

Citizen Process - Application for Building Plan Approval through Common Application Form

1. Introduction

To streamline the processes, reduce efforts and time for processing Building Plan Approval, Department of Housing & Urban Development, Government of Odisha has introduced the online **Building Plan Approval System (BPAS)**. The application covers Common Application Form (CAF) and allows easy online submission, verification and approval from all concerned agencies through a single application form. As an online system, the BPAS can be accessed by any time anywhere.

Users for the BPAS could be segregated basically into two categories:

- a) Citizen or Technical Person
- b) Department Users

2. Document Objective

This document covers various process for “Citizen or Technical Person for their common understanding of the client Portal Application. The software application enables the users to register, apply for a new building plan, make online payments and receives approval online.

Portal Users: The Portal users group includes all the owners, architect, structural engineer, civil engineer who are outside the scope of BDA/BMC planning.

The following three processes are elaborated in this document:

1. Technical Person Registration
2. Applying for “New Building Plan Approval” certificate
3. Commencement Certificate

User Type	Description	Role	Access point
Citizen	User who are willing to apply for building plan approval for commencement of building.	Portal Users	a) Apply CAF online b)Track status online c) online payment of fees d)Download certificates
Technical Person	Architects, civil engineers etc. who will apply for building plan & Occupancy to Authority	Portal Users	a)Download BPAS client utility b)Prepare AutoCAD drawing file c)Apply CAF online d)Track status e)Online payment of fees

Process 1: Registration of Citizen/Technical person and Submission of Application (CAF)

Step	Application Steps	Actors
1.	Click on the link www.bmc.gov.in or www.bdabbsr.in	Citizen / Technical Person
	Go to application login screen	
2.	Go to Planning & Development link and click on Building Plan Approval System(Citizens/Technical Persons)	
3.	Click on “Sign Up” for New user registration and fill up the registration form providing your e-mail ID	
4.	Activation code sent to user e-mail ID for authentication	
5.	On entering the activation code in Building Plan Approval System portal, your account would be activated	
6.	For downloading Author Tool : <ul style="list-style-type: none"> Go to Technical Person Home page Click on download Author utility & technical person license compatible with available AutoCAD version 	Technical Person
7.	Install Author utility as per installation manual provided in the www.bmc.gov.in or www.bdabbsr.in websites.	
8.	Open Author utility & fill the necessary information & mark the drawing for scrutiny	
9.	If the system verifies the scrutiny, than generate APZ file if scrutiny not acceptable than correct the markings and entries in Author utility as mentioned in Step-8 above	
10.	Click on “New Building Plan Approval” link and Upload APZ file created from Author utility	
11.	Fill necessary details in online common application form <ol style="list-style-type: none"> Self-signed Ownership document Copy of certificate of registration of Architect Plan details Affidavit 	Citizen / Technical Person
12.	Pay the application & scrutiny fee based on building category & click on “Submit”	
13.	Generate Acknowledgement receipt and application number	
14.	Processing of Application by the department users	

Process 2: Scrutiny of Application

Step	Application Steps	Actor
1	The NOCs from applicable public agencies can be viewed and downloaded in the user login of the portal	Citizen / Technical Person
2	In case of objection received from the department officials, the applicant needs to submit the revised plan or required documents	

Process 3: Post Approval of Application

Step	Application Steps	Actor
1	Applicant needs to submit the sanction fee once the demand notice is generated	Citizen / Technical Person
2	Download the approval certificate	

Department Users Process - Building Plan Application Processing

1. Introduction

Getting approval for a building plan from the concerned department had been a time consuming process, which also involved a lot of manual effort. To reduce the effort and time taken for the process, **Building Plan Approval system** had been introduced by Housing & Urban Development Department, Govt. of Odisha, which facilitates easy online submission of application, verification and approval of building plans and obtaining the approval online.

The Department Application is used by the department users of Development Authorities and Municipal bodies, who are responsible for providing approval for Building Plans. The Department Application can be accessed only by an internal user of a Development Authority / Municipal Body. The application enables the department users to take necessary steps on the submitted building plan, workflow creation, assign user privileges, etc.

Department User: The users under Development Authorities and Municipal bodies who are authorized to do various activities like verification and approval of the submitted building plan.

2. Document Objective

Objective of this document is to provide end to end process steps for scrutiny, approval and rejection of Building Plan Approval Application by the department user.

The department users of Development Authorities / Municipal bodies who will be using the BPAS application under various roles are as below.

1. Document verifying Officer
2. Field verifying Officer
3. Land use verifying officers
4. Planning Norm verifying officer
5. Planning Officer
6. Public Agency

Application processing by the Department Users

Steps	Application Steps	Actors
1	Receive Online CAF application from Applicant	Document verifying Officer
2	Verify the below mentioned uploaded documents for correctness: <ul style="list-style-type: none"> i. Self-signed Ownership document ii. Copy of certificate of registration of Architect iii. Plan details iv. Affidavit v. Photographs of the sites 	
3	In case of NOC requirement, the officer will forward the application and attachments to public agencies based on building category for clearance	
4	Generate common site inspection notice (Add Noting online)	
5	Forward application to Field verifying Officer	
6	Receive SMS & email for common site inspection	
7	Receive online CAF application by logging in the application	
8	Upload site sketch online	
9	Fill the Amin checklist (Add Noting online)	
10	Forward Application to land use verifying officer for land use verification	Land use verifying officers
11	Receive Online CAF application and supporting documents	
12	Verify Land use	
13	Fill the Field Inspection checklist and add Noting/ comments	
14	Forward Application to Planning Norm verifying officer	Planning Norm verifying officer
15	Receive CAF & Supporting documents	
16	Forward to field verifying Officer	
17	Verify the automated scrutiny report generated	
18	Verify the planning norms parameters and add Noting/ comments	
19	Fill Planning assistant checklist	
20	Forward application to Planning Officer	Planning Officer
21	Receive CAF & Supporting documents	
22	Approve or reject the Application.	
	If rejected: Notification is sent to the applicant for submission of revised plan and any missing/incomplete document.	
23	If Approved: Generate demand notice for sanction fees	
24	Once payment received certificate is generated Add Noting/ comments	

Steps	Application Steps	Actors
25	Receive CAF & Supporting documents	
26	Perform joint site inspection	
27	Upload objection or NOC within 3 working days else it will be deemed approved	
28	<p>List of NOCs required for getting approval certificate-</p> <ul style="list-style-type: none"> • NOC from National Monument Authority (for buildings within 300m radius) • Access from NHAI (if project proposes to have direct access from NHAI) • NOC from Airports Authority of India (for building more than 30 meter height from sea level) • Environment clearance for the project (for applicable buildings as per MoE&F notification) • NOC from Public health engineering organization for drinking water and sewerage • NOC for storm water drainage, road and solid waste disposal from the ULB in all urban areas • NOC from Energy dept. for infrastructure availability • NOC from Fire Dept. (for multistoried buildings, multiplex, shopping malls, schools, institution etc.) • Security Clearance from Police Dept. for proposed construction of more than 10 m height and located with 200m from strategic buildings • NOC from water resources dept. for ground water tapping (if required) • NOC from Pollution Control Board (for industries wherever applicable) • Access from flood embankment road by the water resources dept. (if proposed construction is next to flood embankment and applicant wants to have access from embankment road) 	
29	Applicant receives notification for final submission of fees	Applicant