

**LOCAL SELF GOVERNMENT  
DEPARTMENT**



सत्यमेव जयते

Government of Rajasthan

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**STANDARD OPERATING PROCEDURE**

# STANDARD OPERATING PROCEDURE FOR BUILDING PLAN APPROVAL

## STANDARD OPERATING PROCEDURE FOR BUILDING PLAN APPROVAL

List of Documents for Building Plan Approval:

### PRE APPROVAL:

- Affidavit: Construct at own cost for drainage related work.
- Affidavit: Non-Deviation from Architect & Owner/Builder.
- Affidavit: Peaceful Possession.
- Certificate: For structural stability by Structural Engineer.
- House Tax / Urban Development Tax (Paid) Receipt.
- ID proof of Applicant (Aadhar card, Bhamashah card, PAN card, Voter's ID, • etc.).
- Land Reconstitution / Subdivision maps / Change in Land Use and Approval
- Letter (Attested copies) .
- Layout Plan (Approved copy).
- Photographs of Plot.
- Site Plan (At the time of allotment through auction).
- Soft Copy of Drawing.
- NOC from other agencies AAI, Environment department etc.
- NOC from fire department (Post Construction).

### 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.

### 3. CLIENT PORTAL

#### 3.1. Menu Options

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 **Occupancy Certificate**.

The screenshot shows the 'LOCAL SELF GOVERNMENT DEPARTMENT Building Permission Application (BPAS)' portal. The header includes the logo, 'Govt. of Rajasthan', and a user profile 'sushil.singh@yahoo.co.in'. The left sidebar has an 'APPLY' menu with three options: 'New Building Plan Approval Certificate', 'New Technical Person Registration', and 'Occupancy Certificate'. An arrow points to the first option. The main content area shows a 'NEW APPLICATION' section with a table of applications. The table has columns for Location, Application Type, Subject, Applicant Name, ULB, Application Status, Actions, and Status. Three rows of data are visible, all with 'Submission Pending' status. At the bottom, there is a 'PAYMENT HISTORY' button.

Location	Application Type	Subject	Applicant Name	ULB	Application Status	Actions	Status
2017	Building Permission Permit	Application for Building Permit with Reference number - BP-REF-43	Rajeev Bagarhatta	Nagar Nigam, Jaipur	Submission Pending		View Status
2017	Building Permission Permit	Application for Building Permit with Reference number - BP-REF-46	Rajeev Bagarhatta	Nagar Nigam, Jaipur	Submission Pending		View Status
2017	Building Permission Permit	Application for Building Permit with Reference number - BP-REF-47	Rajeev Bagarhatta	Nagar Nigam, Jaipur	Submission Pending		View Status

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](http://sso.rajasthan.gov.in) or [smartrajapp.urban.rajasthan.gov.in](http://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. The application is inspected based on **risk assessment and other applicable parameters of building byelaws**. Clicking **NEXT** will avail the **automated allocation** of the next user by the technical authority. 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** will 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 to 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**.
4. If forwarded, the application will be **displayed in the inbox of the Commissioner** to Approve, Reject, Back or Revert to raise clarification based on all the reports generated and note sheets of the previous users. Clicking Approve will avail the automated allocation of the next user. On suitable decision, to Forward, Revert and Back with specified noting.
5. If Approved, the application will be displayed in the **inbox of the Accountant Authority** to raise the **demand notice** of the automatic generated fee (editable charges) payable by the applicant as scrutiny fee. The Status on applicant's dashboard shall be updated and he / she will be intimated to make payment for further processing of application.
6. Followed by the fees paid by the applicant, the application will be forwarded to the Clerk Authority. Click Finish for the **issuance of the Permission Certificate**.

**STEP 4 :****Portal Users :**

- 1 The status of the application shall be updated on the applicant's dashboard at each stage of the application process.
- 2 The documents will be available with the application number at each stage of the application process in the 'View Documents' and can be seen and downloaded by the applicant.
- 3 Finally, **digitally signed Approval Certificate** shall be **available to download** by the applicant with the unique application number.