



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)**

V1.8

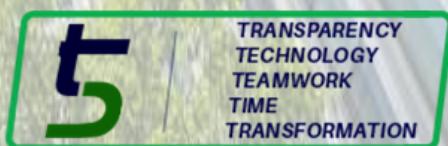


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1 Introduction

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

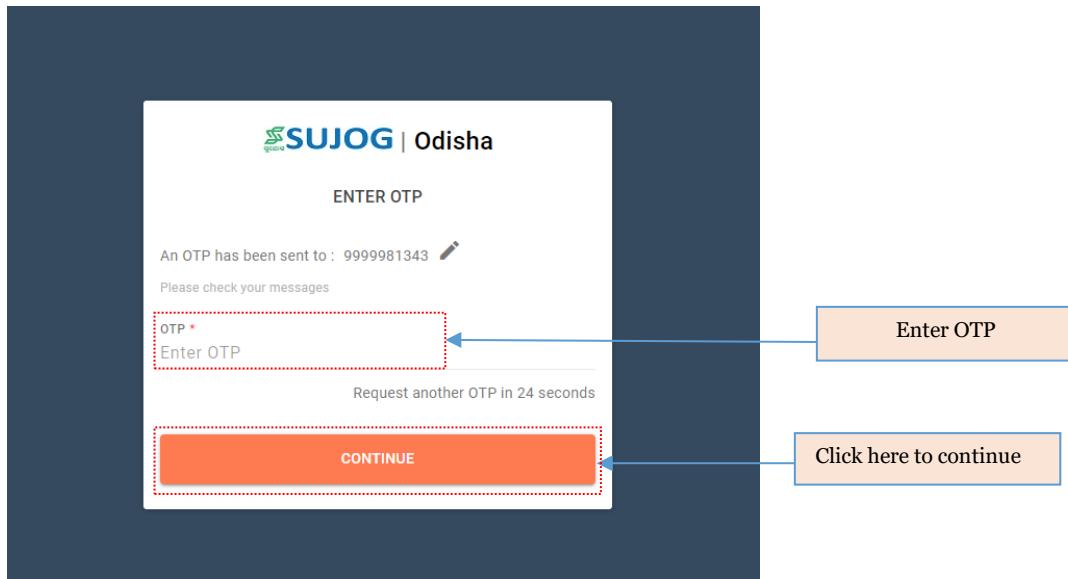
To Register, please go to the following link:

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



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

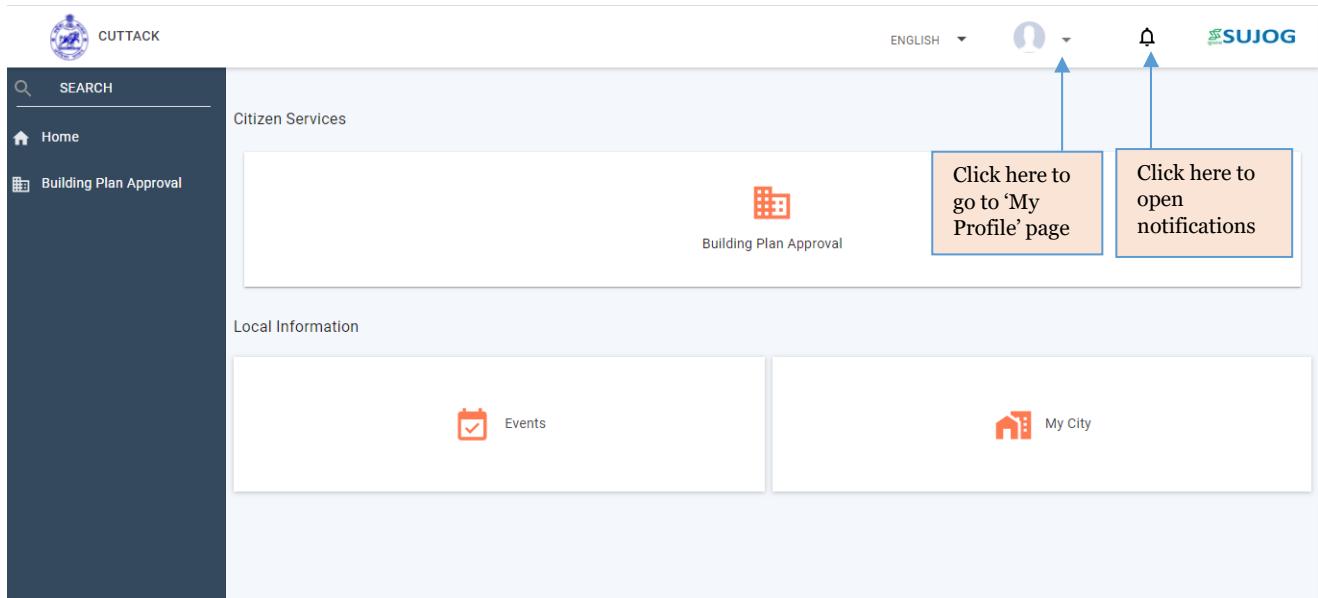
The screenshot shows the "REGISTER" form on the SUJOG Odisha website. The form includes fields for "Mobile Number *", "Name *", and "City *". To the right of the form, three callout boxes provide instructions: "Enter your mobile number" points to the mobile number field, "Enter name" points to the name field, and "Select your city from the dropdown" points to the city dropdown menu. At the bottom of the form, there is a "CONTINUE" button and 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.

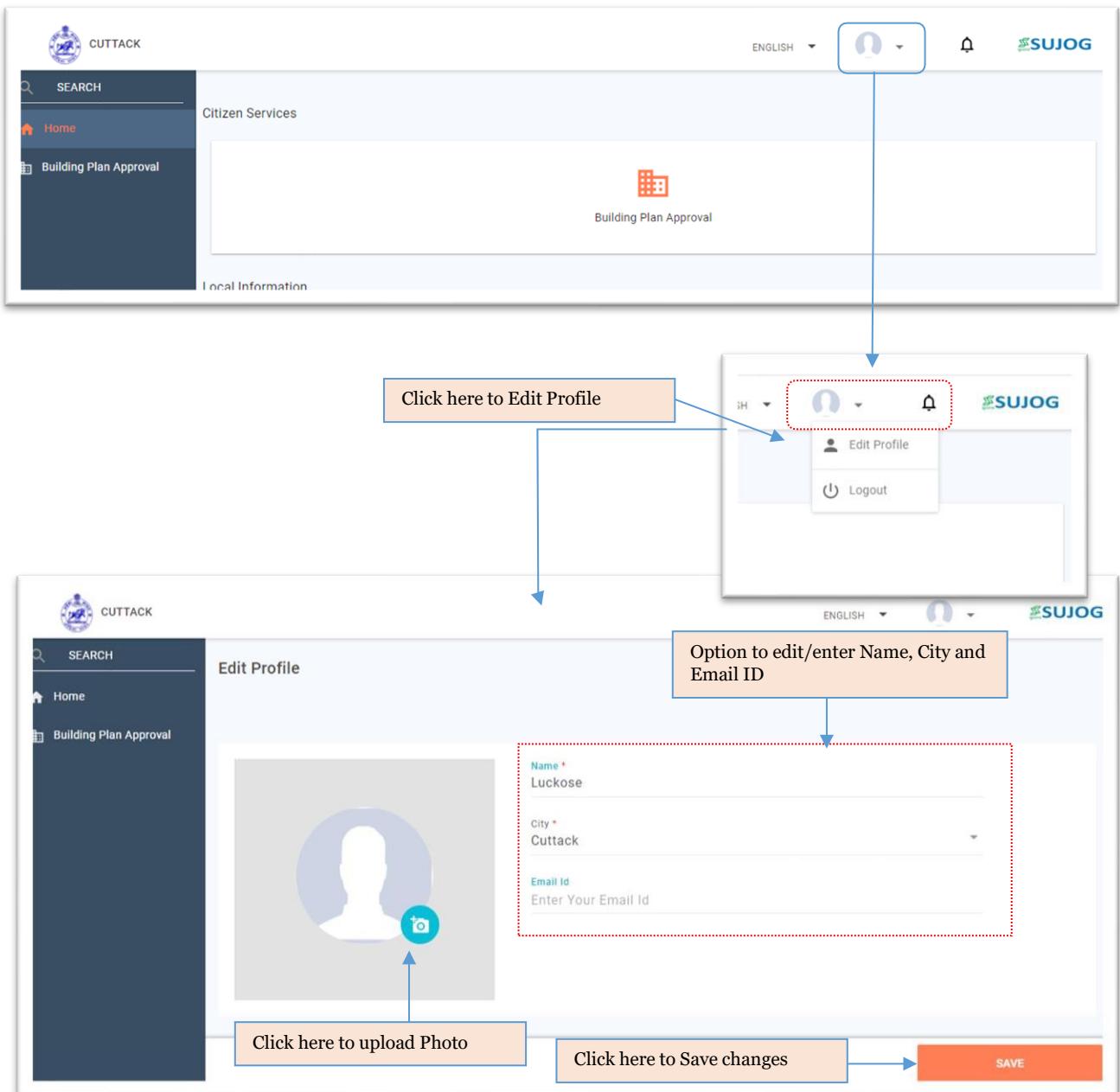


2.3 Editing the Profile

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'

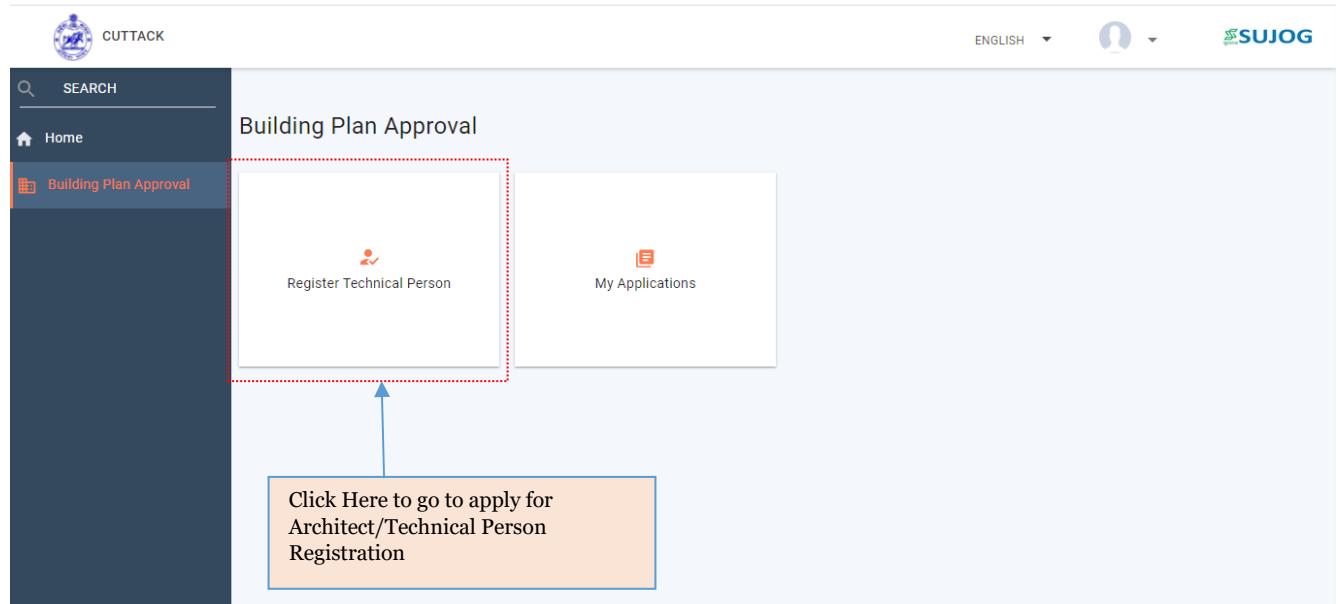
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



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

The screenshot shows the 'Register Technical Person' form for Odisha. The left sidebar includes 'SEARCH' and links for 'Home', 'Complaints', 'Property Tax', 'Building Plan Approval', 'Emptying of Septic Tank', 'Trade License', 'Water & Sewerage', and 'Marriage Registration'. The main form has four tabs: 'Licensee Details' (active), 'Applicant Details', 'Documents', and 'Summary'. The 'Licensee Details' tab displays a dropdown menu with 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 to 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

Date of Birth *
dd/mm/yyyy

Email *
Enter Email

Gender *
 Male Female Transgender

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.

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH

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

CUTTACK MUNICIPAL CORPORATION ENGLISH SUJOG

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_LICENSE Water & Sewerage

Register Technical Person/Builder Application No. OD-BR-2021-05-08-000002

Application Number will be Generated

Licensee Details Applicant Details Documents Summary

Upload Mandatory Documents

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

1 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

2 Educational Certificates * BPA_UPLOAD_FILE_RESTRICTIONS

3 Experience Certificate * BPA_UPLOAD_FILE_RESTRICTIONS

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

The screenshot shows the 'Register Technical' application summary page. At the top, there is a header with the CUTTACK MUNICIPAL CORPORATION logo, a search bar, language selection (ENGLISH), and user profile information. Below the header, the page title 'Register Technical' is displayed, along with tabs for 'Licensee Details' (highlighted with a green checkmark), 'Applicant Details', 'Documents' (with a green checkmark), and 'Summary' (with a red exclamation mark).

A large orange callout box with a blue border is positioned above the 'Applicant Details' section, containing the text: 'Review the filled application details and click the edit button if changes are required'. A blue arrow points downwards from this box to the 'Applicant Details' section.

The 'Applicant Details' section contains the following fields:

- Applicant Name: Freddy Architect
- Email: abc@gmail.com
- Gender: Male
- PAN No.: NA
- Date Of Birth: 01/01/1990

To the right of the 'Applicant Details' section is a small orange box with a red pencil icon and the word 'EDIT'.

A second orange callout box with a blue border is located below the 'Applicant Details' section, containing the text: 'Click here to submit application'. A blue arrow points downwards from this box to the 'SUBMIT' button.

A third orange callout box with a blue border is located to the left of the 'Applicant Details' section, containing the text: 'Click here to edit previous sections'. A blue arrow points rightwards from this box to the 'SUBMIT' button.

At the bottom of the page are two buttons: '< PREVIOUS STEP' and 'SUBMIT >'.

The screenshot shows the 'Application for New Stakeholder Registration' confirmation page. At the top, there is a header with the CUTTACK MUNICIPAL CORPORATION logo, a search bar, language selection (ENGLISH), and user profile information. Below the header, the page title 'Application for New Stakeholder Registration' is displayed.

A green circular icon with a white checkmark is on the left, next to the text 'Application Submitted Successfully'. Below this, a smaller text states: 'Application details have been sent to your registered mobile number.'

An orange callout box with a blue border is located to the right of the application number, containing the text: 'Application number will be generated'. An upward-pointing blue arrow connects this box to the application number.

The application number 'OD-BR-2021-05-08-000002' is displayed prominently in the center-right area.

A blue callout box with a white border is located at the bottom right, containing the text: '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

CUTTACK MUNICIPAL CORPORATION

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Local Information

Events

My City

ENGLISH

SUJOG

Click here for drawing auto scrutiny

Step 2 : eDCR Page

CUTTACK MUNICIPAL CORPORATION

SEARCH

Home

Complaints

Property Tax

eDCR Scrutiny

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

eDCR Scrutiny

New Building Plan Scrutiny

Occupancy Certificate eDCR Scrutiny For New Building

My Applications

ENGLISH

SUJOG

Click here to scrutinize new building plan

Step 3 : Drawing Scrutiny page

New Building Plan Scrutiny

Fill in the details

City *
Cuttack

Applicant Name *
ABC

Service type *
New Construction

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

Click here to submit drawing for auto scrutiny

Upload CAD drawing in DXF format

UPLOAD FILE

Click here to clear form

CLEAR FORM

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

New Building Plan Scrutiny

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

Option to Download or Print Scrutiny Report

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

DOWNLOAD

PRINT

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
3	APPLICATION NUMBER	01434-2021-QE	4	APPLICATION TYPE
5	OCCUPANCY TYPE	Residential	6	DCR NUMBER
7	ARCHITECT / TECHNICAL PERSON NAME	Pre-Approved Plan	8	SERVICE TYPE

PLOT DETAILS				
1	PLOT NO	32/1	2	KHATA NO
3	MAUZA	ANDARPUR	4	DISTRICT
5	PLOT AREA (As per declaration) in m ²	116.12	6	PLOT AREA (As per measurement) in m ²
7	AVERAGE WIDTH OF PLOT in m	11.0	8	AVERAGE DEPTH OF PLOT in m
9	ROAD WIDTH in m	9.0	10	SURRENDER ROAD WIDTH in m
11	RISK TYPE	LOW	12	DEMOLITION AREA in m ²

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

4.1.2 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

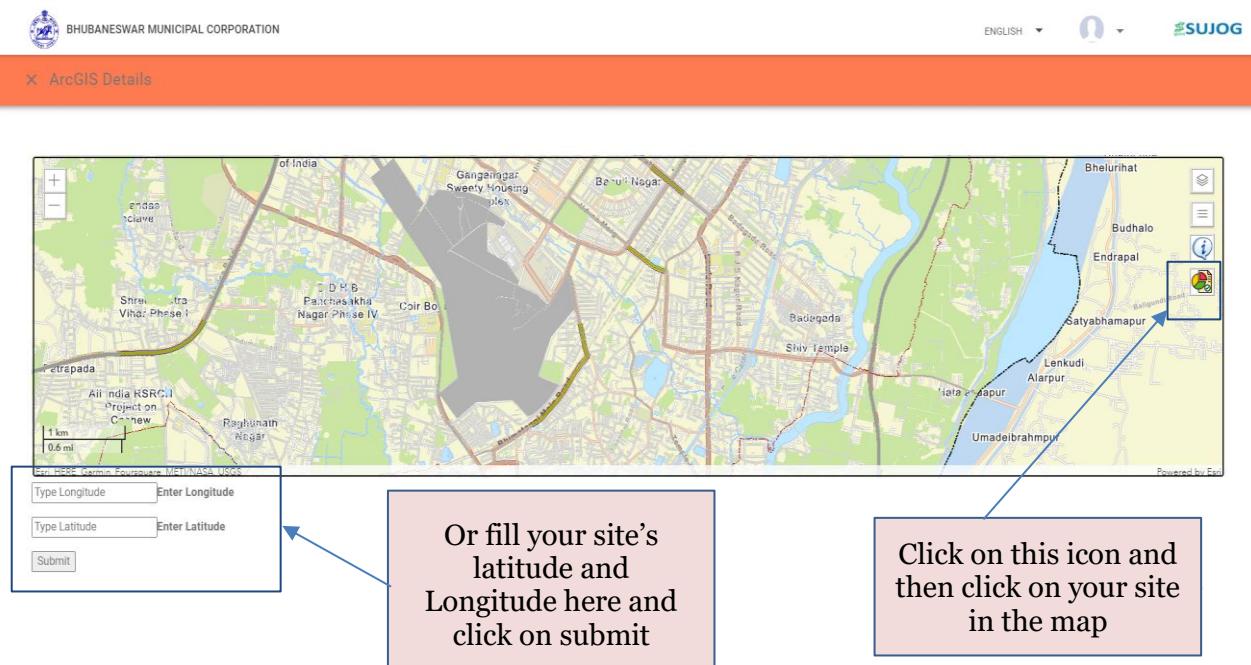
Building Plan*
Only .dxf files. 30MB max file size.

UPLOAD FILE

CLEAR FORM

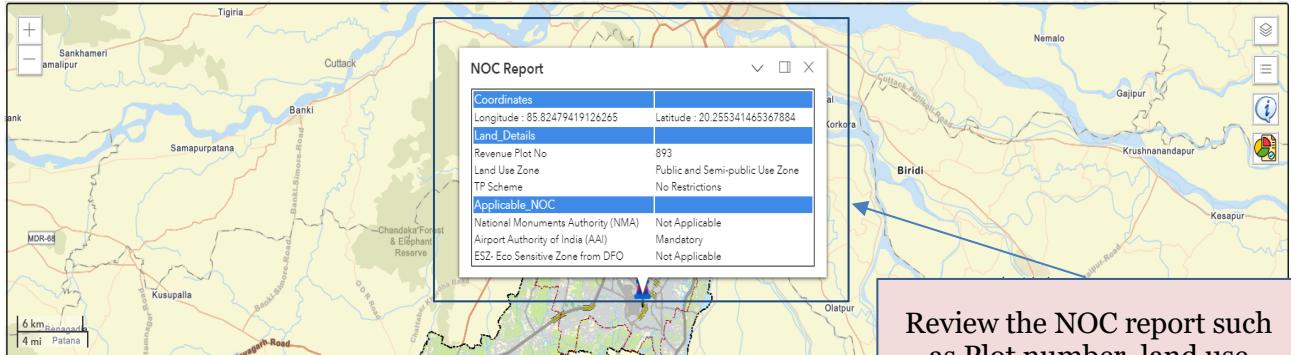
SUBMIT

- 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.





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 reviewd 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

Trade License

Water & Sewerage

Building Plan Approval

eDCR Scrutiny

Events

My City

Click here to start applying for Building Permit

Step 2 : Building Plan Approval Page

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SUJOG

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_LICEN Water & Sewerage

Building Plan Approval

Register Technical Person/Bu

Cuttack

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

SEARCH

Home Complaints Property Tax eDCR Scrutiny Building Plan Approval ACTION_TEST_TRADE_LICEN 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

Occupancy *

Risk Type *

Application Date 08/05/2021

Remarks Enter Remarks Here

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	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

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. On the left is a sidebar with various menu items like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main area shows a progress bar with four steps: Basic Details (green checkmark), Scrutiny Details (green checkmark), Owner Info (green checkmark), and Document and NOC details (red exclamation mark). A large orange callout box points to the 'Document and NOC details' step, specifically to the 'Upload all Mandatory and applicable documents' button. Below this, there's a section for 'Required Documents' with three numbered fields for ID proofs and an 'UPLOAD FILE' button next to each. 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 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

The screenshot shows the 'NOC Details' section of the portal. It lists two entries:

- Airport Authority:** Application Number: OD-NOCSRV-2021-05-10-000956, Status: CREATED, Submitted On: NA. A callout box points to the 'UPLOAD' button next to this entry.
- Fire Noc:** Application Number: OD-NOCSRV-2021-05-10-000957, Status: CREATED, Submitted On: NA.

At the bottom right, there are 'NEXT STEP' and 'PREVIOUS STEP' buttons. A callout box points to the 'NEXT STEP' button.

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

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

Apply for building permit Application No. OD-BP-2021-05-10-000519

Basic Details Scrutiny Details Owner Info

Application fee with breakdown - to be payed

Summary

Application Summary

Fee Estimate

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

Rs 1806

Basic Details

Basic Details

Building plan scrutiny number: DCR520212WJQW

Occupancy: Residential

Application type: Permit Application

Service Type: New Construction

Click here to send the application to Citizen for approval

Click here to go to previous section

< PREVIOUS STEP 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.

Application for Building permit Order Application No. OD-BP-2021-05-10-000519

Application Successfully Sent To Citizen

Application Successfully Sent To Citizen

Application number
OD-BP-2021-05-10-000519

Application Number

Application Status

GO TO HOME

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. On the left, there is a sidebar with various service links. The 'Building Plan Approval' link is highlighted with a red border. The main content area is titled 'Building Plan Approval' and contains four cards: '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' link in the sidebar. Another callout box labeled '2 – Click 'My Application' button on Building Plan Approval Page' points to the 'My Applications' card.

Step 2 – My Applications Page

The screenshot shows the 'My Applications' page. The sidebar on the left has the 'Building Plan Approval' link highlighted. The main area is titled 'My Applications' and displays a table of search results for BPA Applications. A callout box labeled 'Select the respective application by referring to the application number' points to the table. The table has columns for Application No, Application type, Service type, Assigned To, SLA (Days Remaining), and Status. One row is highlighted with a red dashed border, corresponding to the application number OD-BP-2021-05-10-000519.

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 'Building Plan Approval' section of the Cuttack Municipal Corporation website. On the left sidebar, there is a 'Declaration' button highlighted with a red border. The main content area displays application details for a 'Fire Noc': Application Number OD-NOCSRV-2021-05-10-000957, Status CREATED, and Submitted On NA. A callout box with a blue border and white text instructs: 'Scroll down to the bottom of the application and Check the tick box to give declaration'. Below this, another callout box with a red dashed border and white text says: 'BPA_STAKEHOLDER_1_DECLARATION_LABEL I am responsible for any defects/errors/omissions made while submitting the application'. To the right of these boxes is a large orange '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 'Application for Building permit Order' page. The sidebar includes a 'Building Plan Approval' button. The main content area shows a green checkmark icon and the message 'Application Submitted Successfully'. It also displays the application number OD-BP-2021-05-10-000519. A callout box with a blue border and white text says: 'Click here to view the application fee payment details'. At the bottom 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

Payment Collection Details

Fee Estimate		Total Amount
Building Operation Fees	1225	Rs 1806
Land Development Fees	581	
Arrears	0	
Total Amount	1806	

PAY_PAYER_DETAILS

NOC_PAYMENT_PAID_BY_LABEL * Owner
Payer Name * Freddy Citizen
Payer Mobile No. *

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 CC Avenue Checkout for future payments.

I agree with the Privacy Policy by proceeding with this payment.
INR 1806.00 (Total Amount Payable)

MAKE PAYMENT >

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

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

Application fee Payment Status

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

Payment Receipt Number 05/2021-22/000259

GOTO 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

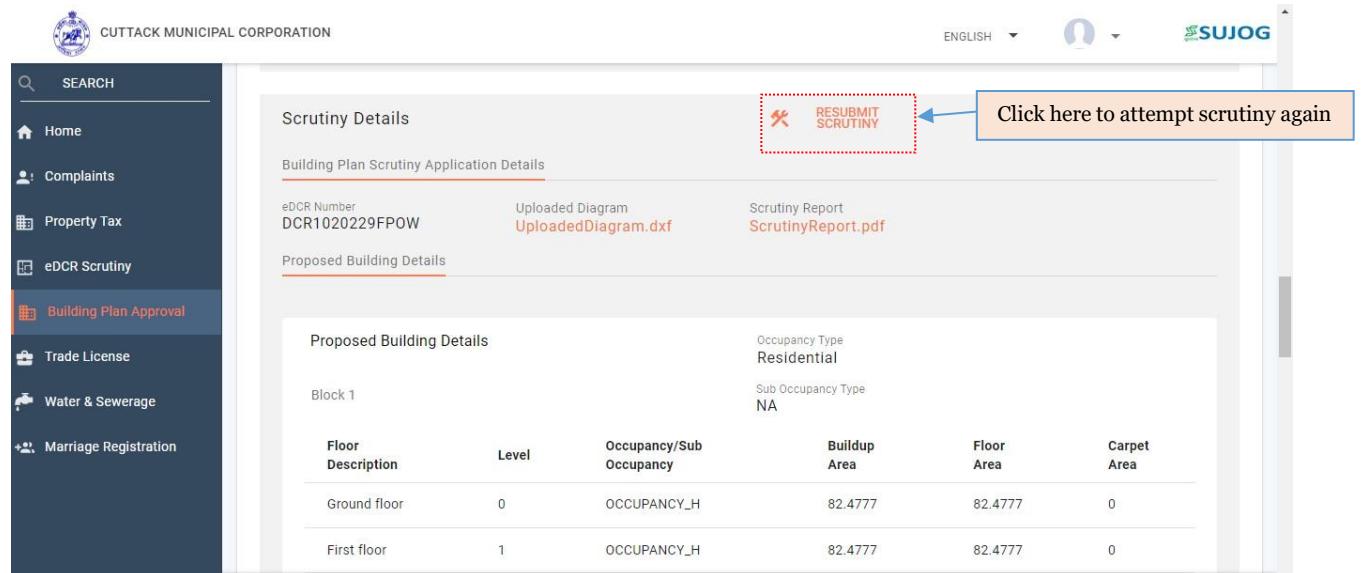
The screenshot shows the 'Building Plan Approval' section of the service page. On the left sidebar, under 'Building Plan Approval', there is a blue callout box with the text: '1 – Click 'Building Plan Approval' button on the homepage'. On the right, there is another blue callout box with the text: '2 – Click 'My Application' button on Building Plan Approval Page'.

Step 2 – My Application Page

The screenshot shows the 'My Applications' page. A blue callout box on the right side contains the text: 'Select the respective application by referring to the application number'. An arrow points from this text to a specific row in the table below. The table lists several building plan applications with their details:

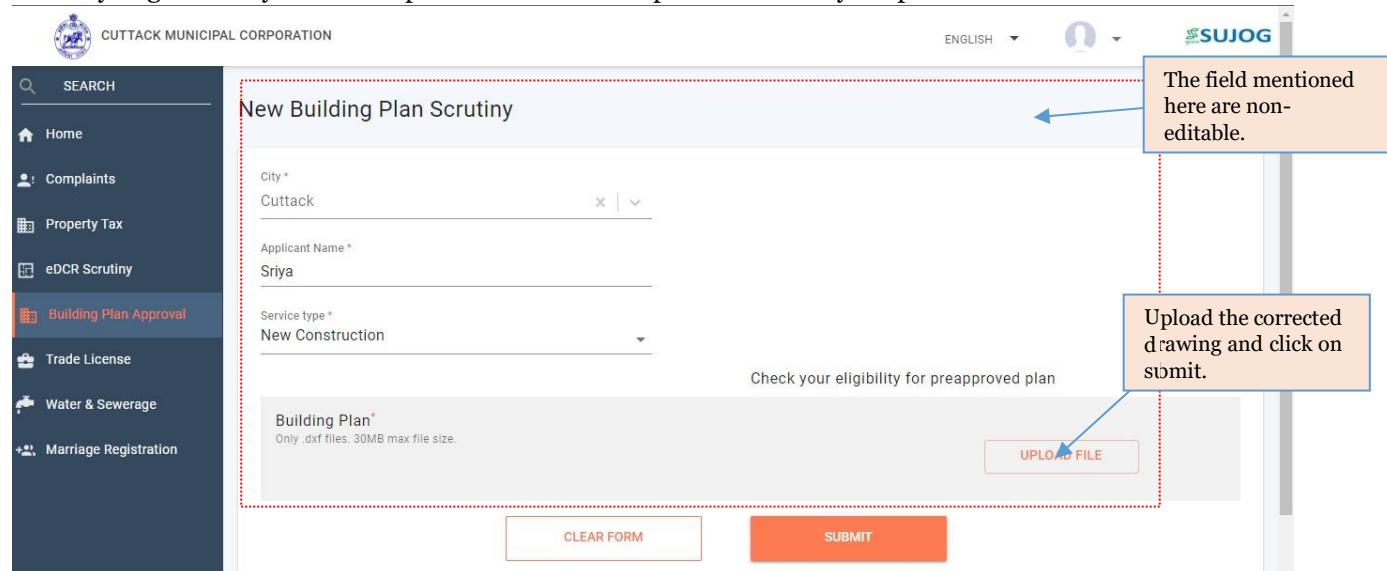
Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status	Owner Name
BP-CTC-2022-10-13-002943	Permit Application	New Construction	-	60	Pending For Rework	Rajshree fg
BP-CTC-2022-10-11-002919	Permit Application	New Construction	-	58	Pending for Stakeholders update	-
BP-CTC-2022-10-11-002910	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

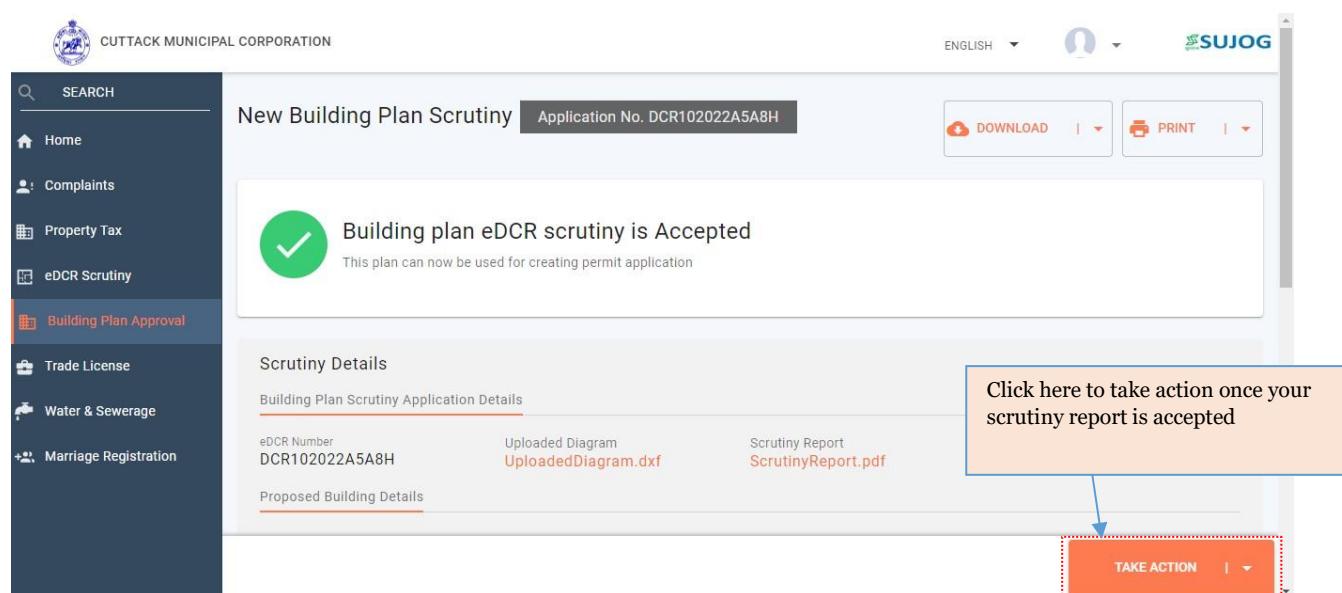


The screenshot shows the 'Scrutiny Details' page. On the left is a sidebar with various municipal services. The main area displays 'Building Plan Scrutiny Application Details' including the eDCR Number (DCR1020229FPOW), an uploaded diagram (UploadedDiagram.dxf), and a scrutiny report (ScrutinyReport.pdf). A prominent red dashed box highlights the 'RESUBMIT SCRUTINY' button. A blue callout box to the 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. The sidebar is identical to the previous screen. The main form includes fields for 'City *' (Cuttack), 'Applicant Name *' (Sriya), and 'Service type *' (New Construction), all highlighted with a red dashed box. Below these is a section for 'Building Plan*' with a note about file size. A blue callout box on the right says 'The field mentioned here are non-editable.' Another blue callout box on the right says 'Upload the corrected drawing and click on submit.' and points to the 'UPLOAD FILE' button. At the bottom are 'CLEAR FORM' and 'SUBMIT' buttons.



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'. It also shows the application number (Application No. DCR102022A5A8H) and two download/print buttons ('DOWNLOAD' and 'PRINT'). Below this is the 'Scrutiny Details' page, which is identical to the one in the first screenshot. 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 at the bottom right of the page.

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 'SUBMIT' button with the instruction: 'Click on the 'Submit' option to send the corrected scrutiny report directly to the Approver.'

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 links: Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is highlighted in red), ACTION_TEST_TRADE_LICEN, 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 arrow points from the "Building Plan Approval" link in the sidebar to the "My Applications" button on the page. A callout box with a blue border and orange background contains the text: "Step 1 – Click 'Building Plan Approval' button on the homepage". Another callout box with a blue border and orange background contains 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 on the left is identical to the one in the previous screenshot. The main content area is titled "My Applications" and contains a table of 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. A callout box with a blue border and orange background contains the text: "Select the respective application by referring to the application number". An arrow points from this callout box down to the highlighted row in the table.

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 'Application Current Status' section is highlighted with a blue box and a downward arrow pointing to the 'Task Status' table. The 'Task Status' table includes columns for Date (10/05/2021), Updated By (Amit - Doc Verifier), Status (Field Inspection Pending), Current Owner (Amit - Field Inspector), and Comments. A red dotted box surrounds the 'Task Status' table. The 'Basic Details' section below it also contains application information.

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

Basic Details			
Basic Details			
Building plan scrutiny number DCR52021OHTYM	Occupancy Residential	Application type Permit Application	Service Type New Construction
Risk Type LOW	Application Date 10/05/2021	Remarks NA	

Step 3.2 – Application Progress History

The screenshot shows the 'Application details' page for application number OD-BP-2021-05-10-000520. The 'Task Status' table is shown, with a red dotted box around the 'Comments' column. An orange callout box with a blue border and a blue arrow points from the text 'Click here to View Application Progress history' to the 'Comments' column. The 'Basic Details' section below it also contains application information.

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

Basic Details			
Basic Details			
Building plan scrutiny number DCR52021OHTYM	Occupancy Residential	Application type Permit Application	Service Type New Construction
Risk Type LOW	Application Date 10/05/2021	Remarks NA	

The screenshot shows a list of three 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 with a blue border and arrow points to the third application, indicating to "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 with a blue border and arrow points to the application number "BP-CTC-2022-10-13-002943" in the search results table, instructing to "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, and a status of Pending Sanction Fee Payment. It also shows the 'Current Owner' as Counter Employee and 'Comments' as NA. Below this is 'Inspection Report- 1' with inspection dates and times. A callout box points to the 'VIEW PAYMENT DETAIL' button with the text 'Click here to go to Permit fee details'.

Step 3 – Permit fee details

The screenshot shows the 'Payment Details' page. The left sidebar is identical to Step 2. The main content shows a dropdown menu for 'Select payment type' with 'Full payment' selected. A callout box points to this with the text 'Select either 'Full Payment' or 'Installment' option'. Below this is a table for 'Pay at Once' with various fee items and their amounts. A red dotted box highlights the table. A callout box points to the table with the text 'Permit fee details with breakdown'. At the bottom is a button 'Click here to make permit fee payment' with an arrow pointing to a 'MAKE PAYMENT' button.

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
BPA_SANC_SHelter_FEE	Rs. 0
Total Amount	Rs. 34809

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 "Payment Information" and a sub-section "Download or Print Payment Receipt and Building permit". Below this, a message says "Payment has been paid successfully!" with a checkmark icon. A note states: "A notification regarding Payment has been sent to the registered Mobile No. of the user/owner." To the right, there are "DOWNLOAD" and "PRINT" buttons. At the bottom right of the main content area is a box labeled "Payment Receipt Number" containing the number "10/2022-23/006941". At the very bottom right of the page is a "GO TO HOME" button.

Sample Permit Fee Receipt

Cuttack Municipal Corporation Sanction Fee Payment Receipt		Cuttack Municipal Corporation 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	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-2021-05-10-0001519	Permit Application	New Construction	-	60	Pending For Application Fee
OD-BP-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-HH-2021-14-01-000500	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-	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

DOWNLOAD | PRINT |

Sanction Fee Receipt

Permit Order

VIEW HISTORY

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

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH ▾

SUJOG

eDCR Scrutiny

New Building Plan Scrutiny

Occupancy Certificate eDCR Scrutiny For New Building

My Applications

Addition and Alteration Scrutiny

Click on the Addition and Alteration Scrutiny option

SEARCH

CUTTACK MUNICIPAL CORPORATION

ENGLISH ▾

SUJOG

Where the applicant wants to modify the received permit letter (No Construction present at site)

Where the applicant wants to modify the received permit letter (With Existing Construction present at site)

For Proposed construction & Where existing building is present at site, and the applicant has permit letter which is expired now

For Proposed construction & Where existing building is present at site, and the applicant has permit letter which has not expired

Permit Details

Building Permit Date
26/9/2022

Permit/Approval Number*
BP/CTC/000326

Fill Previous Permit details

CLEAR FORM

SUBMIT

Activate Windows
Go to Settings to activate Windows.

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

SEARCH

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

New Building Plan Scrutiny

Fill in the details

City *
Select City

Applicant Name *
Enter Applicant Name

Service type *
New Construction

Permit/Approval Number
BP/CTC/000326

Building Permit Date
26/10/2022

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

UPLOAD FILE

CLEAR FORM

SUBMIT

Click here to clear form

Click here to submit

Upload File in DXF Format by clicking here

CUTTACK MUNICIPAL CORPORATION

SEARCH

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

New Building Plan Scrutiny

Application

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

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 navigation bar on the left with links like Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main area is titled 'Apply for building permit' and shows a five-step process: 1. Basic Details (highlighted with a red dotted box), 2. Scrutiny Details, 3. Owner Info, 4. Document and NOC details, and 5. Summary. Below this, the 'Basic Details' step is expanded, showing fields for Scrutiny Number, Application type, Service type, Remarks, Occupancy, Risk Type, Application Date (08/05/2021), and a 'Fill Mandatory Details' button.

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 similar navigation bar on the left. The main area is titled 'Permit Number' and contains fields for 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, and Risk type. A 'NEXT STEP >' button is visible at the bottom right.

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 Building Plan
Building Plan Approval
Trade License
Water & Sewerage
Marriage Registration

Is Partition fee applicable

Risk type

BPA_OCCUPANCY_INFORMATION

Sub occupancy type*
Sub occupancy type04

BPA_REVISION_EXISTING_BUILTUP_AREA_EDCR_LABEL*
BPA_REVISION_EXISTING_BUILTUP_AREA_EDCR_LABEL

Total floor area*
Total floor 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*
2 Old building plan layout*
3 Other document

UPLOAD FILE
UPLOAD FILE
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 eGangotri portal's summary section for a Building Plan Approval application. It includes:

- Previous Permit Details:** Old Application No.: BP-CTC-2022-10-29-003073; Permit/Accrual Number: BP/CTC/000334; Issue date: 29/10/2022; Is SujoG's Old permit: YES.
- Fee Estimate:** BPA_BLDNG_OPRN_FEE: 2250; Total Amount: 2250.
- Total Amount:** Rs 2250 (BPA_COMMON_PAID_SUCCESS).

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. It includes:

- Land Registration Details:** N/A.
- Scrutiny Details:** Building Plan Scrutiny Application Details (eGCR Number: DCR102022NKQBQ), Uploaded Diagram (UploadedDiagram.dxf), and Scrutiny Report (ScrutinyReport.pdf).
- Proposed Building Details:** Block 1.
- Table for Block 1:**

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	104.2884	104.2884	0
First floor	1	OCCUPANCY_H	46.5641	46.5641	0

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.

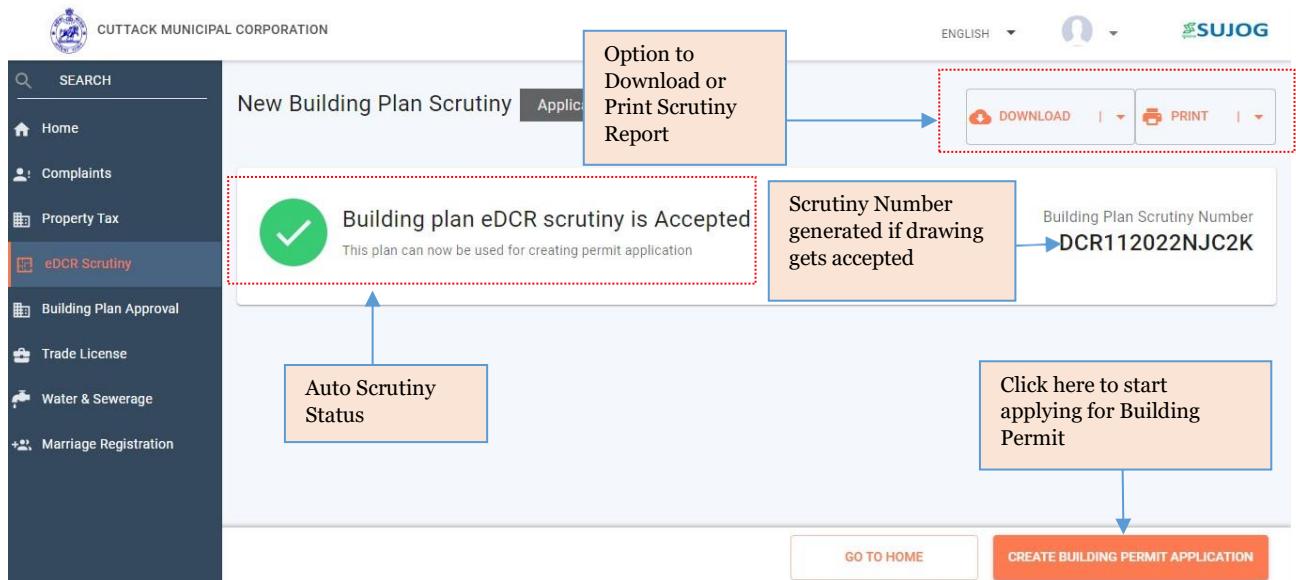
Note: Accredited person is applicable for Bhubaneswar city only.

6.1 Auto-Scrutiny.

The screenshot shows the 'New Building Plan Scrutiny' form. On the left is a sidebar with various municipal services: Home, Complaints, Property Tax, eDCR Scrutiny (highlighted in orange), Building Plan Approval, Trade License, Water & Sewerage, and Marriage Registration. The main form area has fields for 'City *' (dropdown menu), 'Applicant Name *' (text input), 'Service type *' (dropdown menu), and a note about preapproved plan eligibility. Below these are fields for 'Building Plan*' (text input with file size limit) and an 'UPLOAD FILE' button. At the bottom are 'CLEAR FORM' and 'SUBMIT' buttons.

This screenshot is identical to the one above but includes several callout boxes with arrows pointing to specific fields and buttons:

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

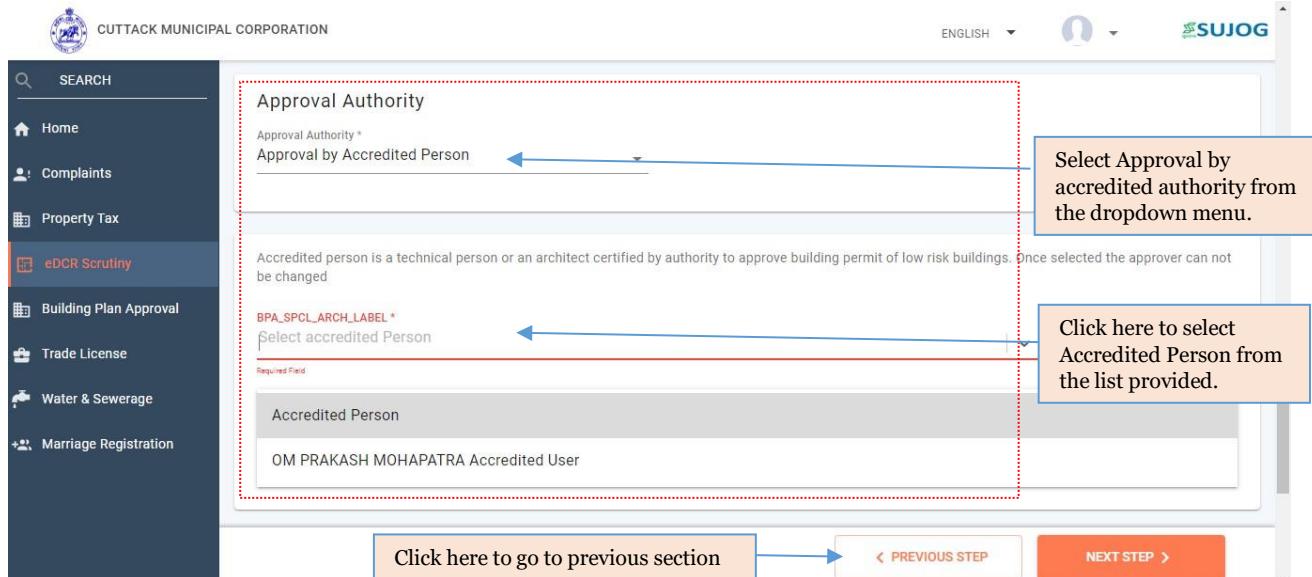


6.2 Building Permit Application Form

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



SEARCH

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ENGLISH ▾

SUJOG

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

BPA_SPCL_ARCH_LABEL *

Accredited Person

Terms & Conditions

- 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 local authority or any other authority.
- The size of the plot is less than 500 Square meters The height of which is less than 10 meters and does not have a basement.
- The proposed building is residential new construction.
- A declaration stating that the building is Low risk and applicant/ approver shall be liable for any discrepancy found

Click on the check box to proceed further.

Click on submit to proceed to next page.

◀ PREVIOUS STEP ▶

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.

Select the accredited person you want to forward the application to and then click on forward.

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 Appraiser 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.

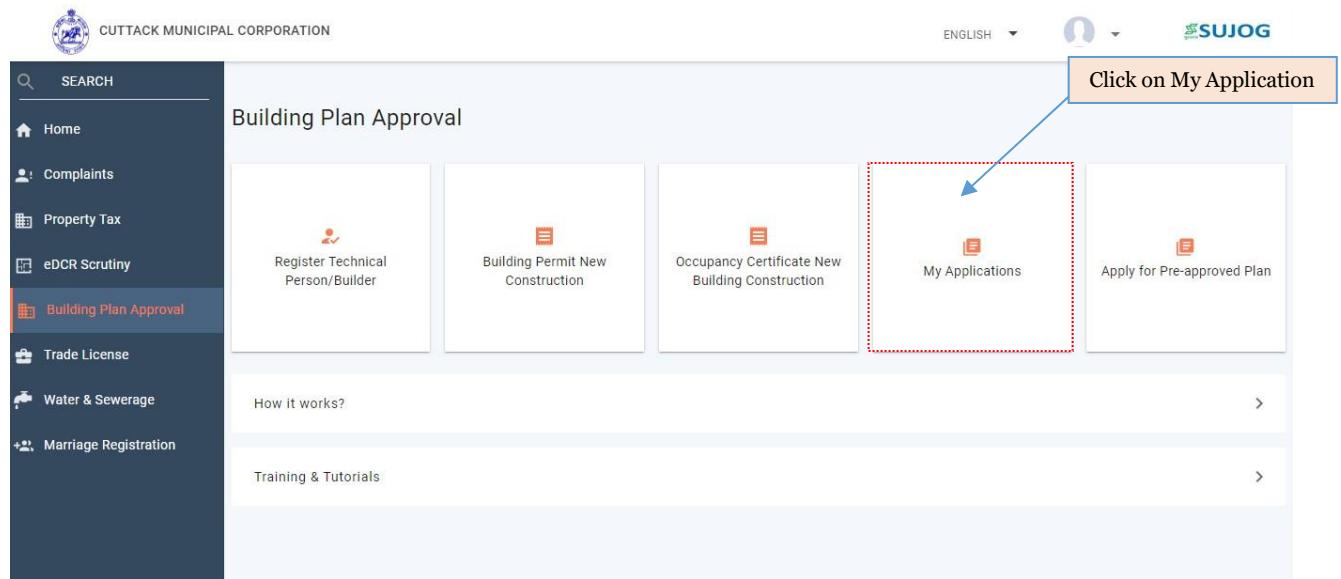
Please revert to section 4.7 of the manual for permit fees section.

6.7 Action to be taken as an Accredited Person

Follow the bellow steps to approve/reject an application in case you are an Accredited Peron 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				
1	Field inspection report BPA_UPLOAD_FILE_RESTRICTIONS	Select Document Type	Field inspection report	UPLOAD FILE
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

CUTTACK MUNICIPAL CORPORATION

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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
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 *	<input type="text" value="Enter Comments"/> X	
Supporting Documents	Only .jpg and .pdf files. 5MB max file size. <input type="button" value="UPLOAD FILES"/>	
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	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 *

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

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-2022-08-26-002654		
BPAC-CTC-2022-08-26-002653		
BPAC-2022-07-25-002262		

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-2022-08-26-002654 [Download Document](#)

BPAC-CTC-2022-08-26-002653 [Download Document](#)

BPAC-2022-07-25-002262

Click on the application and download the building plan 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 *

DOC1.PDF

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

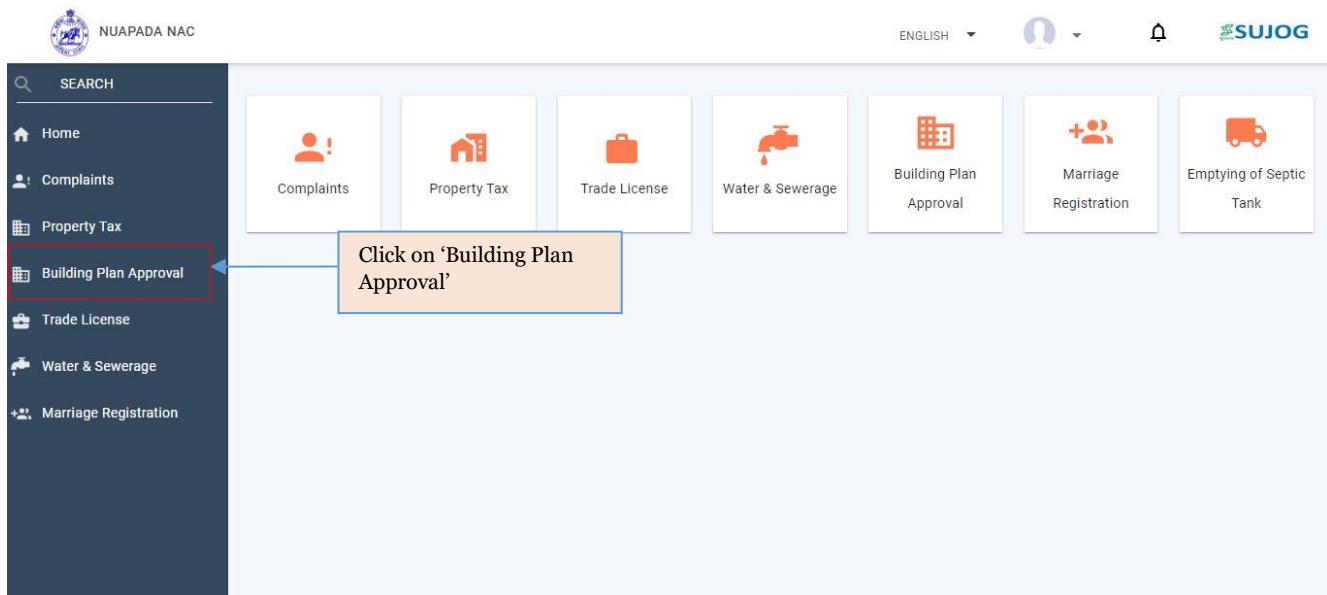
SUBMIT

7 Applying For Pre-Approved Plan

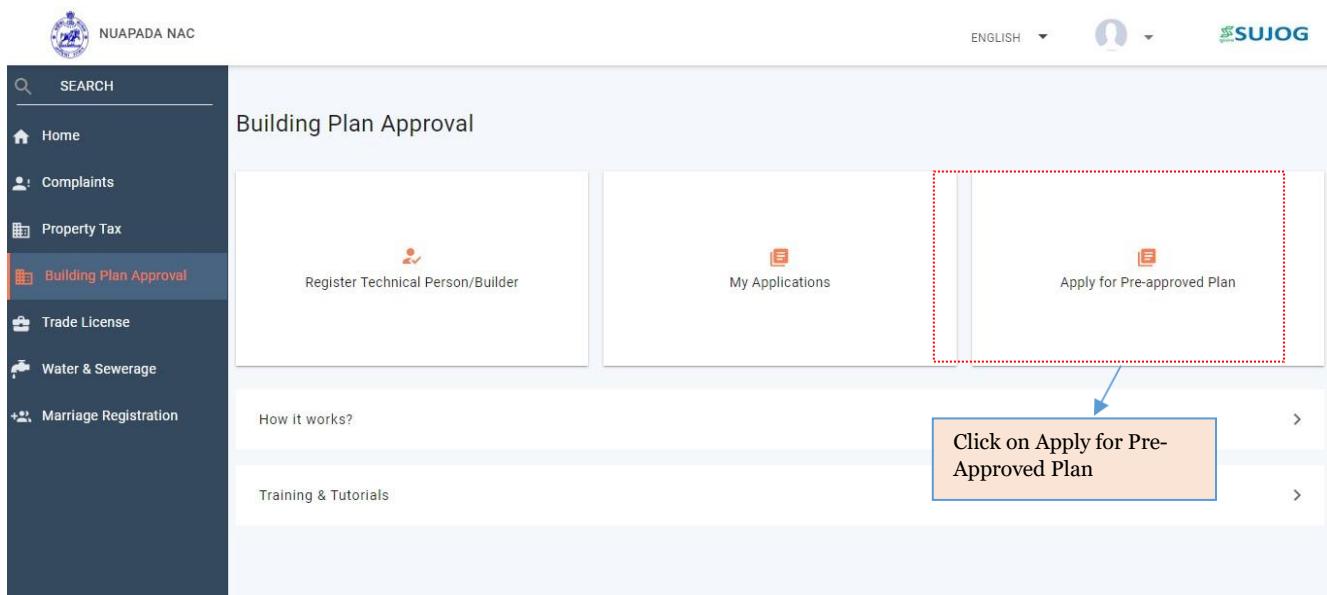
This is to fast track the Building Permit Application for which Odisha state has notified 104 Pre-approved drawings. These are Low-risk projects where the applicant doesn't need the Architect/Technical person to get his/her project approved. He can choose from the 104 options provided and can send it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

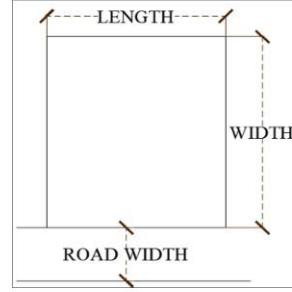
Project Component *

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.) *

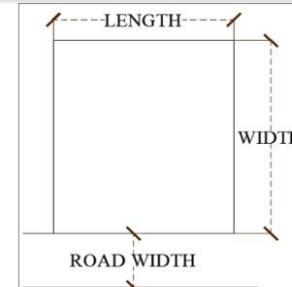
25

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

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
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- 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 : 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

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	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

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

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

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

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

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 sidebar with various service links. The main area has a header 'Drawing No' and 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 large orange box labeled 'Review the information' covers the summary step. Below the progress bar, a red dotted box highlights the 'Pre Approve plan Application Details' section, which includes 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 buttons for 'Click here to go to previous section', '< PREVIOUS STEP >', and 'NEXT STEP >'.

7.3 Owner Info

The screenshot shows the 'Owner Info' section of the application form. The sidebar and progress bar are identical to the previous screen. A blue box labeled 'Fill in Mandatory details' covers the summary step. Below the progress bar, a red dotted box highlights the 'Owner Details' section, which includes dropdown menus for 'Owner Type' and 'Type of 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 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 'Building Plan Approval' application page. The left sidebar includes links for Home, Complaints, Property Tax, eDCR Scrutiny, Building Plan Approval (which is selected), Trade License, Water & Sewerage, and Marriage Registration. The main area shows the application number (Application No. BPPAP-CTC-2022-11-04-003123) and sections for Basic Details, Scrutiny Details, Owner Info, Document and NOC details (highlighted with a blue box and arrow), and Summary. Below these sections is a 'Required Documents' box (highlighted with a red dashed box) containing fields for Applicant ID Proof (Self Attested) and Select Document Type (Driving License). Buttons for 'Click here to go to next section' and 'NEXT STEP >' are visible at the bottom right of the document 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
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 ▾ SUJOG

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

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

Application Summary

Fee Estimate	Total Amount
BPA_BLDNG_OPRN_FEE	Rs 970 BPA_COMMON_NOT_PAID
Total Amount	970

Click here to send the application to Citizen for approval

Click here to go to previous section

PREVIOUS STEP ▶ EDIT SUBMIT ▶

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.

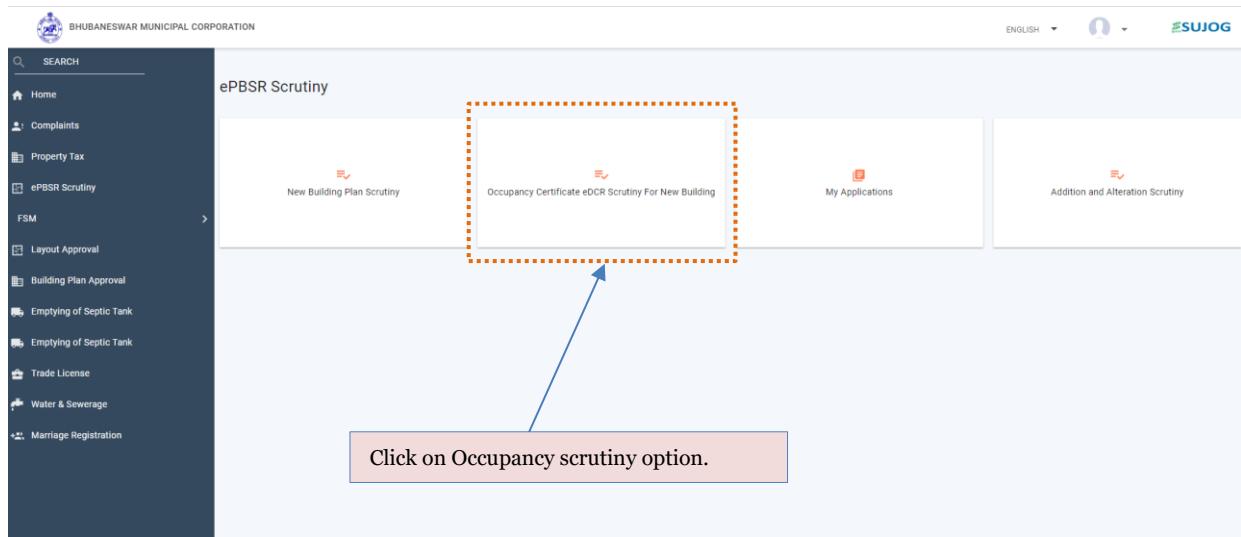
8 Applying for Occupancy Certificate

This service can be used to obtain Occupancy certificate for those Building permits obtained outside sujog, i.e in Offline method or from any other portal or means.

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.

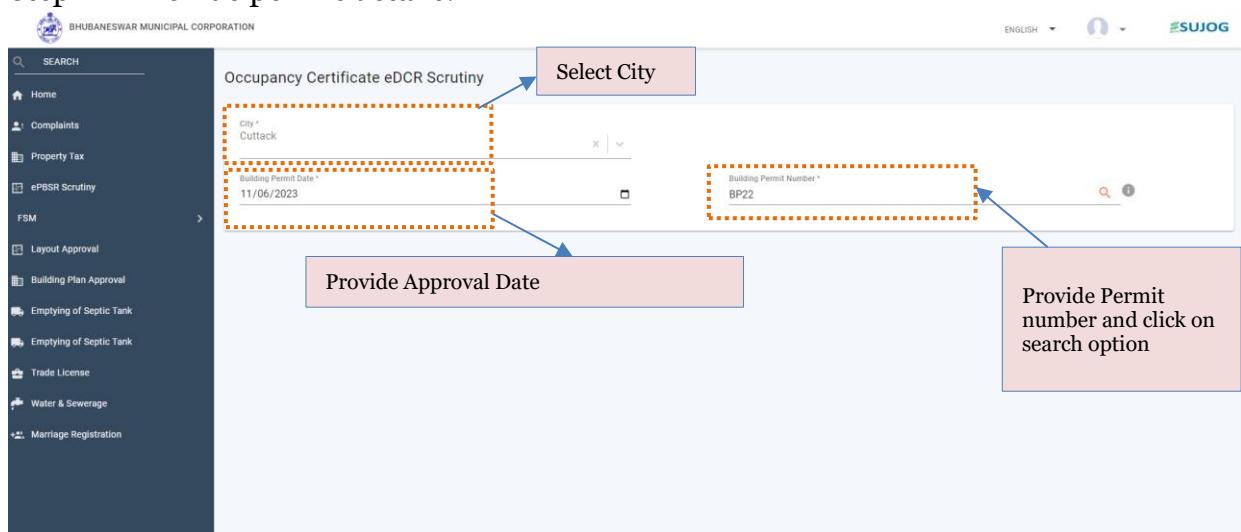
Step 1. Go to scrutiny page



The screenshot shows the ePBSR Scrutiny interface. 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' (highlighted with a red box), 'Occupancy Certificate eDCR Scrutiny For New Building' (also highlighted with a red box), 'My Applications', and 'Addition and Alteration Scrutiny'. A blue arrow points from a callout box at the bottom left to the '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). A blue arrow points from a callout box labeled 'Select City' to the city selection field. Another blue arrow points from a callout box labeled 'Provide Approval Date' to the date input field. A third blue arrow points from a callout box labeled 'Provide Permit number and click on search option' to the permit number input field.

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

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

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

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 *

Village * Select Village

Revenue Plot Number (As per ownership document) *

Plot Area (in sqm) *

Layout Plot number

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 'Occupancy Certificate for outside SUJOG' application process. The 'Building Details' step is currently selected, indicated by a red dashed box around the 'Building Details' tab. Below it, the 'Plot Details' section contains fields for 'Plot area (sqm)', 'Area of Land Free Gifted if any (sqm)', and 'Net Plot Area (sqm)'. Further down, the 'Building Details - Block 1' section has a 'Height' field. At the bottom right, there are 'PREVIOUS STEP' and 'NEXT STEP >' buttons. The left sidebar lists various municipal services like Home, Complaints, Property Tax, etc.

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 Field]
Total Floor Area (in sqm)	[Input Field]
Total Carpet Area (in sqm)	[Input Field]
Base FAR	[Input Field]
FAR	[Input Field]

Previous Permit Fee Details

Fee Name	Fee as per Building Permit	Paid Amount	Permit Fee amount not yet paid
Land Development Fee	[Input Field]	[Input Field]	[Input Field]

[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 Field]	[Input Field]	[Input Field]
Building Operation Fee	[Input Field]	[Input Field]	[Input Field]
Sanction Fee	[Input Field]	[Input Field]	[Input Field]
CESS	[Input Field]	[Input Field]	[Input Field]
EIDP	[Input Field]	[Input Field]	[Input Field]
Temporary Retention Fee	[Input Field]	[Input Field]	[Input Field]
Security Deposit	[Input Field]	[Input Field]	[Input Field]
Purchase FAR	[Input Field]	[Input Field]	[Input Field]
Total Fee	[Input Field]	[Input Field]	[Input Field]

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 the 'Other Details' section of the eGrievance portal. On the left is a sidebar with various service links. The main area has a table with 'Parameter' and 'Value' columns. Some parameters have dropdown or input fields, while others have radio button options.

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)	
Net Plot Area (in sqm)	

Building Details - Block 1

Height

Parameter	Value
Building Height (in meter)	

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)	

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 bylaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

Part 3 – Setback Details.

The screenshot shows the 'Setback Parameters' section of the portal. On the left, there's a sidebar with a search bar and links to various municipal services. The main area has a header 'Add Floor'. Below it, the 'Setback Parameters' section contains four input fields for 'Setback Front (in meter)', 'Setback Rear (in meter)', 'Setback Right Side (in meter)', and 'Setback Left Side (in meter)'. An orange 'Add Building Details' button is located below these fields. Below that is the 'FAR Details' section, which has a table with one row for 'Total BUA (in sqm)' with a value of 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

The screenshot shows the 'FAR Details' section of the portal. On the left, there's a sidebar with a search bar and links to various municipal services. The main area has a header 'Add Building Details'. Below it, the 'FAR Details' section contains several input fields: 'Total BUA (in sqm)' with a value of 0, 'Total Floor Area (in sqm)' with a value of 0, 'Total Carpet Area (in sqm)' with a value of 0, 'Base FAR', 'Max Permissible FAR', and 'FAR' with a value of 'N/A'. At the bottom, there are buttons for 'PREVIOUS STEP' and '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 'Occupancy Certificate for outside SUJOG' application process. The left sidebar lists various services like Home, Complaints, Property Tax, ePBRS Scrutiny, FSM, Layout Approval, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main area shows three completed steps: Basic Details, Building Details, and Primary Applicant Details. A step labeled 'Documents to be uploaded' is highlighted with a dashed orange box. Below it, there's a section for 'Documents Required (Self Attested)' with three items: Sanctioned Plan and Approval letter, Approved building plan layout pdf, and Building Completion Certificate. Each item has a 'CHOOSE FILE' button. A large blue arrow points from a callout box containing the text 'Click on next to proceed further.' to the 'NEXT STEP >' button at the bottom right of the document upload section.

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 Summery section

The screenshot shows the ePSR Scrutiny application interface for an Occupancy Certificate application. The summary section displays the following details:

- Application Fee Detail:** Occupancy Certificate Application Fee: 1000, Paid Amount: 1000.
- Pre Application Details:** Existing Area (in sqm): 100, Approved Area (in sqm): 100.
- Other Options:**
 - Constructed area is as per approval letter: 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

A callout box with the text "Click here to send application to citizen" points to the "SEND_TO_CITIZEN" button at the bottom right of the summary section.

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

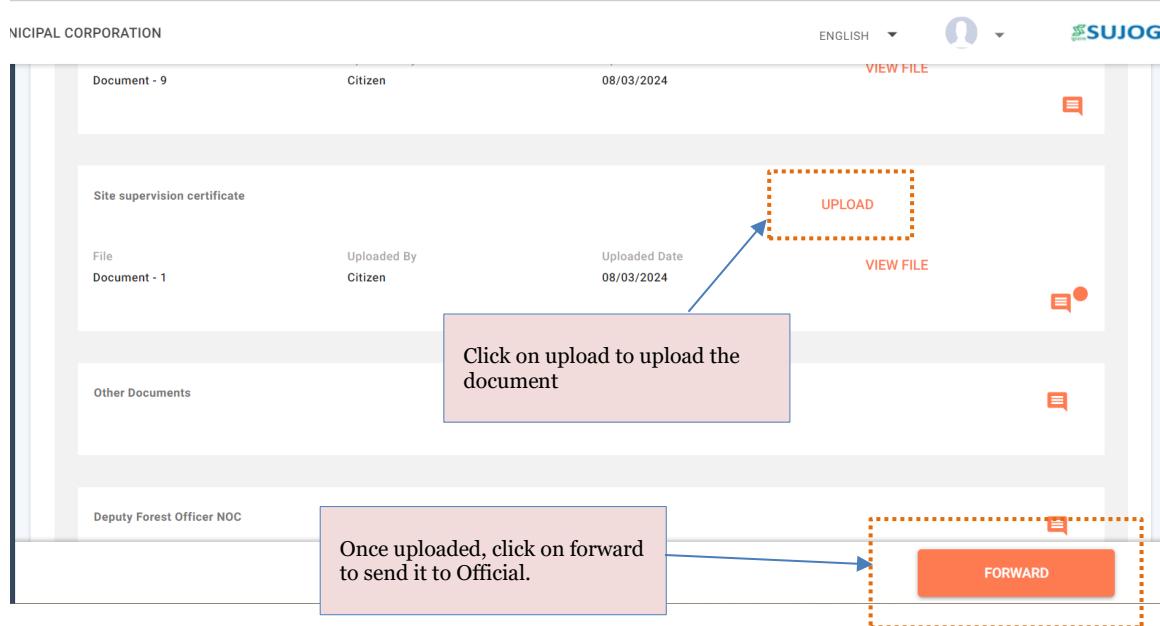
Please revert back to section 5.5 of the manual for guidance about Application tracking.

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 edit

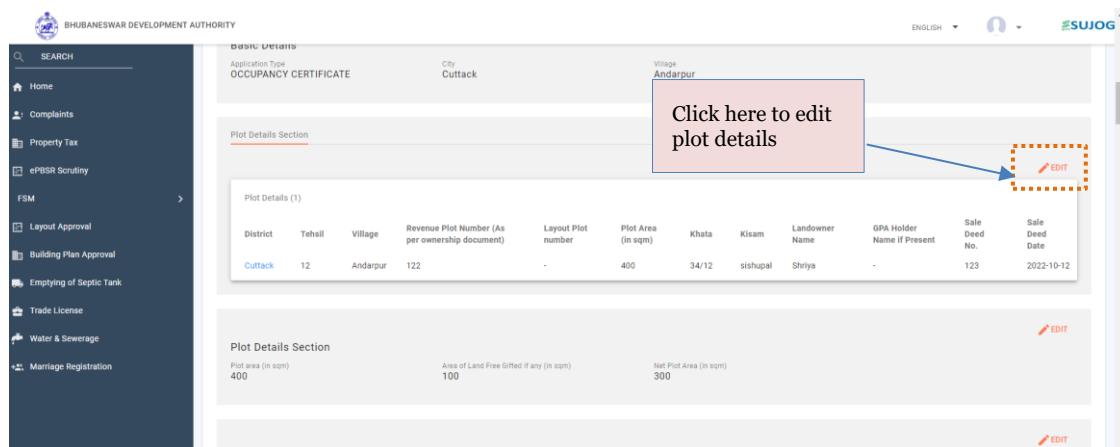
Document can be uploaded in the document section by clicking on upload option of the enabled document.



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.

Click here to edit Permit details data

Building Details - Block 1

Building Height (in meter) **6**

Area Details

Floor Type	Floor Number	Sub Occupancy	Permit BUA (in sqm)	Permit FAR area (in sqm)	Permit Carpet Area (in sqm)
Ground Floor	0	Residential Plotted	500	500	500

BUILDING_SETBACK_PARAMETER

Parameter	Permit Measurement
Setback Front (in meter)	2
Setback Rear (in meter)	2
Setback Right Side (in meter)	2
Setback Left Side (in meter)	2

EDIT

8.6 OC fee 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.