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1. INTRODUCTION

Getting approval for a building permission application from the concerned department is a time consuming process, which also involves a lot of manual effort. To reduce the effort and time taken for the process, Building Plan Approval System is being introduced which allows easy online submission, verification and approval of building permission applications.

The Client Portal enables the portal users to register into the system and submit the building permission application, which will be verified by the concerned department user and then approved/rejected. The portal users will get the time to time status update by email and SMS; also they can view the status of their applications with the help of search option.

**Portal User:** The architect/applicant who submit the building permission application for approval.
2. LOGIN

Enter the username and password, then enter the captcha code. Click on the button **LOGIN**.

An application window appears as shown below. Select the Application **Single Window**.

Click on the option **I want to submit a new application**.
Select the option “I will select the service(s)”, then click OK.
A window appears as shown below. Click on the option **APPLY** corresponding to **Building Map Approval** as highlighted below.

The Client Portal appears.
Enter the User Name and Password and click on the Sign In button. After successful login, the user will be redirected to the client portal.

### 3. New Building Plan Approval Certificate

Click on the New Building Plan Approval Certificate option. A screen appears as shown below.
Select the ULB type from the drop down list.

Based on the selected ULB type, the ULB will be displayed. Select the ULB and click **NEXT**.

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**NOTE:** The submitted application will now go to the selected ULB office for further actions. Each ULB will have the specific workflow assigned.
Read the instructions and click **NEXT**. User will be redirected to the screen shown below.

There are two methods for applying Building Plan Approval application,

i. Normal Application

ii. Fast Track Application

Fast track application is called trust and verify. There is no manual intervention in department portal. If there is no complaint in verification parameter citizen will get automatically certificate in his portal after that again file will go in department level in normal flow.

Choose the required option and browse to select a Client utility File Generated from the Author Application, which contains the documents and details required for the approval certificate in a compressed format. Then, click **UPLOAD**.
Once user uploaded .apz file, the building permit application will be automatically classified as per defined building bye laws and go to the specific workflow assigned.

The automated risk based classification of building are,

- Low Risk
- Medium Risk
- High Risk

Click on NEXT to continue.

A window appears as shown below with the APZ file details and user details. The missing fields can be entered by the user.
The user can upload the **ID Proof/Authorization** document, if required.
The next page shows the project details, click **NEXT** to continue.

The land details page appear with details on plot area. The user can edit some of the fields here.

Click **NEXT** to continue.
NOTE: The below Fire NOC pages are used for submitting application to fire department for issuing NOC and will be shown only based on the building specification.

Here user can enter the details to receive NOC from Fire department.

Click NEXT to continue. The next page allows to enter the building details to receive NOC.
Click **NEXT** to continue. The next page allows to enter the fire hose reel details to receive NOC.

Click **NEXT** to continue. The next page allows to enter other system details to receive NOC.
Click **NEXT** to continue. The next page allows to enter other building details to receive NOC.
Click **NEXT** to continue. The next page allows to enter fire extinguishing details to receive NOC.
After entering details, click **NEXT** to continue.
Here user can attach the documents required for issuing NOC from Airport Authority of India.

Click **NEXT** to continue. Here user can add the additional information required for issuing environmental NOC.

Click **NEXT** to continue.
The attachment page appears with the list of documents needed for submitting the application. The user can browse and select the attachment. Click **NEXT** to continue.

The summary of the application with automated defined risk category submitted will be displayed with the payment details. The user can either click on **PAY NOW** or **EXIT**.
When the user clicks on **EXIT** button, the application will be saved and the user can continue with the application submission later.
EXIT: When the user clicks on this button, the application will be saved and the user can continue with the application submission later.

VIEW DOCUMENTS: Click on this option to view the generated documents.

The document generated at this point will be the demand notice for application fee payment. The document will be displayed as shown below.

Open the PDF to print or save the demand notice for fee payment.

PAY NOW: Click on this button to make the payment. The user can either make an online payment through the option Pay Online or upload the challan through the option Challan Upload.
Click on **SAVE** to make payment.

The payment receipt appears as shown below.

Once portal user made payment, department user can verify the payment through Department Application.

Only after payment verification, the **SUBMIT** button will appear in Client Portal and user can submit the application.
A declaration prompt appears as shown below.
Accept the declaration and enter the password. Then, click on **SUBMIT** button to submit the application. An application number will be generated after successful submission. Click **OK**.

An acknowledgement receipt appears as shown below.

After submission, the application will go to the inbox of the department user for whom specific workflow assigned.
Applicant will get intimation to pay further fee head generation as Scrutiny Fee:
WORK PLAN: The user can also set the Work Plan by selecting the Work plan button. Enter the start date and end date corresponding to each milestone and click on SUBMIT.

This work plan can be viewed by the department users through the View Work Plan action button.
**VIEW DOCUMENTS:** The client portal user can view the documents like site inspection document, demand notice and approval certificate generated from the department application.

Option for downloading of every documents is provided in **VIEW DOCUMENTS**.
<table>
<thead>
<tr>
<th>Building license applied for*</th>
<th>New Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Category*</td>
<td>No</td>
</tr>
<tr>
<td>Site dimension as per plan ?*</td>
<td>☑ No ✓ Yes</td>
</tr>
<tr>
<td>Any O.H.T. line ?*</td>
<td>☑ No ✓ Yes</td>
</tr>
<tr>
<td>Any U.G. Service near the site ?*</td>
<td>☑ No ✓ Yes</td>
</tr>
<tr>
<td>If yes, describe*</td>
<td>No</td>
</tr>
<tr>
<td>What is the source of water (for construction)*</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the source of water (post construction)*</td>
<td>Pipeline</td>
</tr>
<tr>
<td>Preliminary preparation done ?*</td>
<td>☑ No ✓ Yes</td>
</tr>
<tr>
<td>Existing Road width*</td>
<td>12</td>
</tr>
<tr>
<td>Means of access from street to proposed building*</td>
<td>12</td>
</tr>
<tr>
<td>Site Frontage*</td>
<td>No</td>
</tr>
<tr>
<td>Name of the Road/Street*</td>
<td>Any</td>
</tr>
<tr>
<td>Any existing physical features such as wells, drainage, pond, trees etc.*</td>
<td>Yes</td>
</tr>
<tr>
<td>Item</td>
<td>Response</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Electric supply line*</td>
<td>Yes</td>
</tr>
<tr>
<td>Water supply*</td>
<td>Yes</td>
</tr>
<tr>
<td>Drainage line*</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjacent streets and building on adjoining plots (no of stories &amp; Height)*</td>
<td>Yes</td>
</tr>
<tr>
<td>Construction Material storage facility*</td>
<td>Yes</td>
</tr>
<tr>
<td>Earth filling required*</td>
<td>No</td>
</tr>
<tr>
<td>Cutting required*</td>
<td>No</td>
</tr>
</tbody>
</table>
3.2. Home Page

After submission of the application form, the user can view the list of all the submitted applications in the home page. The highlighted status shows the submitted form.

![SmartRaj Building Permission Application (BPAS)](image-url)
**Search Option:** The search option allows the user to search for an application with the help of certain search criteria. Enter the search value in the text box highlighted below to get the corresponding results.

Click on this icon to export and save the page for reference purposes.

Click on this icon to select the fields which is to be shown in the home page.
**Search Option:** The search option allows the user to search for an application with the help of certain search criteria. Enter the search value in the text box highlighted below to get the corresponding results.

Click on this icon to export and save the page for reference purposes.

Click on this icon to select the fields which is to be shown in the home page.
3.1.2. New Technical Person Registration

The user should be registered as a technical person in order to get rights for submitting the applications. Click on the button **New Technical Person Registration**.

![SmartRaj Building Permission Application (BPAS)](image)

Enter the details as explained below to register as a technical person.

- **Name**: Enter the name of the user to be registered as a technical person.
- **Firm Name**: Enter the name of the firm which the user represents.
- **Qualification**: Enter the educational qualification of the user.
- **Address**: The value of this field (address of the user) will be preset.
- **Mobile Number**: The value of this field (mobile number of the user) will be preset.
- **Email**: Enter the email address of the user.
- **Select file**: Browse and select a file which is to be uploaded. The file can be any supporting document to identify the user as a technical person.
- **Type**: Select the type of user from the dropdown list as shown below. After selection, the technical person will be assigned to the selected ULB.

![Type dropdown list](image)

- **Architect License Number**: Enter the license number of the architect.
- **Valid Up to**: Select the validity date.
• **ULB:** Select the ULB from the drop down list as shown below. After selection, the particular technical person will come under the selected ULB office.

![ULB Drop Down List](image1.png)

• **SUBMIT:** Click on this button to submit the entered details.
• **RESET:** Click on this button to remove all the details entered.
• **CANCEL:** Click on this button to cancel the registration.

The registration process gets completed when the user clicks on **SUBMIT**. Wait for the approval, in order to register successfully as a technical person.

### 3.1.3. Technical Person Home

Click on this button to view the details of the registered technical person. Also, the License and Author utility can be downloaded here.

![Technical Person Home](image2.png)

• **Download License:** This option allows to download the architect license.
• **Download Author:** This option allows to download the author application to generate Client utility file.
• **Exit:** Click on this option to exit from the page.