Checklist for Online Building Permit Application

- **Pre-Submission Phase.**

  ✓ Verify plot ownership documents (title deeds , sale agreements, etc.).

  ✓ Check application building codes and regulations.

  ✓ Ensure zoning compliance of the proposed site .

  ✓ Prepare detailed architectural and structural drawings.

  ✓ Obtain approvals from other departments(eg. Fire, Environmental , or Metro , if required).

  ✓ Complete site survey and upload necessary reports .

- **Registration and Login**.

  ✓ Register on the building plan approval portal .

  ✓ Login with valid credentials.

  ✓ Update profile with required personal and business details.

- Application Submission.

  ✓ Fill out the application form with accurate details (project name , location , area , etc).

  ✓ Upload required documents(ownership proofs , NOCs, drawings , etc).

  ✓ Upload digital signatures of stakeholders, if required.

  ✓ Choose the appropriate approval type (residential , commercial, etc).

- **Fee Payment.**

  ✓ Calculate applicable fees based on the system's guidelines .

  ✓ Make online payments and save the receipt for future reference .

- **Scrutiny and Review .**

  ✓ Check for automated scrutiny result (if system provides immediate feedback).

  ✓ Respond to any discrepancies or corrections highlighted by the authorities.

  ✓ Monitor status updates through the portal .

- **Site Inspection**

  ✓ Coordinate with authorities for site inspection schedules .

  ✓ Ensure presence of necessary person during inspection.

✓ Address any observations or objections raised during inspection.

- **Final Approval .**

✓ Check for notification of approval or rejection .

✓ Download and save the approved building plan certificate.

✓ Keep a copy of the approval for on-site verification.

- **Post-Approval Compliance.**

✓ Begin construction as per the approved plan.

✓ Update the portal with project progress, if required.

✓ Apply for completion and occupancy certificates upon construction completion.

- **NOCs from Departments (as applicable, case to case basis)**

S. No.	Department	S. No.	Department
1	Fire Department	8	NHAI
2	UEPPCB	9	AAI
3	UPCL	10	ASI
4	Irrigation Department	11	Defence
5	Forest Department	12	Jal Sansthan
6	UREDA	13	CGWA
7	District Magistrate	14	PWD