

GOVERNMENT OF RAJASTHAN
URBAN DEVELOPMENT & HOUSING DEPARTMENT



STANDARD OPERATING PROCEDURE

ONLINE BUILDING PLAN APPROVAL SYSTEM

COMPLETION / OCCUPANCY CERTIFICATE

(POST CONSTRUCTION)

1. APPLY ONLINE

- 1.1** Applicant / Architect Login to SWCS Portal for online application submission (<http://sso.rajasthan.gov.in>).
- 1.2** Applicant / Architect lands on SSO Applicant Dashboard and clicks the new application submission button (Bulb Symbol) and selects the appropriate service (Occupancy / Completion Certificate).
- 1.3** Application form is displayed on screen – *PRE-FILLED USING COMMON APPLICATION FORM.*
- 1.4** If Building Plan of the said Project is approved form Online Building Plan Approval System, Applicant / Architect to enter the previous Application ID. System will auto populate the details as submitted by Applicant / Architect earlier.
 - 1.4.1 Applicant / Architect has to upload the Building Plans (*in .dwg File*) showing the On – Site Construction only.
 - 1.4.2 Other details will be auto populated from earlier Application ID.
- 1.5** If Building Plan of the said Project is manually approved, Applicant / Architect to fill all the details and upload the mandatory documents:
 - 1.5.1 Applicant / Architect select the Development Authority, Purpose (Proposed use of the Building) and Application Type (Building Plan Approval / Inspection at Plinth Level / Occupancy cum Completion Certificate).
 - 1.5.2 Applicant / Architect fill the Site details and upload the Site Coordinates in *.KML* format (so as Site may be located on Satellite Imagery / GIS).
 - 1.5.3 Architect is submitting Application – Architect’s details will be displayed in the Application Form – *PRE-FILLED USING SSO ID OF ARCHITECT.*
 - 1.5.4 Applicant is not an Architect – Architect’s details to be filled in the Application Form

STANDARD OPERATING PROCEDURE

1.5.5 LIST OF DOCUMENTS TO BE UPLOADED:

- Mandatory List of Documents
 - Building Plan (.dwg file)
 - Lease Deed / Allotment Letter / Reconstitution – Subdivision Letter / Name Transfer / Change in Land Use Order.
 - Site Plan issued with Lease Deed.
 - Single Affidavit of owner.
 - Affidavit of Architect.
 - Affidavit of Structural Engineer for Structural Safety.
 - Existing Site Survey.
- Other Documents (not mandatory)
 - Fire NOC.
 - Airport Authority of India NOC.

1.5.6 Applicant / Architect to upload mandatory documents.

1.6 Submit Application.

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

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

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

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

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

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

2.COMPLETION / OCCUPANCY CERTIFICATE APPROVAL

2.1 AUTO SCRUTINY

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

2.1.2 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*).

2.1.3 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.

2.1.4 Application will be automatically forwarded to Randomly Selected Site Inspector for Site Inspection based on the risk assessment of the Building.

2.1.5 **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 randaomly select Site Inspector from the uploaded list and automatically assign the application.**

STANDARD OPERATING PROCEDURE

2.2 VERIFICATION OF UPLOADED DOCUMENTS / PENDING DUES

- If Building Plan of the said Project is manually approved, Application will be directed for Verification of Uploaded Documents / Pending Dues.
- If Building Plan of the said Project is approved form Online Building Plan Approval System, Applicant / Architect to enter the previous Application ID. System will auto populate the details and Application will be auto - directed for Site Inspection after AUTO SCRUTINY.

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

2.2.2 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.

2.2.3 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.

2.2.4 **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 randaomly select Site Inspector from the uploaded list and automatically assign the application.**

STANDARD OPERATING PROCEDURE

2.3 SITE INSPECTION

- 2.3.1 Intimation by Email and Message on the registered Mobile no. and Email i.d. of randomly selected SITE INSPECTOR for site inspection.
- 2.3.2 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.
- 2.3.3 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.

STANDARD OPERATING PROCEDURE

Check List for Joint Site Inspection of 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) _____

Inspection for Completion Certificate :

S.No.	Details	Comments		
1.	Size of the Plot	As per approval	Available on Site	
2.	Setbacks	As per approval	Available on Site	
	Front			
	Side I			
	Side II			
	Rear			
3.	Ground Coverage	As per approval	Available on Site	
4.	Basement (If approved)			
	(i) Ramp (Slopes)			
	(ii) Staircase			
	(iii) Setbacks	As per approval	Available on Site	
		Front		
		Side I		
		Side II		
(iv) Any other observation				
5.	Height (No. of Floors)	As per approval	Available on Site	
6.	F.A.R.	As per approval	Achieved F.A.R.	
7.	Parking	As per approval / Lease Deed	Available on Site	

STANDARD OPERATING PROCEDURE

8.	Cut outs / Open to Sky / Ducts	As per approval / Lease Deed	Available on Site
9.	Projections/ Balconies etc (Covered / extended)	As per approval / Lease Deed	Available on Site
10.	Certification for Fire Safety (Final)		
11.	Certificate from Structural Engineer (Earthquake Resistant)		
12.	Plantation on Site		
13.	Rain Water Harvesting		
14.	Waste water recycling		
15.	Sewerage Treatment Plant		
16.	Provision of Solid Waste Disposals		
17.	Provision of Solar Panels / Solar Water Heaters		
18.	Provisions for Physically Challenged Persons		
19.	Internal Changes / Deviation if any		
20.	Any other observation		

Commissioner /
Deputy
Commissioner

Deputy / Assistant
Town Planner

A.E.N. / J.E.N.

Any other officer from
Fire / Revenue /
Engineering etc if
required

STANDARD OPERATING PROCEDURE

2.4 APPROVAL

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

2.4.2 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.

2.4.3 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.

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

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

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

STANDARD OPERATING PROCEDURE

2.5 DOWNLOAD APPROVAL CERTIFICATE / APPROVED BUILDING PLANS / INSPECTION REPORTS.

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

STANDARD OPERATING PROCEDURE