

**LOCAL SELF GOVERNMENT
DEPARTMENT**



सत्यमेव जयते

Government of Rajasthan

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STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE FOR SITE INSPECTION

STEP 1 :

Portal Users : The architect/applicant who wants to submit the building permission application for approval will visit the website <https://www.smartrajapp.urban.rajasthan.gov.in> and click on Building Permission on under SmartRaj Services (Direct URL : <https://www.smartrajapp.urban.rajasthan.gov.in/CitizenPortal/WebApps/AccountLogin.aspx?q3t=QxABsMpbSX83kyLGpfpMxnb4NrzGaAMMn6EhKFWsEHo=>), followed by clicking on 'Sign Up' to create an account for BPAS by entering the mandatory fields and verified through the registered email.

OR

<http://lsg.urban.rajasthan.gov.in> click on 'Applicants Corner' under Menu option (Direct URL: <http://lsg.urban.rajasthan.gov.in/content/raj/udh/lsg-jaipur/en/stp-cell1/online-procedure-for-applications-.html>). Through this, the applicant will click on 'I want to submit an application' and subsequently click on 'I will select the service(s)' and select the required service under 'Building Map Approval' under 'Local Self Government(LSG)'.

STEP 2 :

Portal User : After successful login, the user will be redirected to the client portal. There are three menu options – **New Building Plan Approval Certificate, New Technical Person Registration and Technical Person Home.**

1. Click **New Building Plan Approval Certificate** button to apply for a new building permission approval certificate. Select the ULB type from the drop down list.
2. Read the instructions before applying and click **NEXT**.
3. Browse and 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**.
4. A window appears with the APZ file details and user details. The user will upload the required document at the attachments page.
5. The summary of the application submitted will be displayed with the application payment details. The user can either click on **EXIT** or **PAY NOW**.
6. The applicant shall choose a **suitable online payment method** from the list of options available to him / her and proceed to make payment.
7. In case of challan payment mode, verified by the department will be enabled by the **SUBMIT** button to submit the application generating the unique **Application Number**.

STEP 3 :**Department Users :**

1. The application will be displayed in the inbox of the ULBs **Clerk Authority**, he/she will login from the sso.rajasthan.gov.in or smartrajapp.urban.rajasthan.gov.in who shall review the application details and the attachments submitted by the applicant. He/She may seek clarification from the applicant required in the documents required. Clicking **NEXT** will avail the automated allocation of the next user. On suitable decision, to **Forward, Revert** and **Back** with specified noting.
2. If forwarded, the application will be displayed in the inbox of the **Technical Authority** who shall review the auto generated **DCR Report** as 'Scrutiny' in pdf format with all the application specification and details in the report for identifying building/area that needs to be inspected based on **risk assessment**. Clicking **NEXT** will avail the **automated allocation** of the next user. On suitable decision, to **Forward, Revert** and **Back** with specified noting.
3. If forwarded, the application will be displayed in the inbox of the **Inspection Authority**, who shall review the application received and assign site inspection schedule in the system, intimation of which shall be sent to the applicant as well. The **Inspection Authority** shall jointly carry out inspection and upload its findings in the available report with the application number on system with his login again **WITH IN SCHEDULED TIME**. The generated report will be available to the applicant after submission of the report by the Authority. Clicking **NEXT** will avail the **automated allocation of the next user**. On suitable decision, to **Forward, Revert** and **Back** with specified noting and if forwarded, will be available to the applicant for downloading.

STEP 4 :**Portal Users :**

The inspected report with unique application number **will be available to the applicant for downloading on his dashboard** with the reference number in '**View Documents**'.