GOVERNMENT OF RAJASTHAN

LOCAL SELF GOVERNMENT DEPARTMENT

STANDARD OPERATING PROCEDURE

ONLINE BUILDING PLAN APPROVAL SYSTEM

PRE – CONSTRUCTION AND INTIMATION FOR CONSTRUCTION

UPTO PLINTH LEVEL (DURING CONSTRUCTION)

Apply Online

1. Applicant / Architect Login to SWCS Portal for online application submission (http://swcs.rajasthan.gov.in).

2. Applicant / Architect lands on SWCS Applicant Dashboard and clicks the new application submission button (Bulb Symbol) and selects the appropriate service (Building Plan / Map Approval / Inspection at Plinth Level).

3. Application form is displayed on screen – *PRE–FILLED USING COMMON APPLICATION FORM.*

4. Applicant / Architect select the Local Body, Purpose (Proposed use of the Building) and Application Type (Building Plan Approval / Inspection at Plinth Level / Occupancy cum Completion Certificate).

5. Applicant / Architect fill the Site details and upload the Site Coordinates in *.KML* format (so as Site may be located on Satellite Imagery / GIS).

6. <u>Architect is submitting Application</u> –

   Architect's details will be displayed in the Application Form – *PRE-FILLED USING SSO ID OF ARCHITECT*.

7. <u>Applicant is not an Architect</u> –

   Architect's details to be filled in the Application Form.

LIST OF DOCUMENTS TO BE UPLOADED:

Mandatory List of Documents

1. Building Plan (.dwg file)
2. Lease Deed / Allotment Letter / Reconstitution – Subdivision Letter / Name Transfer/Change in Land Use Order.
3. Site Plan issued with Lease Deed.
4. Single Affidavit of owner.
5. Affidavit of Architect.
6. Affidavit of Structural Engineer for Structural Safety.
7. Existing Site Survey.

   Other Documents (not mandatory)

8. Fire NOC.
9. Airport Authority of India NOC.

10. Applicant / Architect to upload mandatory documents.

11. Submit Application.

12. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect for payment of Application Fees.

13. Applicant / Architect is re-directed to Payment Gateway for making the Online Payment of Requisite Fee.

14. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect for successful payment of Application Fees.

15. Post – Application submission, Applicant Feedback on overall Application Submission experience is presented to the Applicant.

16. Application is added to the Applicant's Dashboard for Real – Time Status tracking.

17. No Physical touch point for Document Submission, Verification and Payment is required.

BUILDING PLAN APPROVAL PROCESS

1. AUTO SCRUTINY

    1. Automated Scrutiny of the Building Plan / Map (.dwg file) by Scrutiny System / Server (Auto DCR).

    2. Submitted Building Plan is as per Provisions of Unified Building Byelaws – 2017 –

        The Scrutiny Report is automatically appended to the Application and Auto-forwarded by the System to Respective Clerk (For Verification of uploaded documents / pending dues).

    3. Submitted Building Plan is not as per Provisions of Unified Building Byelaws – 2017 –

        The Scrutiny Report is automatically directed to Applicant / Architect marking the deviations from Unified Building Byelaws – 2017. Applicant / Architect to revise the Building Plans and resubmit.

VERIFICATION OF UPLOADED DOCUMENTS / PENDING DUES

1. Verification of Uploaded Documents / Pending Dues by respective Clerk.

2. Dues are pending or any other query / objection regarding Uploaded Documents – Clerk will put the remark in remark section and Object the Application. Application is automatically directed to Applicant / Architect for Clarification regarding Uploaded Documents / Online Payment of Pending Dues.

3. Uploaded Documents are Verified and no dues are pending – Clerk will put the remark in remark section and Approve the Application. The dashboard of the Clerk is not provided with Forwarded Button. Once approved by Clerk Application will be automatically forwarded to Randomly Selected Site Inspector for Site Inspection based on the risk assessment of the Building.

4. The details of the Site Inspectors (with mobile number and Email i.d.) from concerned Development Authority / UIT is pre- uploaded in the Online Building Plan Approval System. System will randomly select Site Inspector from the uploaded list and automatically assign the application.

SITE INSPECTION

1. Intimation by Email and Message on the registered Mobile no. and Email i.d. of randomly selected SITE INSPECTOR for site inspection.

2. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect regarding details of randomly selected Site Inspector and Date / Time of Site Inspection.

3. After Site Inspection, Site Inspector will upload the Site Inspection Report on the System in the prescribed Format / Checklist (as per Risk Category of the Building). Site Inspector will put the remark in the remark section and forward the Application to Town Planner for Approval.

Check List for inspection for Multistoried Buildings (Pre-Approval)

Applicant Name :
Architect Name & Registration no.
Address (Proposed Building) :   Khasra No. / Plot No. – _____
                                                      Village – _____
Area (Sq.mt) :
Details of Building Plan Approval
(Building Plan Approval Committee meeting)

S.No.	Details	Comments
1.	Size of Plot (Dimensions)	
2.	Risk Category	
	Low Risk	
	Medium Risk	
	High Risk	
3.	Width of existing approach road	
4.	HT / LT line	
5.	Underground services near proposed site.	
6.	Existing physical features (e.g. Existing Construction etc)	
7.	Any other observations	

Revenue officers   **A.E.N. / J.E.N.**
(Tehsildar /
Patwari / Ameen)

BUILDING PLAN APPROVAL

1. Uploaded Building Plans, Scrutiny Sheet, Clerk Remarks and Site Inspection Report is displayed on the Dashboard of Town Planner.

2. If NOC from any other department (Fire, Airport Authority of India, Forest, Environment, Energy) is required, Town Planner may direct the application to concerned Department.

   Town Planner may select the *CHECK BOX* of concerned department and Application will be automatically directed to selected Department for NOC.

   * Applicant / Architect is not required to resubmit application for NOCs in concerned Department.

Town Planner has options to Forward / Object / Reject / Mark for Payment.

Objected : Intimation to Applicant / Architect regarding Clarification/resolve the Objection and resubmit the Application.

Rejected : Intimation to Application / Architect.

Marked for Payment :

- System will auto calculate the Charges for payment. After verification by Town Planner, Demand note issued to Applicant.

- Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect regarding Online Payment of the Charges.

- After successful Online Payment by Applicant, Application redirected to Town Planner for Approval and Issuing Digitally Signed Approval Certificate &Maps.

- Town Planner to approve the Application and System will automatically Issue the Digitally Signed Approval Certificate and Approved Building Plans to Applicant / Architect.

- Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect regarding Online Approval.

DOWNLOAD APPROVAL CERTIFICATE / APPROVED BUILDING PLANS / INSPECTION REPORTS.

- Applicant / Architect may download the Approval Certificate (Digitally Signed)/ Approved Building Plans (Digitally Signed) / Inspection Reports from SWCS Applicant Dashboard.

- No Physical touch point for Document Submission, Verification and Payment by Applicant / Architect is required.

- Third Party may validate the Approval Certificate from SWCS Portal (http://swcs.rajasthan.gov.in) by using the Application/ Certificate number.

PLINTH LEVEL INSPECTION (INTIMATION)

SITE INSPECTION

- Applicant / Architect have submitted Application for PLINTH LEVEL INSPECTION on SWCS Portal.
- Intimation by Email and Message on the registered Mobile no. and Email i.d. of randomly selected SITE INSPECTOR for site inspection.
- Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect regarding details of randomly selected Site Inspector and Date / Time of Site Inspection.
- After Site Inspection, Site Inspector will upload the Site Inspection Report on the System in the prescribed Format / Checklist (as per Risk Category of the Building). Site Inspector will put the remark in the remark section and forward the Application to Town Planner for Construction Permission (beyond Plinth Level).

Check List for Inspection at Plinth Level for Multistoried Buildings

Applicant Name : _____
Architect Name & Registration no. _____
Address (Proposed Building) :   Khasra No. / Plot No. – _____
                                  Village – _____

Area (Sq.mt) :   _____
Details of Building Plan Approval _____
(Building Plan Approval Committee
meeting)

S.No.	Details	Comments	
		As per approval / Lease Deed	Available on Site
1.	Size of Plot (Dimensions)		
2.	Setbacks	Front	
		Side I	
		Side II	
		Rear	
3.	Ground Coverage		
4.	Basement (If approved)		
	(i) Ramp (Slope)		
	(ii) Staircase		
	(iii) Setbacks	Front	
		Side I	
		Side II	
		Rear	
5.	Stilt Floor (If approved)		
	(i) Ramp (Slope)		
	(ii) Staircase		
6.	Height of Plinth		
7.	Any other observations		

Commissioner / Deputy Commissioner	Deputy / Assistant Town Planner	A.E.N. / J.E.N.	Any other officer from Fire / Revenue / Engineering etc if required

CONSTRUCTION PERMISSION (BEYOND PLINTH LEVEL)

- Approved Building Plans, Approval Certificate and Site Inspection Report (Plinth Level) is displayed on the Dashboard of Town Planner.

- Town Planner has options to Forward / Object / Reject

- Objected : Intimation to Applicant / Architect regarding Clarification / resolve the Objection and resubmit the Application.

- Rejected : Intimation to Application / Architect.

- Town Planner to approve the Application and System will automatically Issue the Digitally Signed Construction Permission.
- Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant / Architect regarding Construction Permission (Beyond Plinth Level).

DOWNLOAD CONSTRUCTION PERMISSION.

- Applicant / Architect may download the Approval Certificate (Digitally Signed)/ Approved Building Plans (Digitally Signed) / Inspection Reports / Construction Permission (beyond Plinth Level) from SWCS Applicant Dashboard.
- No Physical touch point for Document Submission, Verification and Payment by Applicant / Architect is required.
- Third Party may validate the Approval Certificate from SWCS Portal (http://swcs.rajasthan.gov.in) by using the Application/ Certificate number.