

LOCAL SELF GOVERNMENT  
DEPARTMENT



सत्यमेव जयते

Government of Rajasthan

**Government of Rajasthan**

STANDARD OPERATING PROCEDURE

# STANDARD OPERATING PROCEDURE FOR SITE INSPECTION

Documents check list:

- 1. Id proof of applicant (aadhar card,bhamashah card,PAN card,Voter’s ID etc.)
- 2. Land reconstitution/subdivision map and approval letter(self attesdted copies).
- 3. Lay-out plan (approved copy)
- 4. Lease deed.
- 5. Photograph’s of the plot.
- 6. Site plan
- 7. building plan approval in case of occupancy/completion certificate

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=OxABsMpbSX83kyLGpfpMxnb4NrZGaAMMn6EhKFWsEHO=> ), 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 or **occupancy link for completion and occupancy certificate(as shown in the screen shot image)** . 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**.



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 :**

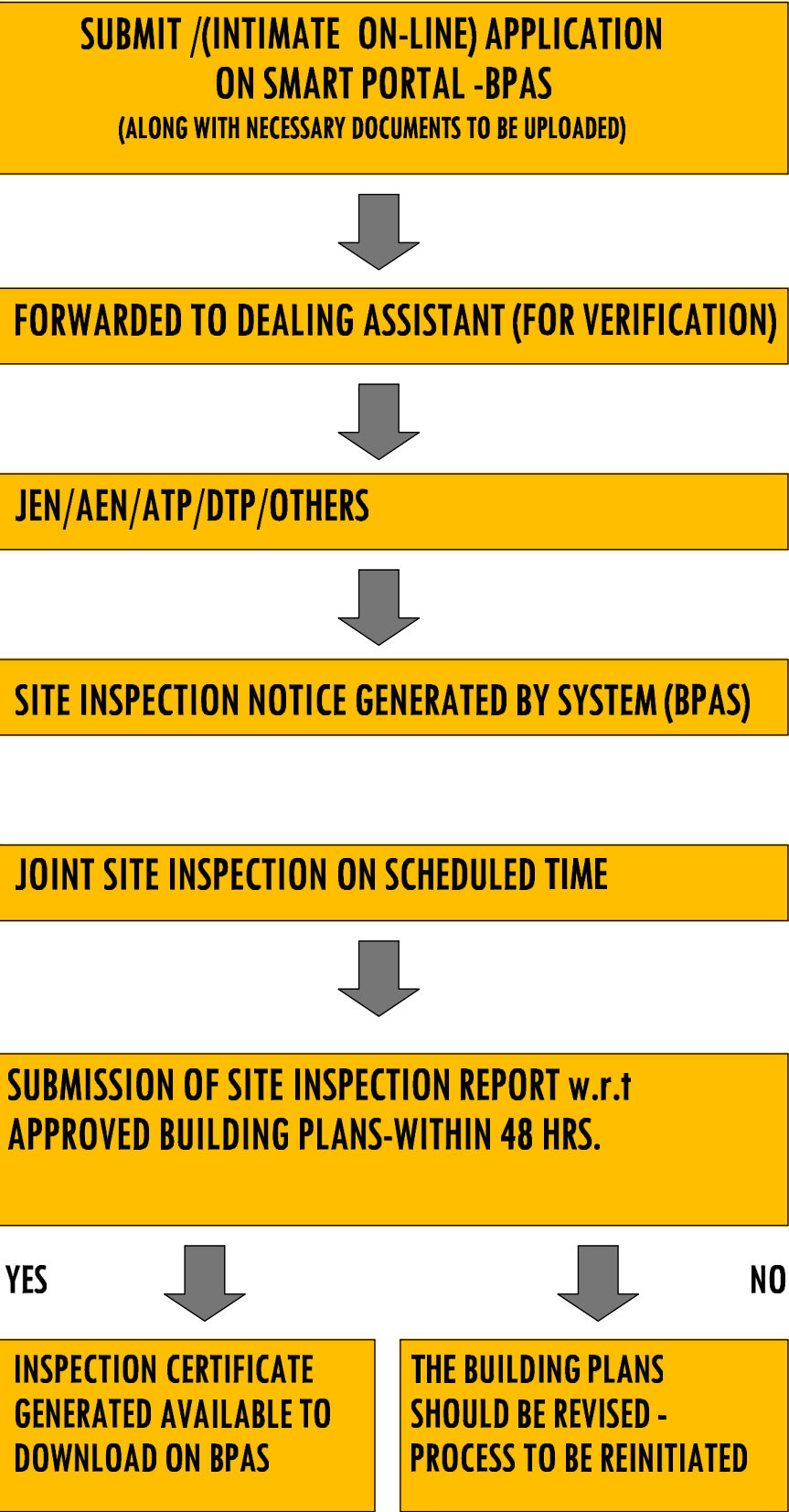
1. The application will be displayed in the inbox of the ULBs **Clerk Authority**, he/she will login from the sso.rajasthan.gov.in or smartrajapp.urban.rajasthan.gov.in who shall review the application details and the attachments submitted by the applicant. He/She may seek clarification from the applicant 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**’.

**Process Flowchart for Inspection at Plinth Level**  
Department of Local Self Government / Urban Development and Housing Department



**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**  
**(Tehsildar /**  
**Patwari / Ameen)**

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

**Check List for Inspection at Plinth Level for Multistoried Buildings**

Applicant Name :  
Architect Name & Registration no.  
Address (Proposed Building) :  
  
Area (Sq.mt) :  
Details of Building Plan Approval  
(Building Plan Approval Committee  
meeting)

Khasra No. / Plot No. –  
Village –

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

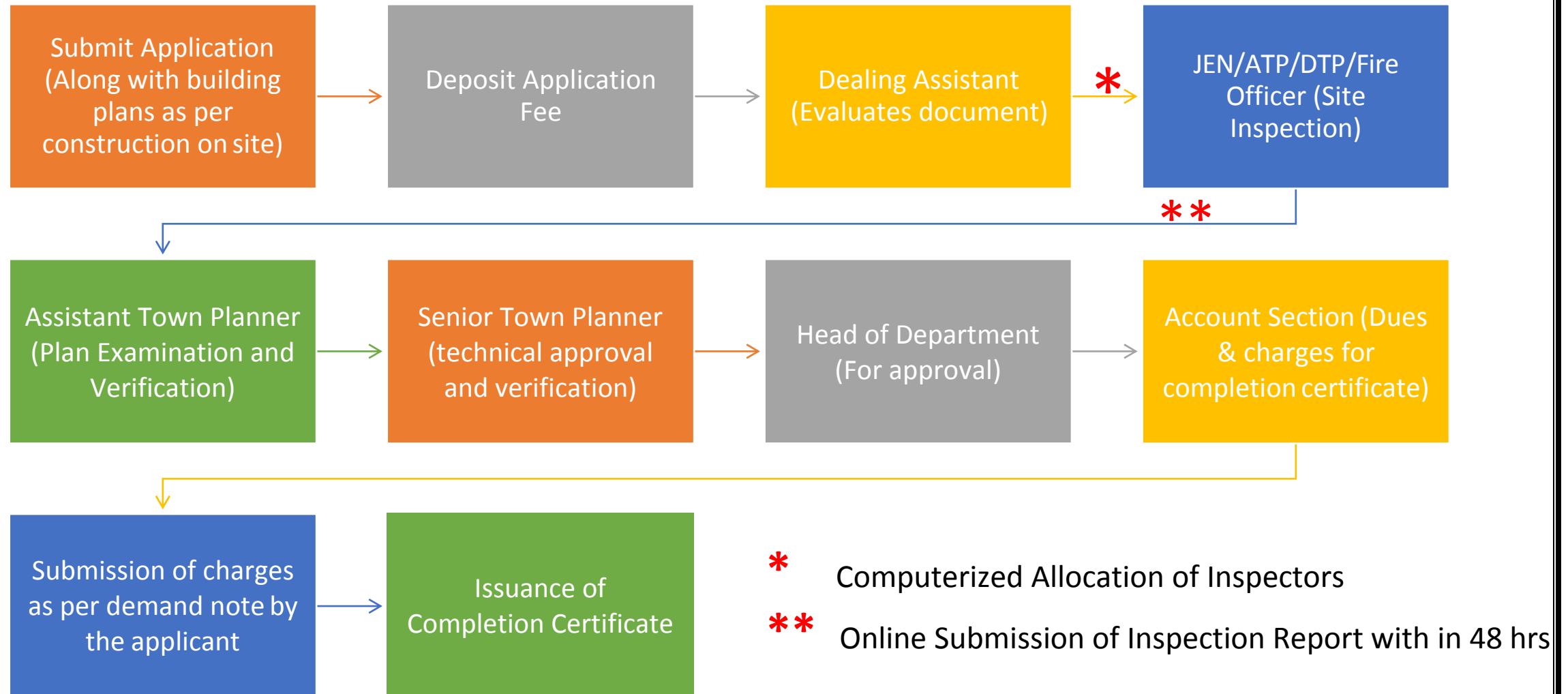
Deputy / Assistant  
Town Planner

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

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

# Process Flowchart for Completion Certificate(Inspection)

*Department of Local Self Government / Urban Development and Housing Department*



Check List for Joint Site Inspection for Completion/Occupancy Certificate

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 (Slope)		
	(ii)	Staircase		
	(iii)	Setbacks	As per approval	Available on Site
		Front		
		Side I		
		Side II		
		Rear		
	(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



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