Online applying Steps for Building Plan Approval

1. For **Single Window Clearance System** or **Single Sign On** Browse the URL http://swcs.rajasthan.gov.in/ or http://sso.rajasthan.gov.in/ respectively.

2. Click on Sign In / Sign up tab.

3. Enter your SSOID and Password, If you are the New User of Single Window Clearance System Application (SWCS) then fill up the details of ENTREPRENEUR / INVESTOR / INDIVIDUAL REGISTRATION (ONE-TIME) otherwise you are directed to the Dashboard page.

4. On the Dashboard click on hyperlink (I want to submit a new application) select the appropriate option and select "Building Plan Approval for all kinds of Buildings" from the list of services available.

5. Select "New Building plan approval Certificate".

6. Select the respective Development Authority / U.I.T. / U.L.B. and upload the "Drawing file".

7. The drawing file should be prepared for submission by using Author Utility, which is available with registered Architects / Engineers.

8. The Plan should be submitted as CAD drawing. All Plans (Layout Plans, Sections, Plans etc) should be submitted in a single file.

9. Make sure that all information is completely filled to avoid rejection of application.

10. Please keep the scanned copy of all documents which need to be submitted along with this application. The list of documents is as follows:

    *   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.

11. To make online payment of the fees levied by the Approving Agency select "Pay Now".

12. For the purpose of making e-payment, it is necessary that dealer has an Internet Banking Account with the concerned Bank. Without an internet banking account, electronic payment cannot be carried out. If dealer does not have internet banking account, bank should be contacted for providing this facility.

13. The application will be forwarded to the portal of the concerned Approving Agency for approval process.

14. The Status of the application can be tracked and Third party verified at Single Window Clearance System.

15. The Inspection Reports and final Approval Certificate can be downloaded from Single Window Clearance System at http://swcs.rajasthan.gov.in/ or http://sso.rajasthan.gov.in/ respectively.

RAJASTAN Portal Application

Building Plan Approval System

User Manual

Volume 1
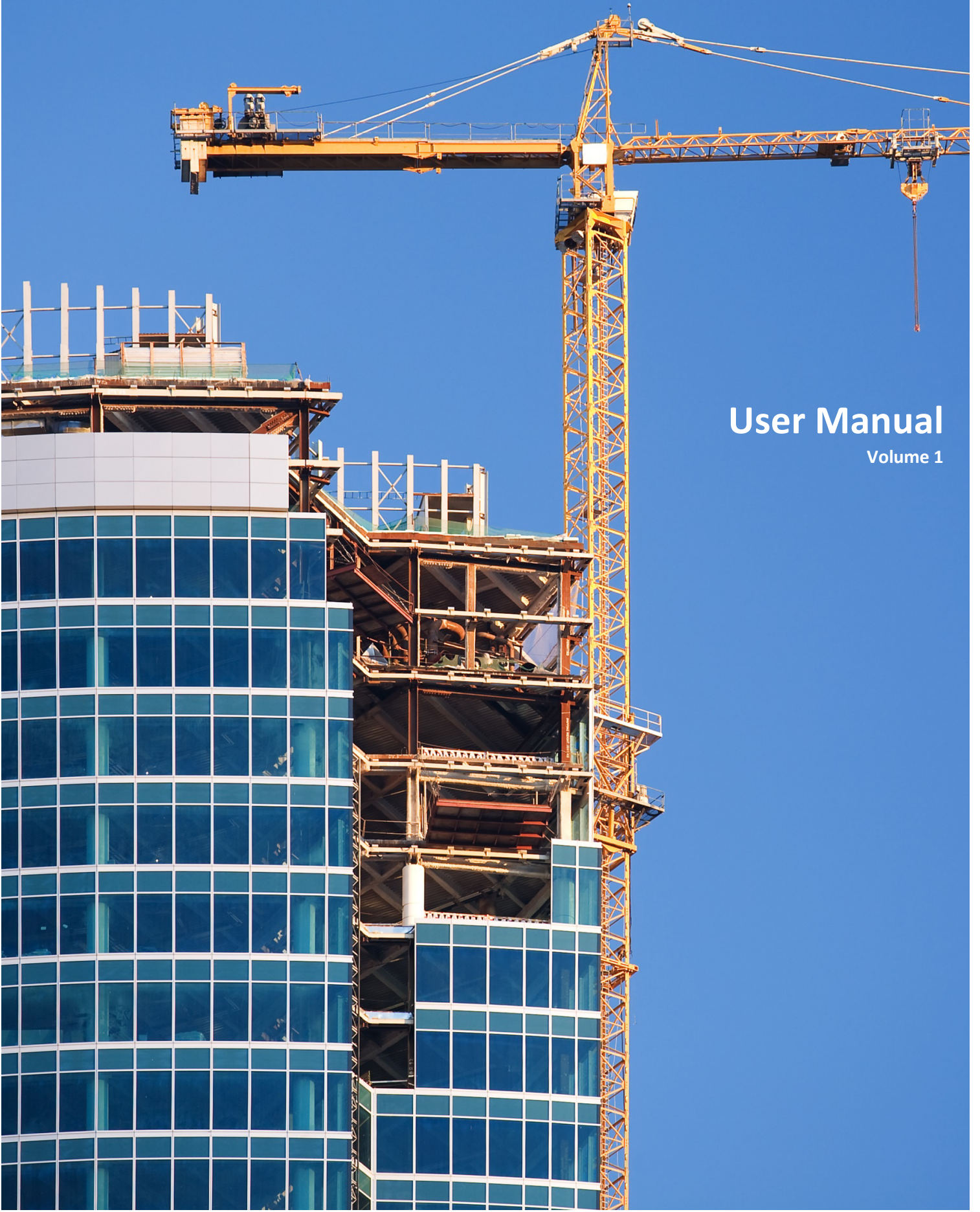
Table of Contents

1. INTRODUCTION

Getting approval for a building plan 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 plans.

The Client Portal is an extension to the JMC (Jaipur Municipality Corporation) website. This enables the portal users to register into the system and submit the building plan, 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.

There are two types of users:
   a) **Department User:** The users under Jaipur Municipal Corporation (JMC) who are authorised to do the verification and approval of the submitted building plan.

   b) **Portal User:** The architect/applicant who submit the building plan for approval.

2. SIGN UP

SIGN UP in the SSO Portal . Refer

3.LOGIN

LOGIN VIA SSO PORTAL and select the Smart Raj Application to get redirected to the BPAS Client Portal

4. CLIENT PORTAL

4.1. 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**.

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

Some of the fields will be automatically filled from the details of new user registration.

- **Name:** The value of this field (name of the user) will be preset.
- **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.
- **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:

- **I am already registered:** Select this option, if the user is already registered.
  - Registration Number: Enter the registration number which was provided during the previous registration.
  - Valid Up to: Select the validity date.
- **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.

Note: If the user is not registered previously, the registration number will be given to them after successful registration.

4.2. Technical Person Home

Click on this button to view the details of the registered technical person. When the validity date (**Valid Up to**) expires, the *Renew* button (highlighted below) will be activated. Click on the button and the details will be sent to the internal users who will approve the registration again.

4.3. New Building Plan Approval

Click on this button to apply for a new building plan approval. A screen appears as shown below. Note that, only a registered technical person can submit the application.

Browse and select an **APZ file**, which contains the documents and details required for the approval certificate in a compressed format. Then, click **NEXT**.

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.

- **BACK:** Click on this button to go to the previous page.
- **RESET:** Click on this button to remove all the details entered.
- **NEXT:** Click on this button to continue the application process and go to the next page.

The next page shows the project details, click **NEXT** to continue.

The land details page appear, the user can edit some of the fields here. Click **NEXT** to continue.

The attachment page appears with the list of documents needed for submitting the application, and the user can browse and select the attachment.

- **UPLOAD:** Click on this button to upload the attachments.
- **DELETE:** Click on this button to remove the uploaded attachment.

Click **NEXT** to continue.

The summary of the application submitted will be displayed with the payment details. The user can either click on *EXIT* or *PAY NOW*.

- **EXIT:** When the user clicks on this button, the application will be saved and the user can continue with the application submission later.

- **PAY NOW:** Click on this button to make the payment.

Enter the details as explained below:

- **Bank Name:** Enter the bank name.
- **Branch Name:** Enter the branch name of the bank.
- **Challan Number:** Enter a number for the challan.
- **Date:** Select a date.
- **Amount:** Enter the amount for making payment. The user can either enter the whole amount in the same challan or can divide the amount and prepare multiple challans.
- **File:** Browse and select a file, if required.
- **Comments:** Enter comments, if any.

CHALLAN UPLOAD

○ Pay Online   ◉ Challan Upload

CHALLAN UPLOAD

Application Number
BP-REF-48

Application Type
Building Permission Permit

Challan Type
Scrutiny Fee,Application Fee

Amount to Pay
600.00

Bank Name
HDFC

Branch Name
Kakkand

Challan Number
111

05/04/2016

Amount
600

File   BROWSE

Comments
complete payment

SAVE

Click on **SAVE** to continue.

The application summary page gets displayed as shown below. Click on *SUBMIT* to submit the application or click on *EXIT* to save the application.

*Note: Only if the user pays the complete amount, the **SUBMIT** button will appear. Else, the user has to click on **EXIT**.*

A declaration prompt appears as shown below.
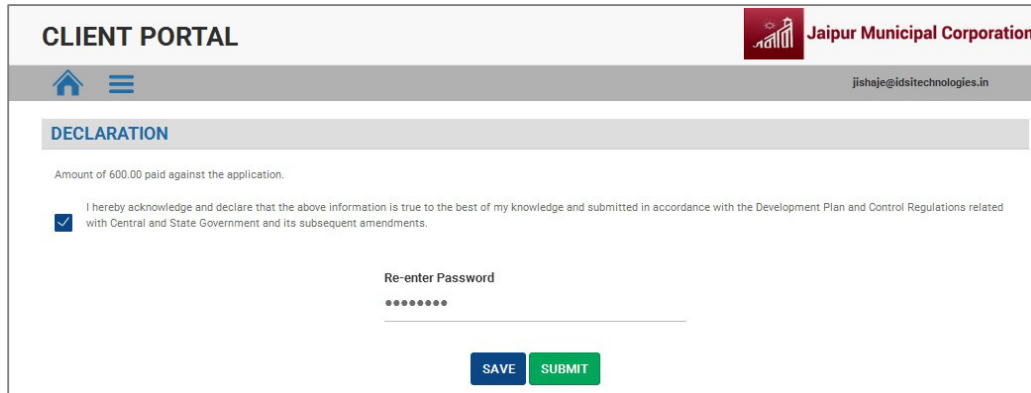
Accept the declaration and enter the password. Then, click *SUBMIT* to submit the application. Else *SAVE* the application for submitting later.

After submitting the form, the department users will verify the documents and the plan. If everything is found satisfactory, then they will approve the application and a commencement certificate will be received by the portal user.

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.

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.

PAYMENT HISTORY: Click on this button to view the complete payment history details of all the user applications.

There are two other links in the home page - **View status** and **Reference No.**

View status: Click on this link to view the status details of the application as shown below.

Reference No.: This link allows the user to view the complete details of submitted application.

Author

User Manual
Volume 1

1. Creating a New Project

Click on the menu **File > New project**.

After clicking on **New project**, **"Create new project"** form will appear on the screen. Enter the details corresponding to each tab as explained further.

a. Project Information

The project details have 3 sections,

➢ **Project Name:** Name of the project

➢ **Description:** Project description

➢ **Client Name:** Name of the client

➢ **Application Type :** Type of the application [Commencement Certificate or Completion Certificate]

After entering the details in this section, click *Next* button to move on to the next tab.

b. Drawing file Details

This section is used for selecting the drawing file, drawing units and scales used in the drawing.

- ➢ **Drawing File:** Upload the drawing file from the folder by clicking on the right side button corresponding to the field.
- ➢ **Drawing Unit:** Select the unit of drawing from the drop down list (**Eg:** meter, centimeter).
- ➢ **Drafting Scale:** Select the corresponding drafting scale from the drop down list (**Eg:** 1:100).
- ➢ **Ploating Scale:** Select the corresponding ploating scale from the drop down list (**Eg:** 1:100).
- ➢ **SitePlan Scale:** Select the corresponding siteplan scale provided in the drawing from the list (**Eg:** 1:100)
- ➢ **Site Plan Scale Factor:** This will be automatically calculated after selecting the 3 scales like Drafting Scale, Ploating Scale and SitePlan Scale.

After entering the details in this section, click *Next* button to move on to the next tab.

c. Architect and Developer Details

> ➤ **Architect Details :** Load the License details of the licensed Architect
> ➤ **Developer Details :** Enter the developer details here

After entering the details in this section, click *Next* button to move on to the next tab.

d. Engineer Details

> ➤ **Structural Engineer Details :** Enter the structural engineer details here
> ➤ **License Engineer Details :** Enter the License engineer details

After entering the details in this section, click *Next* button to move on to the next tab.

e. Ownership Details

- ➢ **Ownership Details :** Enter the owners details here
- ➢ **Lease Details :** Enter the Lease details here

After entering the details in this section, click *Next* button to move on to the next tab.

f. Project Details

- ➢ **Start Date :** Enter the start date of the project
- ➢ **End Date :** Enter the end date of the project
- ➢ **Land Cost :** Enter the cost of the land
- ➢ **Construction Cost :** Enter the cost for construction
- ➢ **Dwelling Unit :** Enter the number of dwellings
- ➢ **Height of the building :** Enter the building height of the tallest building
- ➢ **Zone :** Select the Zone
- ➢ **Classification :** Select either *Main* or *Mixed* from the drop down list depending upon the classification of building.
- ➢ **Land Use Category :** Select the Main Land use category
- ➢ **Land Use sub Category :** Select the land use sub category
- ➢ **Ancillary Land Use :** This will be enabled if the classification is Mixed. Select the ancillary land use sub here
- ➢ **Project Type :** Select the Project [New construction/Addition/Alteration/Existing/Reconstruction]
- ➢ **Nature of Development :** Enter nature of development
- ➢ **Sector :** Enter sector
- ➢ **Total area to be approved :** Enter Total area to be approved
- ➢ **Floor Area Ratio :** Enter the proposed FAR value
- ➢ **Total floor space :** Enter the total floor space
- ➢ **Number of trees :** Enter the number of trees provided

After entering the details in this section, click *Next* button to move on to the next tab.

g. Land Details

Enter the land details in this section and then click *Next* button to move on to the next tab.

h. Building Details

Last and the main section is Building Details. This selection will clearly divert the values in the verification details.

➢ **Building Type:** Select the suitable building type from the drop down list.
➢ **Building Name:** Enter the building Name.
➢ **Floors Above Ground:** Select the number of floors above the ground (**Eg:** 2).
➢ **Floors Below Ground:** Select the number of floors below the ground (**Eg:** 1, if not, keep it as zero).
➢ **Door No.:** Enter the door number.

After entering the details in this section, click *Add* button to add it into the below shown box. If needed, the details can be edited by clicking on *Edit* Button or can be removed by clicking on *Remove* Button.

Similarly, you can add any number of building details by simply clicking on *Add* Button.

2. Saving the project

If you are finished with the entire 7 sections, click *Finish* button on the bottom. A window appears as shown below to save the project in the required folder. Select the suitable path and finally click *OK* to save the project.
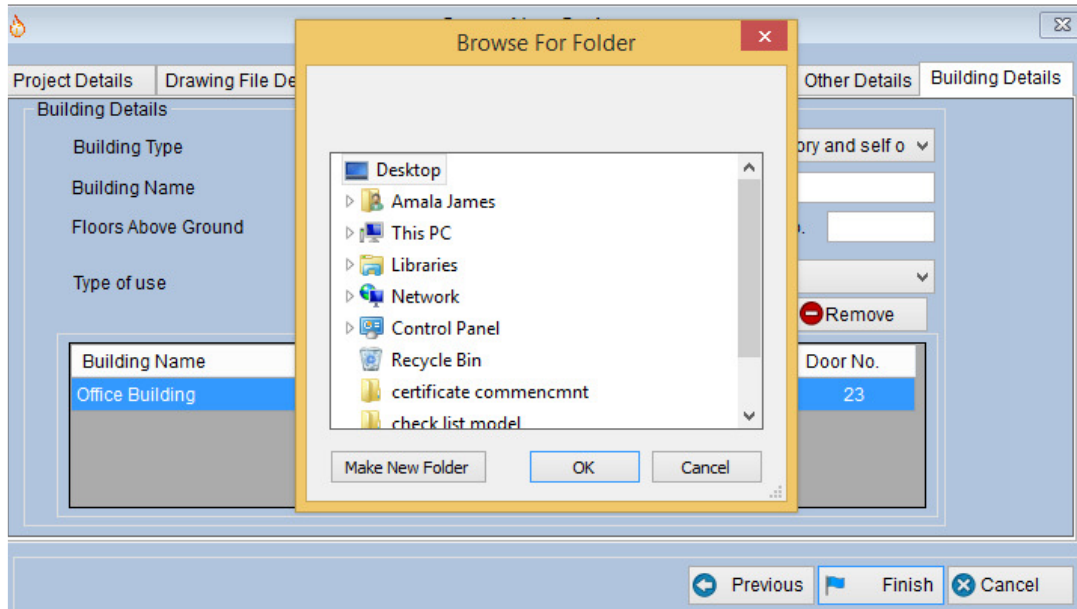
➢ Before going to start marking the project, save the project in the selected folder while completing the New project creation.

For that click on **Save** button on the top left corner of the Autoplan author window. Type the File name and click **Save.**

➢ After saving, click on **Edit > Floor Details** on the top left corner of the Autoplan Author screen. A window will get opened as shown below with the floor details.

➢ Select the typical floors like *Floor 1 & Floor 2* together by clicking CTRL+FLOOR1+FLOOR2. Then at the bottom left corner, *Typical* button will get enabled.

➢ Click on the *Typical* button. Then it will be shown like Typical Floor 1 & 2 in the section between Ground Floor and Roof.

➢ Click *Save* button to save the floor details.

3. Marking the Project

➢   On the appeared screen, click the *Mark* button near the descriptions like Site Area, Building blocks, Road, etc. to start marking.

| Å | Residence | | — | ⊡ | ✕ |

Project Name   Residence

Client Name   Jaipur Municipal Corporation

Description   Construction of B+G+2Floor Residence Building

[Verify All]   [Create APZ file]

Description	Mark	Highlight	View/Verify
Site Area	Mark	Highlight	View
Building Boundary	Mark	Highlight	View
Road	Mark	Highlight	View
Building Height	Mark	Highlight	
Means of access	Mark	Highlight	
Building Area	Mark	Highlight	View
Basement	Mark	Highlight	
Plinth	Mark	Highlight	
Staircase	Mark	Highlight	
Car Parking	Mark	Highlight	
Stack Parking	Mark		

[✕ Close]

a. Site Area Marking

➢ Click on **Mark** button to the right of Site Area. Then the cursor will be switched to the autocad screen showing a small window like **Mark Site Boundary** as shown below.

➢ In that window, enter the Neighbouring Details near to the **Front** face direction and click *Mark* button.

□   Then the cursor will appear like a selection pointer in the Autocad screen.

➢ Select the front side site boundary line and right click the mouse or else click *Enter* Button.
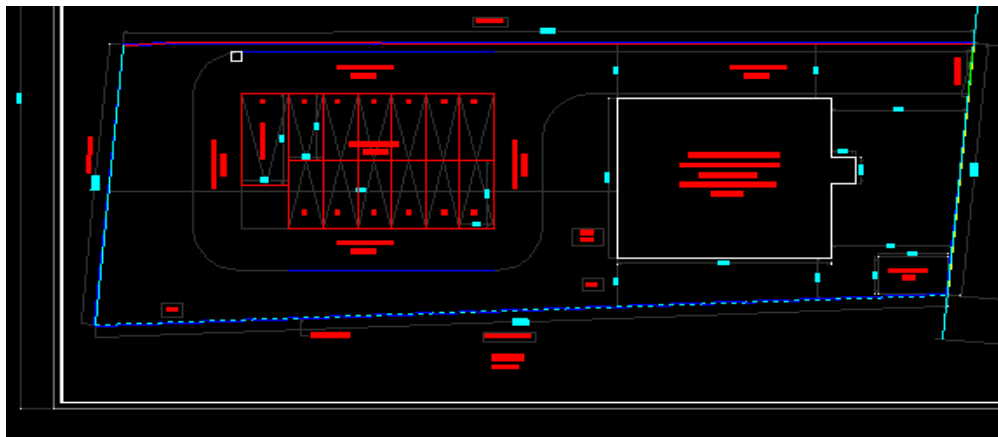
➢ A message box appears as shown below.
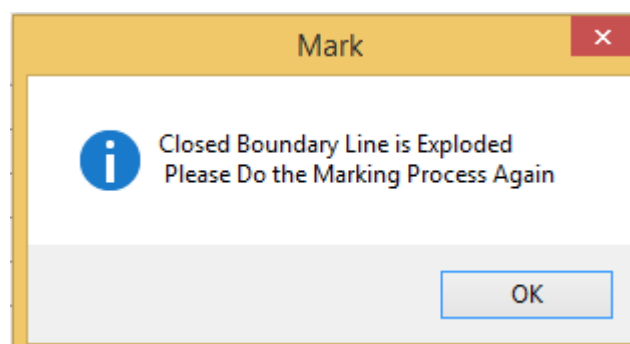
➢ The site boundary is a closed polyline, the above message inform us to continue marking as it is exploded into single polylines. Again, mark the same front side direction and right click the mouse. A window appears.

➢ To remark/unmark the selected item, click on the *Unmark* button which appears after selecting the object and again start marking by clicking on *Mark* button in the same box.
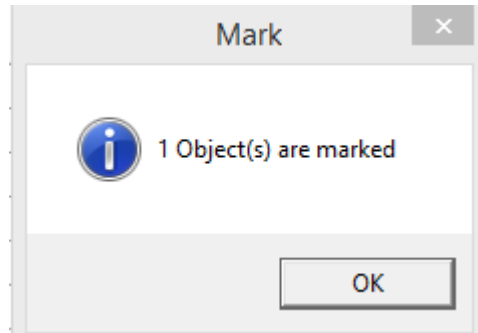
➢ Repeat the marking on the left, right and rear side. Click the *CLOSE* button.

b. Building Block Marking

➢ Click on **Mark > Building Block**.

➢ Window that appears shows the different floors. In the box near to the **Building** select the building from the drop down list, if it is more than 1.

Description	Mark/Unmark	Highlight
GROUND FLOOR	Unmark	Highlight
FLOOR 1	Unmark	Highlight
FLOOR 2	Unmark	Highlight
ROOF	Unmark	Highlight

Mark Building Boundary — Building: Building 01

Highlight All   Close
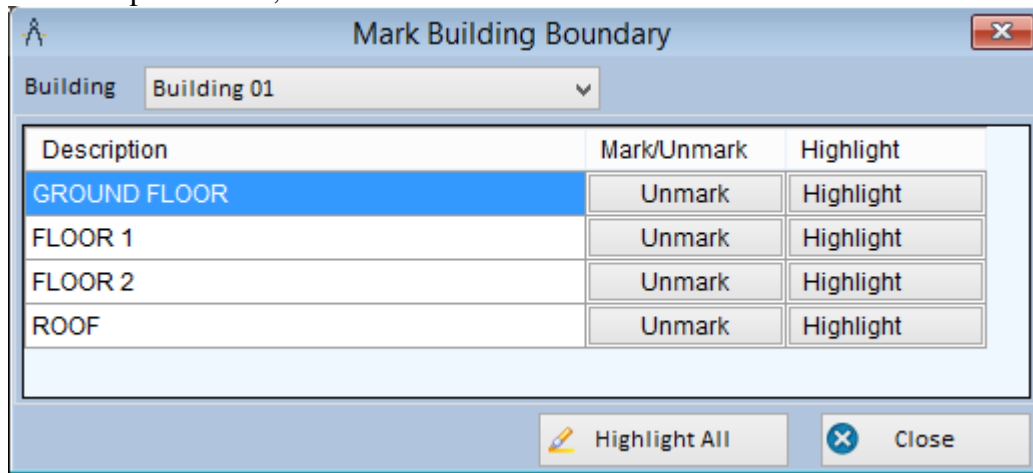
➢ Corresponding to each floor, *Mark* button will be available. First, click on the *Mark* button shown near to the Ground floor, then the mouse pointer will switch to the Autocad screen like a selection pointer.

➢ Select the Ground floor Building Outerline & right click on the mouse. A message box appears with message as *1 object is marked*.

➢ The **Mark** button now appears like **Unmark** and also near to that, *Highlight* button is enabled. These all implies that the 'Object is marked'.

➢ Similarly, mark the rest of the floor and finally close the window by clicking on *CLOSE* button.

➢ By clicking on *Highlight All* button at the bottom, the selected objects in the Autocad are highlighted like dotted lines.

c. Road Marking

All the roads that appear around the site/plot should be marked in the **Site Plan** for calculations that involves road references.

➢ Click on **Mark > Road**.
➢ In the displayed window, select the **Road Type** from the list (**Eg:** Existing or proposed).
➢ In the **Name** box, type the name; say *Road with 2 metres*.
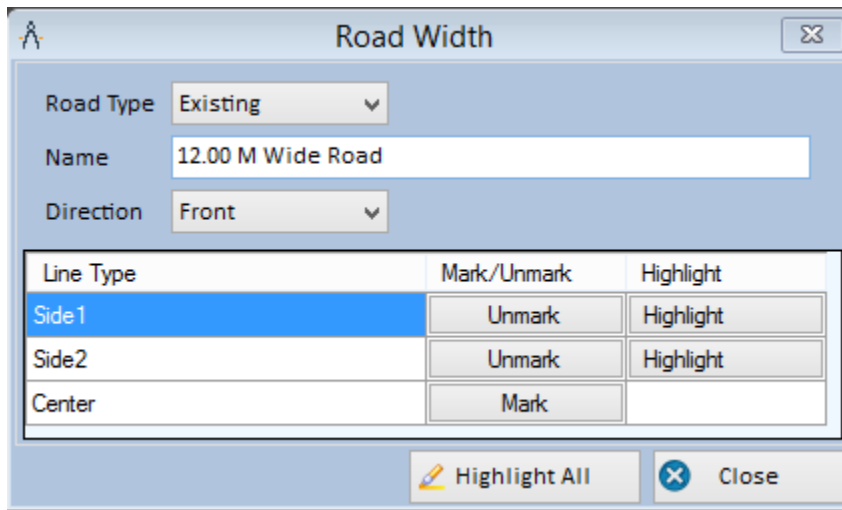
➢ Select the appropriate road **Direction** with respect to the plot/site in the site plan (**Eg:** front, rear).

➢ Click on *Mark* near to Side1 box, the mouse pointer will switch to Autocad. Select the one side of road shown below.
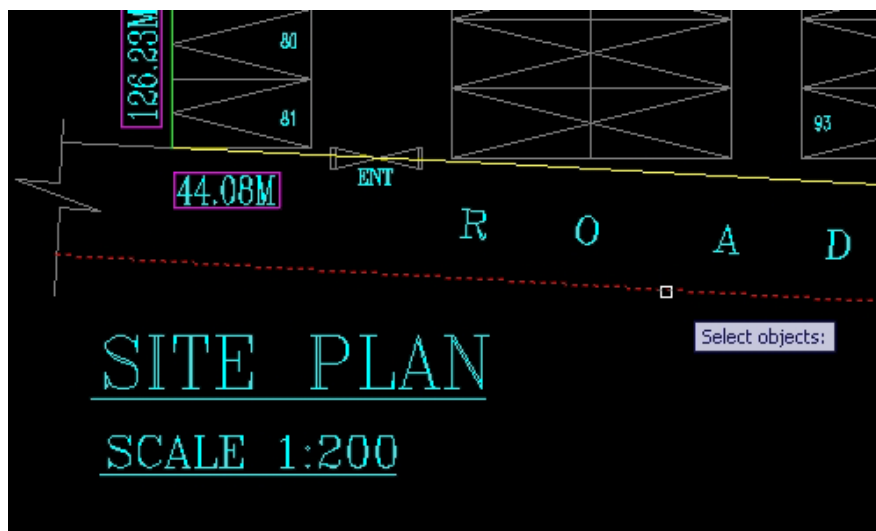
➢ Right click the mouse. Now the Mark button turns into *Unmark* button. Thus the object is selected and the *Highlight* button is enabled in the right side.

- ➢ Similarly select the Side 2 and click *Mark*.

- ➢ In case, there was no selection done you will get a message as *No object selected*.

- ➢ Click *Close* button to continue to the next marking.

d. Building Height Marking

- ➢ Click on **Mark > Building Height**.

- ➢ Select the **Building** from the list if it is more than 1.

- ➢ Below that, there is a box showing Ground and the Roof lines. Mark each of them from the Autocad.

- ➢ Click *Close* button to move on to the next marking option.
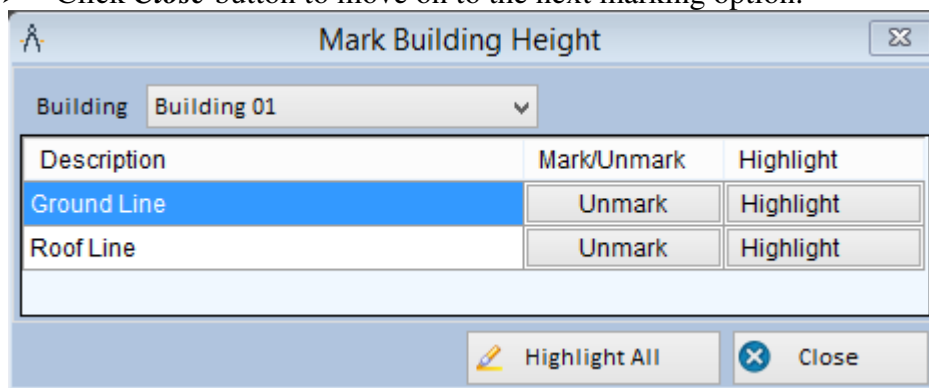
e. Marking Means of Access

The means of access to the site/plot other than through *public roads* or *streets* (Entrances to the plot) can be marked here by following the steps given below:

- ➢ Click on **Mark > Means of access.**
- ➢ Enter the number of Means of access. The drop-down will populate
- ➢ Select the Means of access need to mark
- ➢ Click *Mark* button near to the Width of Means of Access and mark it from the Autocad.
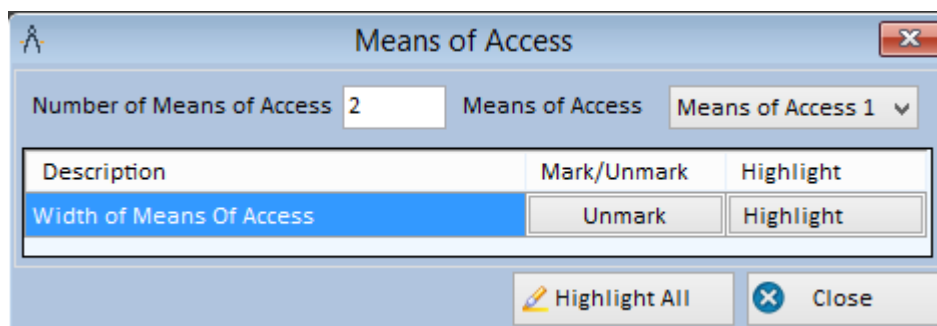
➢ Select the line which is given for means of access to the plot (**Eg:** Below highlighted line indicates the means of access provided from the main to the plot).

➢ Finish the selecting process by right-clicking.
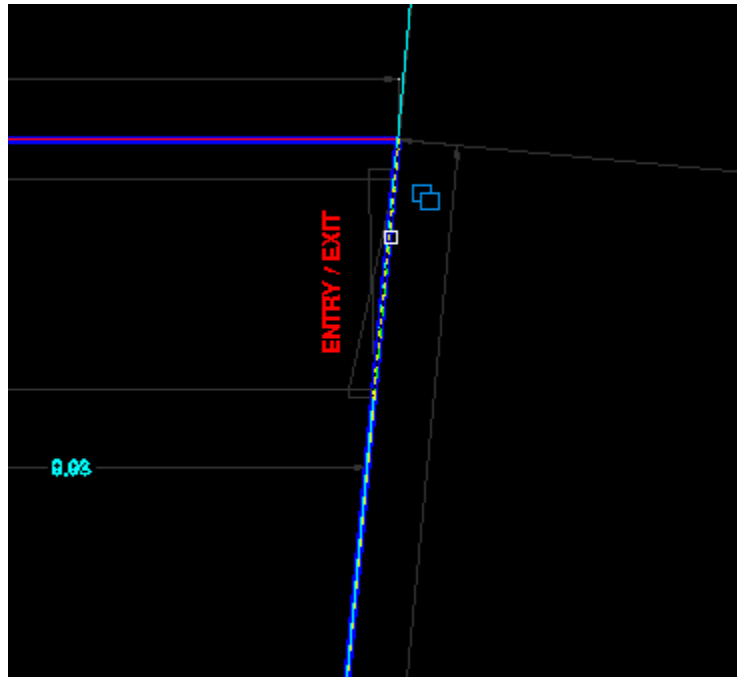
➢ In case if there was no selection done, a message box **No object selected** will appear on the screen**.**

➢ Click **OK** to continue marking.
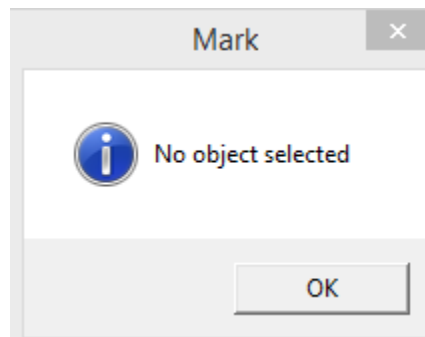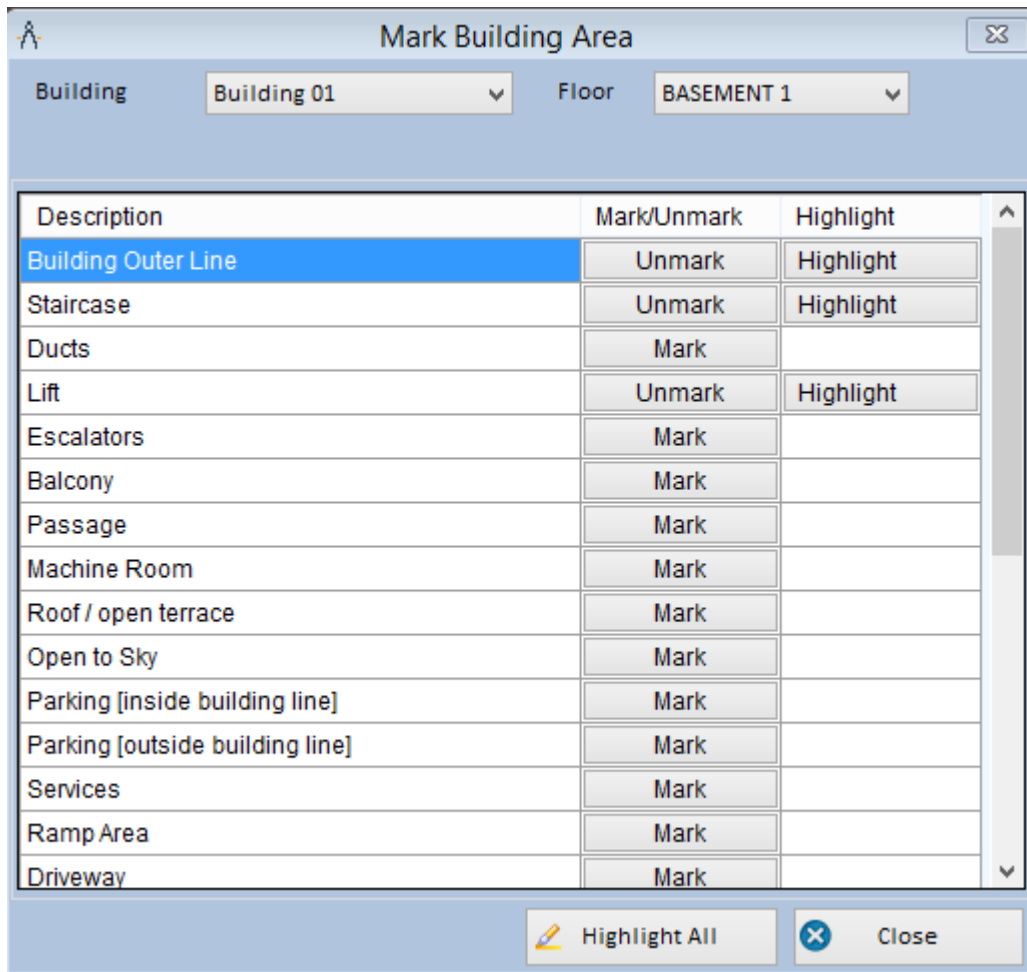
➢ After completing the marking, click **Close** button to continue to the next marking.

f. Marking Building Area

Different building areas have to be marked in the **Floor Plan(s)** for calculating the FAR/FSI and plot cover for the building. To do this, follow the below steps:

➢ Click on **Mark > Building area**.

➢ Building Area Window appears as shown below.

➢ Select the **Building** and the **Floor** to which marking is to be done.

➢ Select New or Existing as the building is newly constructed or existing one.

➢ By clicking on the *Mark* Button, the application will switch to AutoCAD window, showing the drawing file. Select the building outer line on the floor plan drawing by left-clicking on the line on the drawing file as shown below. Finish the selecting process by right-clicking.

Eg: a) <u>Marking building outerline</u>.

> Click **Mark >Building Outerline**.
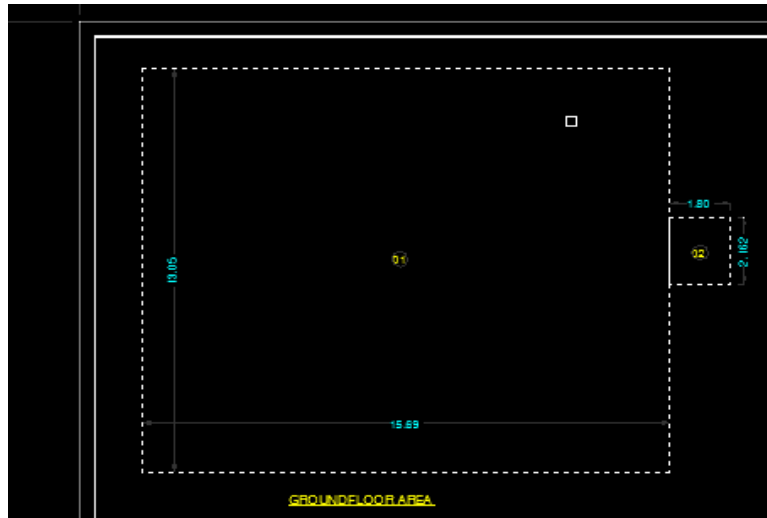
> Select the building outerline from the Autocad drawing and right click to finish the marking process.

a) **<u>Marking Lift Room</u>**

> Click **Mark >Lift Room**.

> Select the Lift Room on the floor plan drawing by left-clicking on the line on the drawing file as shown below. Finish the selecting process by right-clicking.
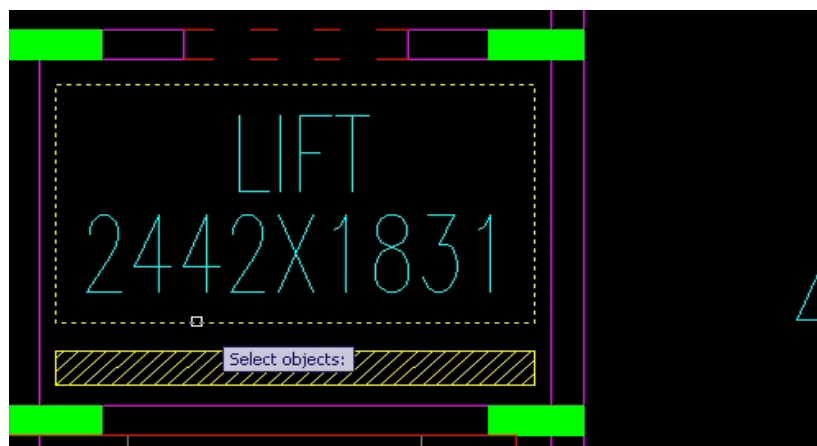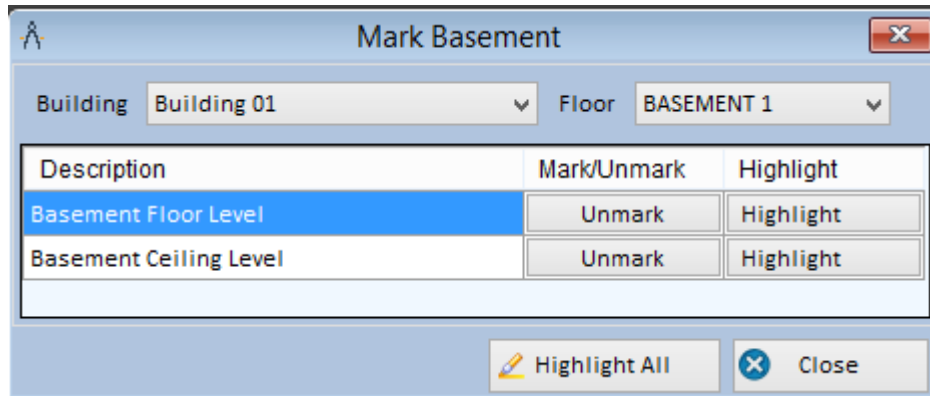
> Mark the rest of the items and select the other floors and repeat the same marking process.

> Click *Close* Button to move to the next marking.

g. Marking Basement

This can be marked only if Basement is there in the building. The marking gives the difference between the Basement floor level and the Ceiling level (Plinth Height).

➢ Click on **Mark >Basement**.

➢ Click **Mark >Basement Floor Level** and mark it from the Autocad and similarly the other one.
➢ Click **Close** to move to the next marking

h. Marking Plinth

This marking gives the level difference between the Ground level and the Ground floor level.

➢ Click on **Mark >Basement**.
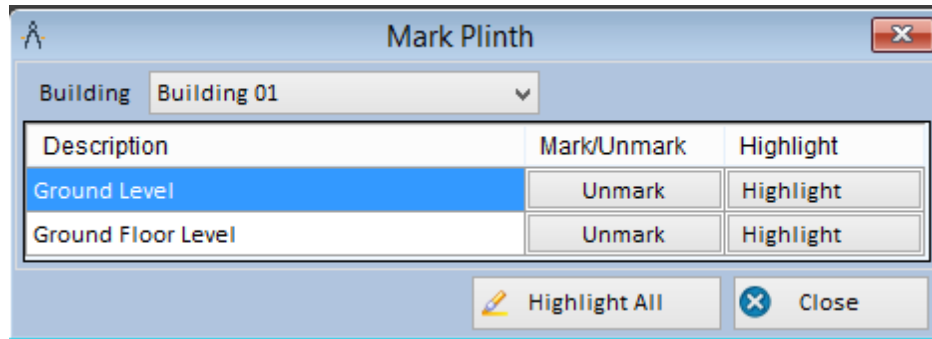
➢ Select the *Mark* button in the ground level and mark it from the Autocad.
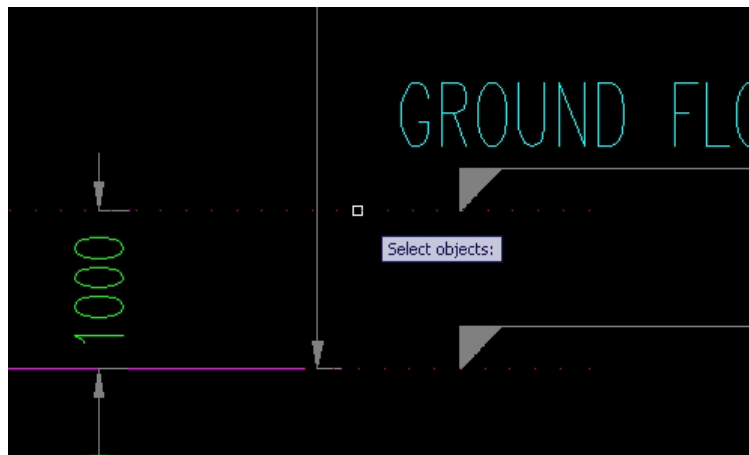
➢ Similarly, mark the Ground floor level and Click *Close* button.

i. Marking Staircase

Any Staircase that may appear in the plan has to be marked for performing verification on Staircase.

- ➢ Click on **Mark >Staircase**.
- ➢ Select the **Building** and Floor
- ➢ Enter the number of staircase in that particular floor. Dropdown will be populated with staircase name (eg. Staircase1, Staircase2 etc.,)
- ➢ Select the staircase(eg. Staircase1, Staircase2 etc.,)
- ➢ Then select the type of staircase (Normal Staircase/Emergency Staircase/Staircase for Physical Handicap).

➢ Mark the Area of Staircase, Width of staircase, Tread width, Riser height of the Staircase.

➢ Enter the number of flights and select the type of flight

➢ Mark the Area of mid-landing

➢ Level : Mark the Start Level, Mid-landing levels and the end level

➢ After marking, click on *Highlight* button to view the marked object.

➢ Finally click *Close* button to continue to the next marking.

j. Marking Car Parking

The parking area provided for Car parking which is drawn in the plan has to be marked for performing Car parking space verification in the Site Plan.

Note: Before marking the Car parking, make sure to mark the kurb line, Parking Line and Boundary line on the drawing.

Parking lots: A Cleared area which is intended for parking the vehicle.
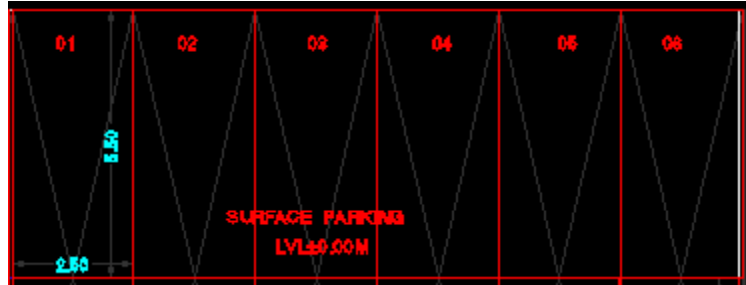
Kurb line: Line which is to be drawn at front of the parking area direction in the lot.
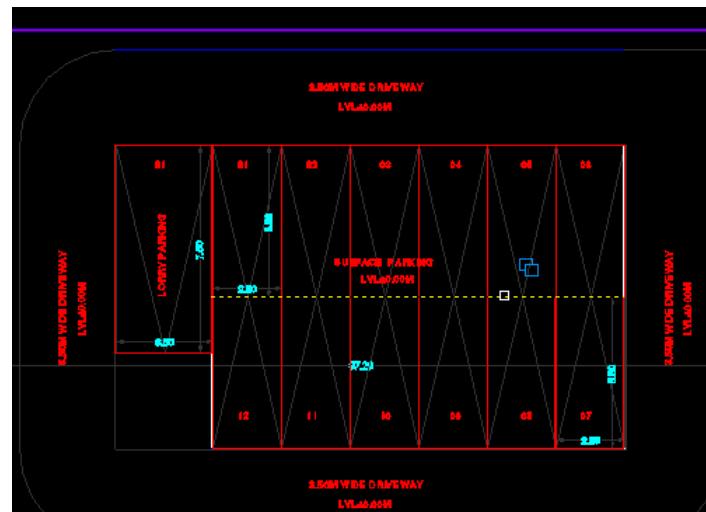
Parking line: Line which is to be drawn at the back of the parking area direction (in the parking slot).
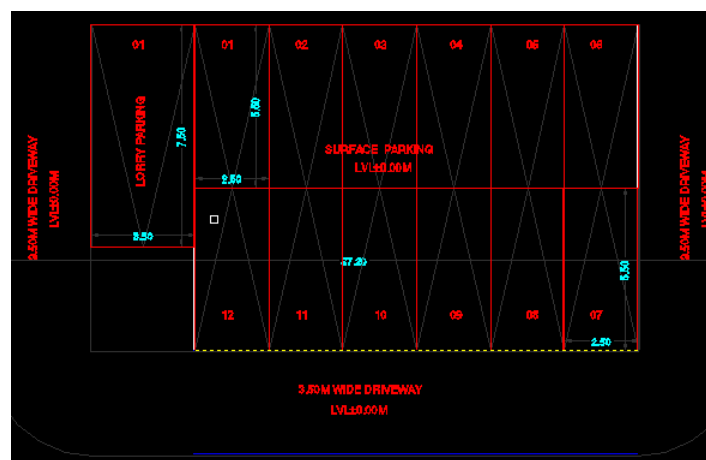
Boundary Line: Line which is drawn at the driveway area near to that parking lot.

To mark Car parking, follow the below steps:

➢ Click on **Mark > Car Parking Area**.

➢ Select the **Parking Location** form the drop down list. The list contains,

❖ Marginal and O/S & Lay-By   : Parking outside the Building Boundary
❖ Basement   : Parking inside the Basement floor
❖ Stilt Floor   : Parking inside the stilt floor/Ground floor
❖ Terrace   : Parking in Terrace

1) Lot Details

➢ Number of Lots   : Enter the number of parking lots
➢ Parking Type   : It contains Angular and parellel parking
➢ ParkingLine to KurbLine Direction   : It contains Up, Down, Right, Left
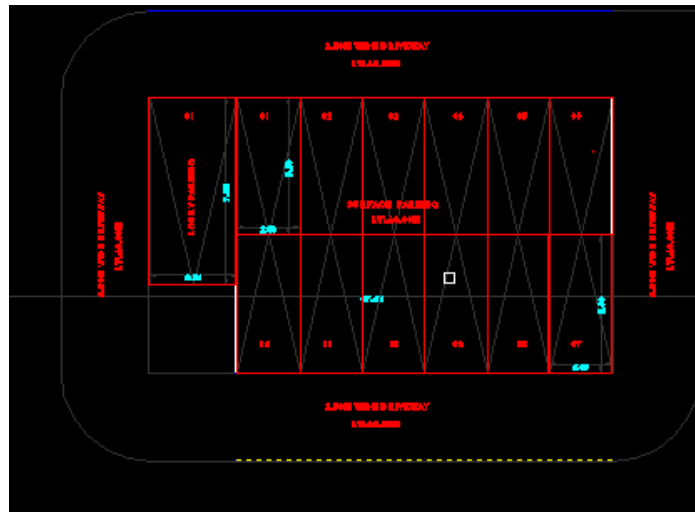
❖ Up   - Kurb line marked on the Top of the Parking area
❖ Down   - Kurb Line marked on the Bottom of the Parking area
❖ Left   - Kurb Line marked on the left of the Parking area
❖ Right   - Kurb line marked on the right of the parking area

2) Parking details

➢ Select the angle (say 90) and mark.
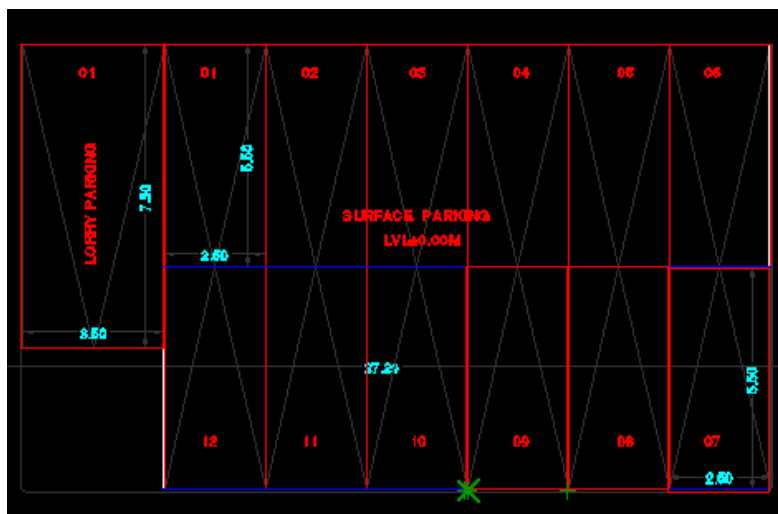
➢ Red Rectangular box will appear, if we click on the bottom left corner end of the parking lot.

➢ After clicking on the last lot of the parking area, a message box will appear as shown below. This indicates that, corresponding to the selected kurb line length, parking can be allowed only in 6 lots.

Parking Mark

This is a Last Marking Point.Your Marking count is 6. 6 parking only available for selected kurbline.

OK

3) Parking space details

Parking space details contains – Parking Required and Parking Provided.

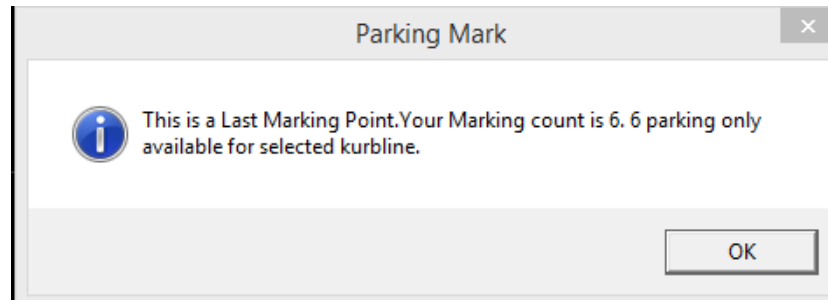| Parking Space Details		
Parking Space Dimension	Parking Required	Parking Provided
2.5 X 5.5	0	5

➢ Parking required: It shows no of Parking required in the parking space.
➢ Parking provided: It reads the Number of rectangular boxes marked on the parking area.

➢ Highlight all lots and Highlight All parking area can be used to highlight the marked lots and parking area.

➢ Finally *Close* the button to switch back to AutoPlan-Author application window

k. Marking Stack Parking

Stack parking is an automated (car) parking system (APS). It is a mechanical system designed to minimize the area and/or volume required for parking cars. Like multi-story parking garage, an APS provides parking for cars on multiple levels stacked vertically which allows to maximize the number of parking spaces while minimizing land usage.

To mark Stack parking, follow the below steps:

➢ Click on **Mark > Stack Parking Area**.

➢ Mark Lot details, Parking details and Parking space details similar to Car parking.

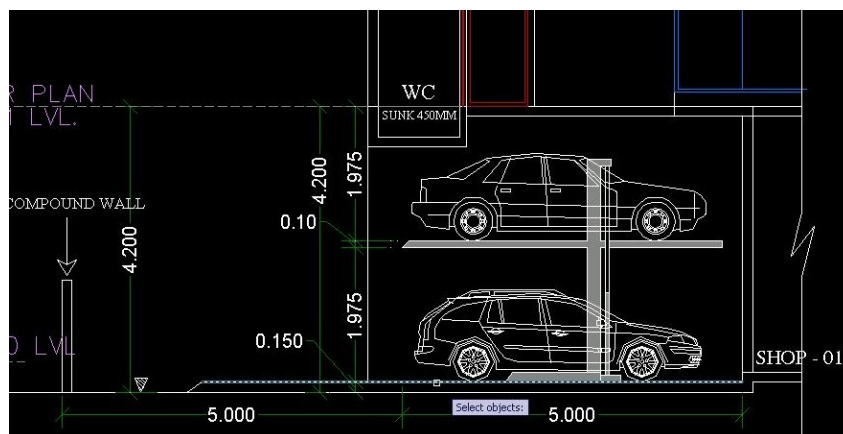➢ Marking is similar to Car parking in addition to that **Floor Height Details** are there to mark.
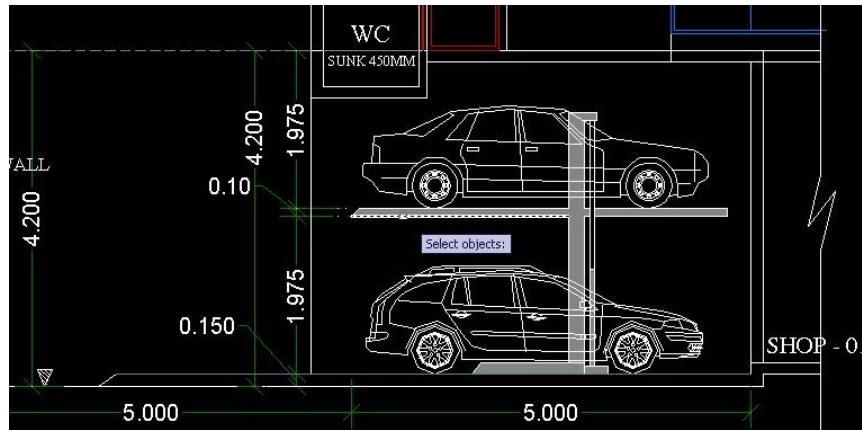

➢ In **Floor Height Details**, select the level which includes parking level 1, 2 respectively.

➢ Select the Parking level 1 & mark the start level and end level from the Autocad drawing.

Selecting the Start level

Selecting the End level

➤ Repeat the process by selecting other parking lots.

➤ Finally click **Close** button to switch back to AutoPlan-Author application window.

l. Marking Two-Wheeler Parking

In Two-wheeler parking, Marking is similar to Car parking. To mark, follow the below steps.

➢ Click on **Mark > Two-wheeler Parking Area**.

➢ Enter the **Number of Lots**, select **Parking Type** and **ParkingLine To KurbLine Direction**.

➢ In the **Lot Details**, Mark kurb line only from the drawing and in the **Parking details**, mark scooter and bicycle parking if both parking is mentioned in the drawing.

➢ Click *Mark* Button in the scooter parking. Once you click and release the left mouse button, a Red Rectangular box will be placed at the clicked position on the drawing file.

➢ Finish the selecting process by right-clicking and click Close button.