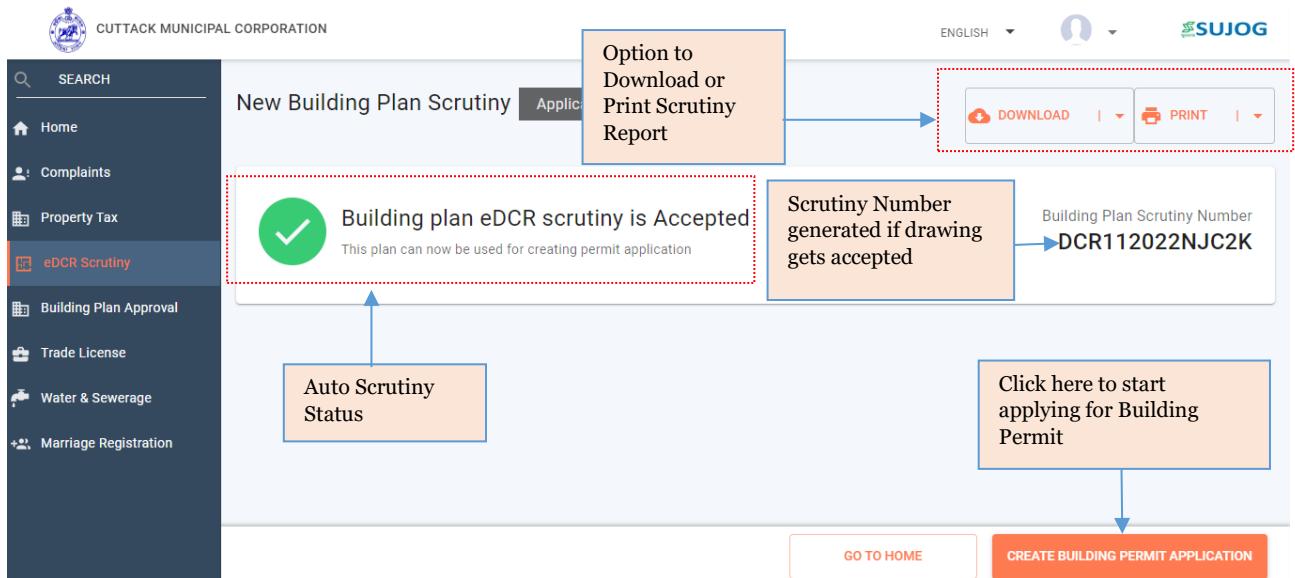
Note: Accredited person is applicable for Bhubaneswar city only.

6.1 Auto-Scrutiny.

The screenshot shows the 'New Building Plan Scrutiny' page. On the left is a sidebar with various service icons: Home, Complaints, Property Tax, eDCR Scrutiny (highlighted in orange), Building Plan Approval, Trade License, Water & Sewerage, and Marriage Registration. The main area has fields for 'City *' (dropdown menu), 'Applicant Name *' (text input), 'Service type *' (dropdown menu), and a 'Building Plan' section with a file upload field. Buttons for 'CLEAR FORM' and 'SUBMIT' are at the bottom.

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

- A blue box points to the 'Select City from the dropdown' field: "Select your City from the dropdown"
- A blue box points to the 'UPLOAD FILE' button: "Upload CAD drawing in DXF format"
- A blue box points to the 'SUBMIT' button: "Click here to submit drawing for auto scrutiny"



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 'eDCR Scrutiny' section of the Cuttack Municipal Corporation website. The 'Approval Authority' section includes a dropdown menu for 'Approval by Accredited Person'. The 'Accredited Person' section lists 'OM PRAKASH MOHAPATRA Accredited User'. Navigation buttons at the bottom include 'Click here to go to previous section', '< PREVIOUS STEP', and 'NEXT STEP >'. The left sidebar contains links for Home, Complaints, Property Tax, eDCR Scrutiny (highlighted), Building Plan Approval, Trade License, Water & Sewerage, and Marriage Registration.



The screenshot shows a web-based application interface for 'eDCR Scrutiny'. On the left, a vertical sidebar lists various services: Home, Complaints, Property Tax, eDCR Scrutiny (which is selected), Building Plan Approval, Trade License, Water & Sewerage, and Marriage Registration. At the top right, there are language and user profile icons. The main content area has a header: 'Accredited person is a technical person or an architect certified by authority to approve building permit of low risk buildings. Once selected the approver can not be changed'. Below this is a field labeled 'BPA_SPCL_ARCH_LABEL *' with the placeholder 'Accredited Person'. A note indicates that the 'Approver' cannot be changed once selected. A red box highlights the 'Terms & Conditions' section, which contains several checkboxes. One specific checkbox is highlighted with a red border and a callout: 'Click on the check box to proceed further.' Below the terms section is a button labeled 'Click on submit to proceed to next page.' To the right of this button are two orange buttons: '< PREVIOUS STEP' and 'NEXT STEP >'.

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.

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status	Owner Name
BPAC-BMC-2022-11-02-003094	Permit Application	New Construction	-	60	WF_BPA_PENDING_FORWARD_APPL	Rajshree fg
BPAC-BMC-2022-11-02-003093	Permit Application	New Construction	Rajshree fg	60	Citizen Approval Pending	Rajshree fg
BPAC-BMC-2022-11-02-003091	Permit Application	New Construction	OM PRAKASH MOHAPATRA Accredited User	60	WF_BPA_APPROVAL_PENDING	Rajshree fg
BP-CTC-2022-11-02-003089	Permit Application	New Construction	-	-	WF_BPA_null	-
BP-CTC-2022-11-01-003084	Permit Application	New Construction	-	-	WF_BPA_null	-
BP-CTC-2022-10-	Permit Application	New			WF_BPA_null	

Scroll down below to the Accredited Person section.

Site Supervision Certificate

File Doc1.pdf Uploaded By Citizen Uploaded Date 02/11/2022 [VIEW FILE](#)

Accredited Person

Accredited Person *

Accredited Person

Accredited Person

OM PRAKASH MOHAPATRA Accredited User

FORWARD



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

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

FORWARD

Comments

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.

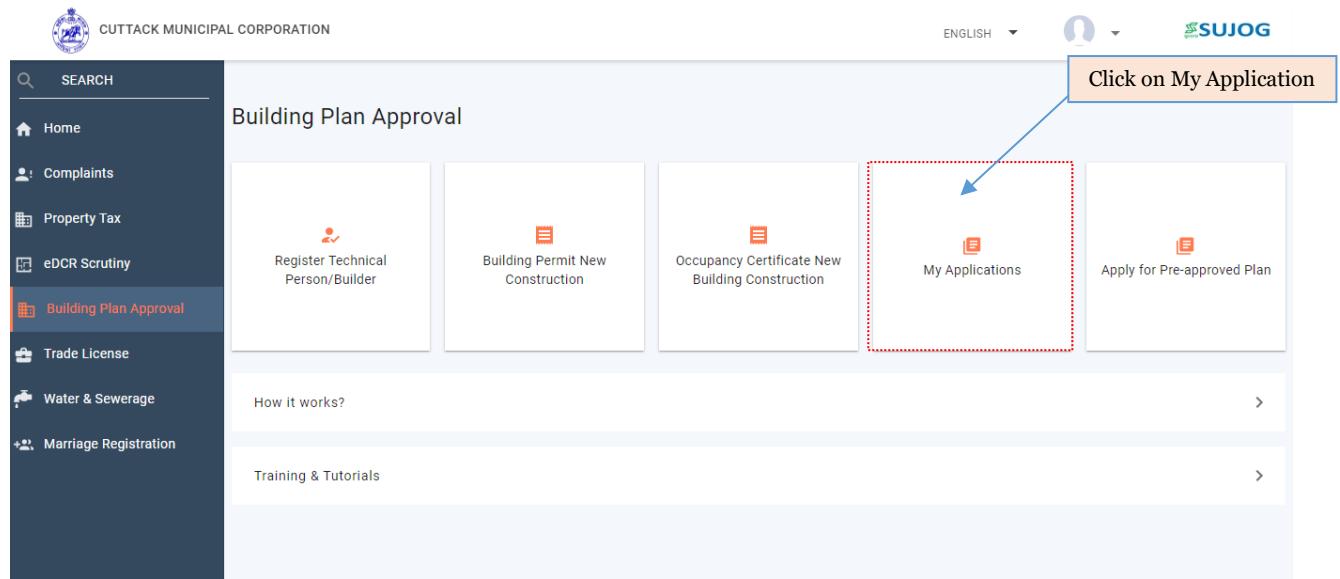
Please revert to section 4.7 of the manual for permit fees section.

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	I_A_APPLICATIONS_BUILDING_PLAN_LAYOUT
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 * Select	Remarks	
Documents	<p>1 Field inspection report BPA_UPLOAD_FILE_RESTRICTIONS</p> <p>Select Document Type Field inspection report</p> <p><input type="button" value="UPLOAD FILE"/></p>		
	<p><input type="button" value="TAKE ACTION"/></p>		

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

CUTTACK MUNICIPAL CORPORATION

ENGLISH | SUJOG

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 [VIEW FILE](#)

Site Photograph

File: Doc1.pdf Uploaded By: Citizen Uploaded Date: 02/11/2022 [VIEW FILE](#)

Site Supervision Certificate

File: Doc1.pdf Uploaded By: Citizen Uploaded Date: 02/11/2022 [VIEW FILE](#)

Click here to Take Action.

BPA_SEND_BACK_TO_CITIZEN_BUTTON

APPROVE

REJECT

TAKE ACTION

CUTTACK MUNICIPAL CORPORATION

ENGLISH | SUJOG

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 [VIEW FILE](#)

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

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

Step 3: Signing and uploading the documents.

CUTTACK MUNICIPAL CORPORATION

ENGLISH | SUJOG

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_LAYO](#)

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-2022-08-26-002656		
BPAC-CTC-2022-08-26-002658		
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 *

DOC1.PDF



Click here to upload the digitally signed permit certificate 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

My Applications

Assigned To Me

BPA_APPLICATIONS_APPROVED

A_APPLICATIONS_BUILDING_PLAN_LAYO

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-2022-08-26-007655

Download Document

BPAC-CTC-2022-08-26-007655

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

BPAC-CTC-2022-08-26-007655

BPAC-2022-07-25-002262

Download Document

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 *

DOC1.PDF



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

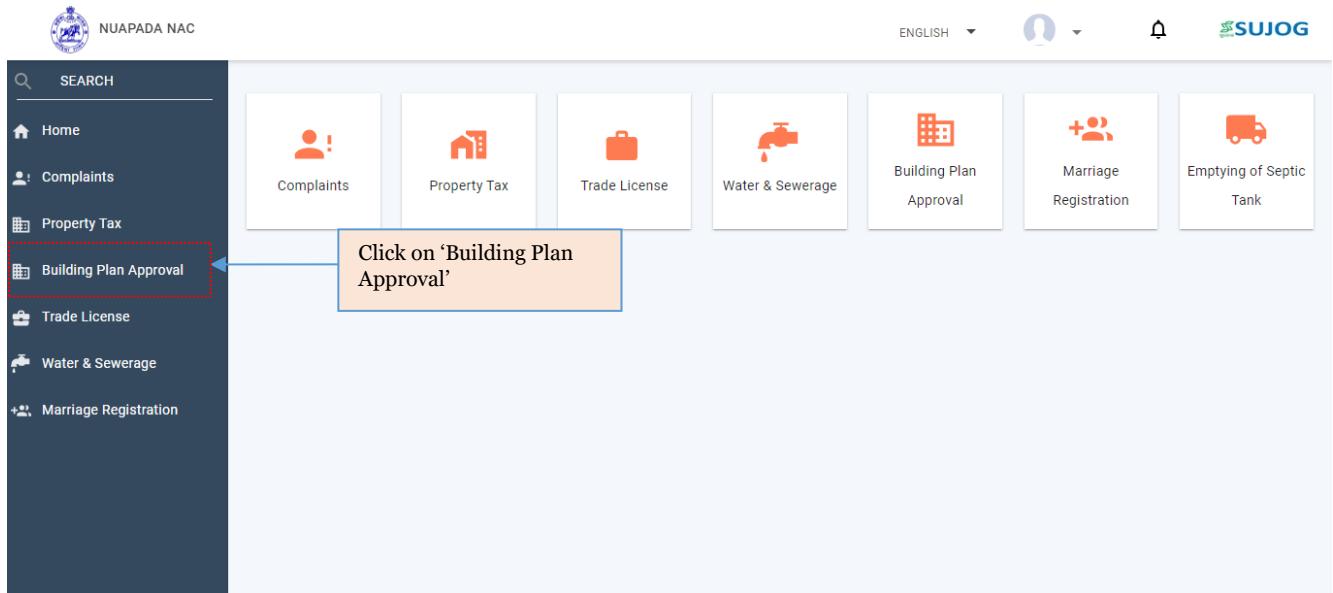
SUBMIT

7 Applying For Pre-Approved Plan

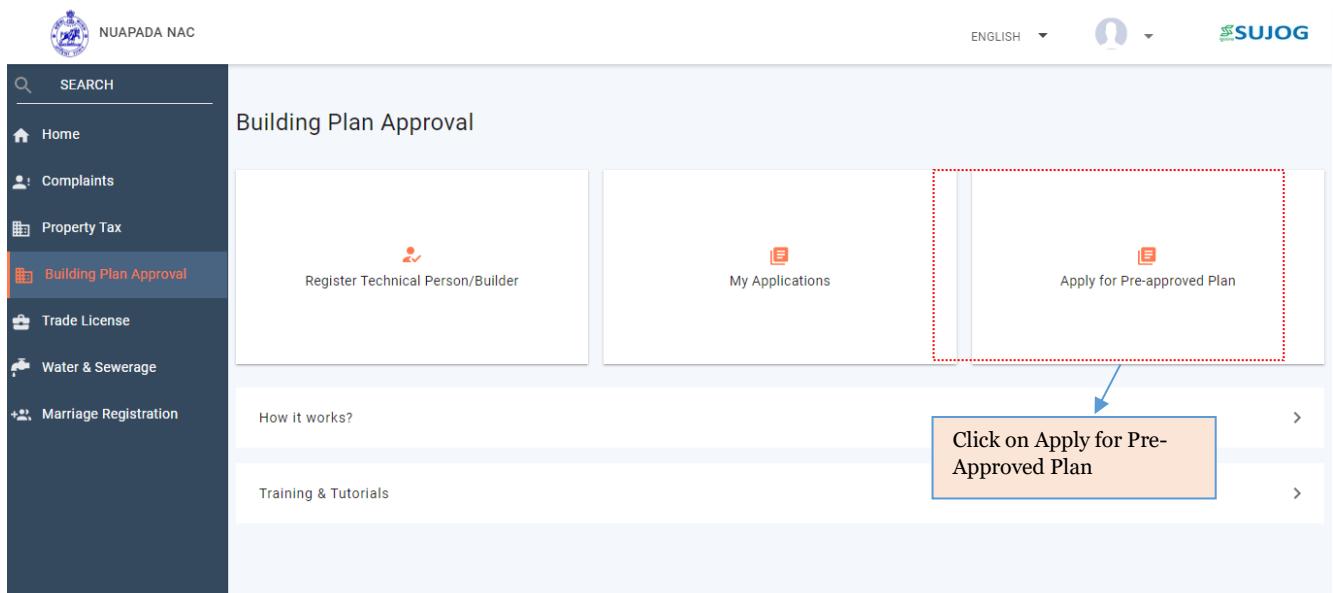
This is to fast track the Building Permit Application for which Odisha state has notified 104 Pre-approved drawings. These are Low-risk projects where the applicant doesn't need the Architect/Technical person to get his/her project approved. He can choose from the 104 options provided and can send it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

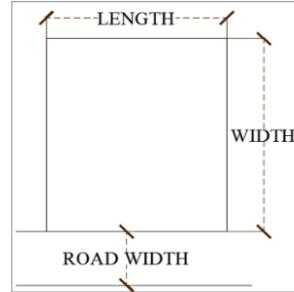
Land Status *
Select Land Status

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

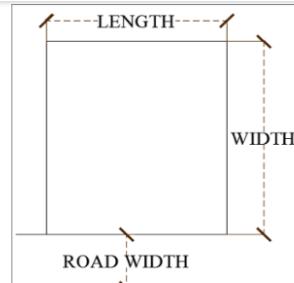
Land Status *
Vacant

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



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.

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_GESS:0
BPA_SANC_SHelter_FEE:0
BPA_SANC_TEMP_RETENTION_FEE:0
BPA_SANC_SECURITY_DEPOSIT:0
BPA_SANC_PUR_FAR:0
BPA_SANC_EIDP_FEE:0
Other Fee:0

Application Fee Details

BPA_BLDNG_OPRN_FEE:250

Documents(Please download the documents to preview drawing details)

Document-0 : PREAPPROVE_BUILDING_PLAN_PDF Document-2 : PREAPPROVE_BUILDING_PLAN_IMAGE

Detailed fee estimate

Click here to download the Building Plan PDF and Image of the Plan as per your selection and then click on submit.

CLEAR FORM SUBMIT

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
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	Enter remarks if any 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

Holding No.
Enter Holding No.

Khata No. *
Enter Khata No.

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

PREAPPROVE_LAYOUT_TYPE *
PREAPPROVE_LAYOUT_TYPE_PLACEHOLDER

Land Registration Details
Enter Land Registration Details

Fill Mandatory Details

Field Name	Field Type	Purpose
Plot Area	Mandatory Field	This field will get auto populated
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' step of a process. On the left is a sidebar with various services like Home, Complaints, Property Tax, etc. The main area has tabs: 'Basic Details' (green checkmark), 'Scrutiny Details' (red circle with '2'), 'Owner Info' (grey circle with '3'), 'Document and NOC details' (grey circle with '4'), and 'Summary' (grey circle with '5'). A large orange box labeled 'Review the information' is positioned above the tabs. Below the tabs, a red dotted box highlights the 'Scrutiny Details' section, which contains fields for 'Drawing Number' (PAP-000086) and 'Proposed Building Details'. To the right of the 'Scrutiny Details' section is a blue box with the text 'Click here to go to next section'. At the bottom are buttons for 'Click here to go to previous section', '< PREVIOUS STEP >', and 'NEXT STEP >'.

7.3 Owner Info

The screenshot shows the 'Owner Info' step of the process. The sidebar and tabs are identical to the previous screen. A large orange box labeled 'Fill in Mandatory details' is positioned above the tabs. Below the tabs, a red dotted box highlights the 'Owner Info' section, which contains dropdowns for 'Owner Type' and 'Type of Owner - Subtype'. To the right of the 'Owner Info' section is a blue box with the text 'Click here to go to next section'. At the bottom are buttons for 'Click here to go to previous section', '< PREVIOUS STEP >', and 'NEXT STEP >'.

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

The screenshot shows the 'Document and NOC details' step of the application process. The top navigation bar includes the logo of Cuttack Municipal Corporation, language selection (ENGLISH), and the SUJOG logo. On the left, a sidebar lists various services: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is selected), Trade License, Water & Sewerage, and Marriage Registration. The main content area shows the following steps: Basic Details (green checkmark), Scrutiny Details (green checkmark), Owner Info (green checkmark), Document and NOC details (highlighted in orange), and Summary (grey). A large orange box labeled 'Upload all Mandatory and applicable documents' is positioned above the document upload section. The 'Required Documents' section contains a note: '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'. The 'Applicant details and other General documents' section shows an uploaded file 'DOC1.PDF' (BPA_UPLOAD_FILE_RESTRICTIONS) and a dropdown for 'Select Document Type *' set to 'Driving License'. Navigation buttons include 'Click here to go to previous section' (blue), 'Click here to go to next section' (orange), 'PREVIOUS STEP' (orange), and 'NEXT STEP >' (orange).

Field Name	Field Type	Purpose
Applicant details and other General documents		
Applicant ID Proof (Self Attested)	Mandatory Filed	Upload Scanned copy of Applicant ID Proof
Land Owner ID Proof (Self Attested)	Mandatory Filed	Upload Scanned copy of Land Owner's ID Proof
ROR (Self Attested)	As per Applicability	Upload Document if applicable to project
Sale Deed / Gift Deed (Self Attested)	As per Applicability	Upload Document if applicable to project
Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar	As per Applicability	Upload Document if applicable to project
Peaceful possession of land Affidavit	As per Applicability	Upload Document if applicable to project
Building Plan Diagram		

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

7.5 Summary Section

CUTTACK MUNICIPAL CORPORATION

ENGLISH ENGLISH

SUJOG

SEARCH

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

Basic Details Scrutiny Details Owner Info Application fee with breakdown - to be payed (5) Summary

Application Summary

Fee Estimate	Total Amount
BPA_BLDNG_OPRN_FEE	970
Total Amount	970

Click here to send the application to Citizen for approval

Click here to go to previous section PREVIOUS STEP SUBMIT NEXT

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.