

# **Building Plan Approval System – FAQ Guide:-**

## **1.) What is Building Plan Approval System , and why is it necessary?**

**Ans:-** The Building Plan approval system, as referred to in ActGlobal's user manual, is a systematic process that grants official permission for the construction of new buildings or modification of existing ones.

It is necessary for several reasons:

- It ensures the planned building complies with the safety standards and regulations set by ActGlobal.
- It helps in maintaining organized development of residential areas, helping to avoid illegal constructions and violations.
- The system also verifies that the construction follows the appropriate bylaws, zoning rules, and environmental guidelines.
- It aids in maintaining the aesthetic appeal of a city or town to create healthy, safe, and pleasant living conditions for residents. Through the Building Plan approval system, architects, engineers, and supervisors (A/E/S) submit their proposed building designs. Upon reviewing these proposals, ActGlobal either approves or rejects them based on whether they meet set criteria and guidelines. Any project must obtain this approval before beginning any form of construction. This system helps to ensure all construction projects remain safe, legal, and up to standard.

## **2.) What documents are required to submit a building plan for approval?**

**Ans:-** The documents necessary to submit a building plan for approval as per the ActGlobal documentation include:

1. Building plan file: If there is an error with the file or template, you have the option to upload the building plan file again.
2. Ownership documents: These are mandatory and should be uploaded by the architect, engineer, or supervisor (A/E/S).
3. Latitude and Longitudes details: These details need to be filled up to 8 decimal points, and they should not be the same as the previous ones.
4. At least 2 building photographs: The A/E/S has to upload a minimum of two photos of the building.
5. Departmental NOC (No Objection Certificate) details: These should be submitted after viewing and confirming the document.
6. Payment details for the permit fee: These will be visible with the option to pay now.
7. Bank selection for payment: The A/E/S must select the bank radio button for online transactions.
8. Challan form: In case of NEFT/RTGS payment mode, the user needs to fill the Challan form and take print out of the Challan copy.
9. Confirmation document: This needs to be submitted by clicking on 'Submit Confirm Document' and selecting the document that needs to be updated. It needs to fulfill the requirements as per the refer back reason. Please note that all documents must be in PDF format and under 5MB in size, including the building plan.

## **3.) How can I register on the building plan approval system?**

**Ans:-** To register on the Building Plan Approval System as Architect/Supervisor/Engineer, kindly follow these steps:

1. Open a browser in your computer.
2. Visit the ActGlobal's (formerly MCD) website.
3. Click on the "Online Building Plan" tab in the webpage.
4. When the list of online services appears, click on "Registration".
5. Depending on your profession, select either Architect, Supervisor or Engineer registration type.
6. You will be directed to the respective registration form. For Architect Registration:
7. Fill in all mandatory fields marked with an asterisk (\*).
8. Enter your "Council of Architect Registration No." in the format "(CA/1999/12345)" in the "Professional Details" section.
9. Choose a password which you will use to log in.
10. You then have to click on "Agree" and click on "Submit".
11. Upon clicking "Submit", you will be directed to the "Registration fee" screen for payment. For Engineer or Supervisor Registration:
12. Fill in all mandatory fields marked with an asterisk (\*).
13. Enter your specific registration number in the "Professional Details" section.
14. Choose a password which you will use for login. 15. Click on "Agree" and "Submit".
16. After submission, you will be directed to the "Registration fee" screen for payment. For Registration Fee Payment:

17. You will be redirected to the Payment Gateway page upon submission.

18. Select your preferred payment option: Internet Banking, Credit Card, Debit Card, or NEFT/RTGS.

19. Provide the necessary details based on your preferred payment option and proceed with payment.

20. After successful payment, you will receive a message indicating successful submission of your transaction with the request ID and transaction ID. You will be able to login with your credentials once your request has been approved by ActGlobal officials.

**4.) What are the steps involved in submitting a building plan for approval?**

**Ans:-** 1. Visit the ActGlobal website and login into your user account.

2. Click on the 'Fresh- Sanction' button to start the process of submitting a new application for building plan approval.

3. Read the checklist and undertakings provided, click "I agree" on the checkbox and press the 'Next' button.

4. Choose the relevant 'Plan type', 'Building type', and 'Sub Building type' as per your requirements.

5. Fill up all the necessary information and upload documents as instructed in the form. Click on 'Next' after each step.

6. A unique Request ID will be generated with the status "Fresh- NEW". This will be visible on your dashboard.

7. The Building plan file will be checked by the rule engine. If all the dimensions in the layout are correct, the status will change to 'Self-confirmatory test passed'.

8. In case of any errors, they need to be corrected and the building plan file should be uploaded again. After passing, status will change to 'Self confirmatory test passed'.

9. You will need to fill details from 'common application form -2'. This includes details like building ownership, supervisor selection, etc.

10. The application will feature options for uploading all mandatory ownership documents and paying the permit fee.

11. Hereafter, you will be redirected to a Payment Gateway page where you can choose your preferred method of payment.

12. Once the fee payment is successful, you will be redirected back to the ActGlobal page where the request status changes to "Fresh – Permit fee Paid". After the payment, the request will be pending with ActGlobal building department for further approval.

13. After the plan fee has been paid, the request will be visible on AE/AE (HQ) dashboard for release.

14. Once the plan is approved by the ActGlobal building department, you can download the approval document from the dashboard. The request status will then be updated to "Fresh Plan - Plan Released". Please note that it is important to fill out all the information accurately and submit all required documentation to ensure speedy approval of your building plan.

**5.) How Long does it take to get a building Plan Approval?**

**Ans :-** The documents mentioned the system of the building approval plan but didn't address a direct timeline for the approval process. The process begins with the A/E/S filing an application with the status "Self-confirmatory test passed." They will upload all required documents, select a supervisor, and fill out required information such as Jal Board details, construction dates, and coordinates of the building. Once completed, a permit fee has to be paid, following which the bank page will display to proceed with the fee payment. The status will then change to "Fresh – Permit fee Paid", and the request will be pending with ActGlobal building department for further approval. Post approval, the A/E/S has to open the request from the dashboard, which will sport a status "Fresh Plan – Plan Sanction." The payment details will be present on the dashboard itself. The request will then be visible on AE/AE (HQ) dashboard for release. The status at this point would change to "Fresh Plan -Plan Released" and user can download the letter from opening the request from their Dashboard. In summary, the process starts from application from an A/E/S to Plan Release. All applications are reviewed and then released. No specific timeline is given in the documents for this process completion.

**6.) Can I track the Status of my building plan application online ?**

**Ans:-** Yes, you can track the status of your building plan application online.

1. After submitting your building plan application, you will receive a request ID.

2. Keep this request ID safe, as it will allow you to track the status of your application.

3. Using this request ID, you will be able to view the status of your application under the "Request status" section on the ActGlobal's Building Plan Website. Remember, the final processed status will be 'Self confirmatory test passed'. You can continue to track the status of your application right up until it reaches this final processed status. Ensure to check the status regularly to keep up to date with the progress of your building plan application.

**7.) What should I do if my building plan is rejected ?**

**Ans:-** If your building plan is rejected, you'll have to take the following steps:

1. The first stage involves understanding the reasons for rejection. This information can be viewed through the online system, you should receive a 'Rejection Process' message.

2. Review the reason for rejection given by ActGlobal and make the necessary revisions to your building plan based on the feedback. This could range from issues with dimensions, disregard for certain bye laws, among other reasons. Plan modifications may be required.

3. Ensure to make modifications as per ActGlobal's guidelines.

4. Once modifications are made, you'll have to upload the updated documents and the revised building plan using the "Submit Confirm Document" option.

5. After uploading the updated documents and submitting them, a new page will open to allow you to upload the revised drawing or other documents based on the reason for the initial rejection.

6. After submitting the revised request, the status should shift to "Permit Fee Paid". The process repeats where ActGlobal will review the updated building plan and give a verdict. If your plan is still insufficient after revisions, you may need to seek help from a professional or get clarification from ActGlobal to understand the issues more clearly. Additionally, you should always check for common pitfalls in your plans before submission to minimize the chances of rejection.

**8.) Are there any fees associated with the building plan approval process?**

**Ans:-** Yes, there are fees associated with the building plan approval process. The application process involves a Permit Fee. After viewing the Departmental NOC details, payment details are visible with the 'Pay Now' option:

1. The Architect, Engineer, or Supervisor (A/E/S) must select the bank radio button.

2. This action will redirect the user to the Payment Gateway page.

3. From here, the user can select among several payment options such as Internet Banking, Credit Card, Debit Card, or NEFT/RTGS. For Internet Banking, user needs will need to provide their banking Details such as User Name, Password and Transaction Password. For Debit or Credit Card payments, user needs to provide card details such as the Card Number, Expiry Date and Security Code. If NEFT/RTGS is chosen, user needs to fill the Challan form and take a print out of the Challan copy.

4. After payment, the screen will display a bank page to pay the fee further.

5. When the fee is successfully paid, the request will be redirected to the ActGlobal page and the user can download the receipt of the payment. The request status will then become "Fresh – Permit fee Paid". Note that the exact amount of the Permit Fee is not specified in the documents.

**9.) Who can I contact for support or clarification during the approval process ?**

**Ans:-** The document does not provide specific contact details for support or clarification during the approval process. However, the process involves various users of the application such as the Executive Engineer (EE), Assistant Engineer (AE), Assistant Engineer (AE)/ AE (HQ), and Architect/Engineer/Supervisor (A/E/S). It can be inferred from the process workflow that these users might provide support or clarification in their respective stages of the approval process. However, it's important to note that specific contact details or support resources are not mentioned in the document.

**10.) What are the common reasons for delays or rejection in building plan approvals?**

**Ans:-** The documentation does not explicitly list common reasons for delays or rejections in the building plan approval process. However, it can be deduced that errors in the building plan, validation issues, incomplete forms or lack of required details could potentially lead to rejection. For instance:

1. If there is a building bylaw error or validation or template error in the building plan, you will need to upload the file again.

2. Submitting incomplete Common Application Forms (CAF-2) can lead to rejections. ActGlobal empaneled architects, engineers, and supervisors (A/E/S) need to ensure that they fill out the complete details, including the mandatory fields in the CAF-2.

3. The document states that A/E/S needs to select the supervisor and SE from the registered list of ActGlobal. Failure to do this might lead to rejection.

4. Incorrect or incomplete details such as inaccuracies in the Jal Board details, dates of construction, latitude and longitude details could also lead to rejections.

5. Failing to upload the mandatory ownership document or the required number of building photographs could lead to the rejection of the application. Without more detailed information from the document, it is not possible to provide an exhaustive list of common reasons for delays or rejections in the building plan approval process at ActGlobal.