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.
- 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.
- 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

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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*.

CLIENT P	ORTAL					्रतीति Ja	ipur Municip	al Corporation
							jishaje@idsite	chnologies.in
New Buil	ding Plan Approval Ce	rtificate						
New Tec	hnical Person Registr	ation						
Technica	l Person Home							
MY APPLICA	ΓΙΟΝ							
Completed							PAYM	IENT HISTORY
< ≪ ≫	>							
Reference No ¢	Transaction No ¢	Application Date	Application Type	Application Name	Subject¢	Application Status	Action ¢	Status ¢
No Data. Page Size: 10 Page 1 of 1 (Rows:0)								

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

	CLIENT PORTAL				Jaipur Municipal Corporation	on
					jishaje@idsitechnologies.in	
	TECHNICAL PERSON REG	ISTRATION				
	Name Jisha Jeevaraj		Firm Name		Qualification	
	Address No. 1E Atria Apartments				Mobile Number 9876543210 Email jishaje@idsitechnologies.in	
Puilo	Select file.	UPLOAD	Type Select			
build	I am already registered					ag
	Registration No		Valid Up to dd/MM/yyyy			
			SUBMIT RESET	CANCEL		

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:

Select	
Architect	
Civil Engineer	

- 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.

LIENT PORTAL		Jaipur Municipal Corporatio
∧ ≡		jishaje@idsitechnologies.in
TECHNICAL PERSON DETAI		
Name	Firm Name	
Jisha Jeevaraj	IDSI Technologies	
Qualification	Address	
BTech	No.1 E Atria Apartments	
Mobile Number	Email	
9876543210	jishaje@idsitechnologies.in	
Attachment	Туре	
	Architect	
Registration No	Valid Up to	
E-3098/07-08	07-05-2016	

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.

CLIENT PORTAL	Jaipur Municipal Corporation
	jishaje@idsitechnologies.in
BUILDING PERMIT - NEW APPLICATION	
Select the file provided by BPAS Client Utility	UPLOAD
EXIT	

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

CLIENT PORTAL	Jaipur Municipal Corporation
	jishaje@idsitechnologies.in
BUILDING PERMIT - NEW APPLICATION	
ResidentialBuilding.apz	UPLOAD
NEXT	l i i i i i i i i i i i i i i i i i i i

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.

CLIENT PORTAL		Jaipur Municipal Corporat
∧ ≡		jishaje@idsitechnologies.in
APPLICANT DETAILS		
Application Number	Date 05/04/2016	
OWNER		
Name Prithvi Singh Kandhal	Address S-4, Linking Road, Near Ajmer Pulia, Jaipur- 302006	Contact Number 9994624446
		Email prithvisingh@gmail.com
DEVELOPER/BUILDER		
Name Kanwar Zorawar Singh	Address 9, Padam Bhawan, Park Street, Station Road, Jaipur-302001	Contact Number 9600271027 Email kanwarzorawar@gmail.com
ARCHITECT		
Name Jisha Jeevaraj	Address 27th Main Rd, Sector 1, HSR Layout, Bengaluru, Karnataka-560102	Contact Number 9388159853 Email jishaje@idsitechnologies.in
Register Number E-3098/07-08	Issue Date 31/12/2015	Valid up to 31/12/2020
ID Proof/Authorization	AD	
STRUCTURAL ENGINEER		
Name Usha Rani Hooja	Address F-6, Jacob Road, Civil Lines, Jaipur-302006	Contact Number 9688895964
		Email usharanihooja@gmail.com
	BACK RESET NEXT	

- **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.

A =		iishaie⊘idsitechnologi	es.ip
n =		jongenoncomorgi	
PROJECT DETAILS			
Project Type	Category		
New Construction	-Residential Buildings		
Plot Usage	Start Date		
Independent Residence	15/08/2015	iii iii	
End Date	Land Cost		
15/08/2016	0		
Construction Cost	Number of Floors		
0	2		
Units	Total floor space		
1	136.50		
Lease hold			
Lessor Name	Duration		
Rakesh Sharma	3		
Purpose			
Business			

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

LIENT PORTAL		Jaipur Municipal Corporation
∧ ≡		jishaje@idsitechnologies.in
LAND DETAILS		
Ownership Title	Survey	
Self Owned	11	Block
Village	Plot Number	Taluk
Hasampura	113	Bassi
PLOT AREA		
As per patta	As per site	As per documents
0	0	178.126

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.

CL	IENT PORTAL	Jaipur Municip	Jaipur Municipal Corporation						
4		jishaje@idsite	chnologies.in						
A	ATTACHMENT								
#	Document Name	Attachment							
1	Affidavit: Peaceful Possession	BROWSE	UPLOAD DELETE						
2	Certificate: For structural stability by Structural Engineer	BROWSE	UPLOAD DELETE						
3	Lease Deed / Allotment letter & letter of possession / Lease cum sale agreement along with no-due certificate (whichever applicable)	BROWSE	UPLOAD DELETE						
4	Undertaking: Development of infrastructure like water supply, sewerage, drainage, construction and supervision, firefighting, garbage disposal etc.	BROWSE	UPLOAD DELETE						
5	Affidavit: Construct at own cost for drainage related work	BROWSE	UPLOAD DELETE						
6	Undertaking as per Annexure (iii)	BROWSE	UPLOAD DELETE						
	BACK								

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.

CLIENT PORTAL		Jaipur Municipal Corporat					
∧ ≡		jishaje@idsitechnologies.in					
APPLICATION SUMMARY							
Application Number	Application Type	Status					
BP-REF-48	Building Permission Permit	Submission Pending	9				
Owner Name	Developer/Builder Name	Architect Name					
Prithvi Singh Kandhal	Kanwar Zorawar Singh	Jisha Jeevaraj					
Structural Engineer Name Usha Rani Hooja							
Project Type	Category						
New Construction	-Residential Buildings						
Ownership Title	Survey	Block					
Self Owned	11	Village					
		Tiasanipula					
Plot Number	Taluk						
113	Dd551						
As per patta	As per site	As per documents					
0.00	0.00	1/8.13					
PAYMENT DETAILS							
	Fee Туре	Amount	Paid Amount	Balance to Pay			
Scrutiny Fee		500.00	0.00	500.00			
Application Fee		100.00	0.00	100.00			
	EXIT			PAY NOW			

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

CHALLAN UPLOAD		
Application Number	Application Type	
BP-REF-48	Building Permission Permit	
Challan Type	Amount to Pay	
Scrutiny Fee,Application Fee	600.00	
Bank Name	Branch Name	
Challan Number	dd/MM/yyyy	
Amount	File	BROWSE
Comments		

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.

Ann Reading Manhan	Analisation Trees	
Application Number	Application Type	
BP-REF-48	Building Permission Permit	
Challan Type	Amount to Pay	
Scrutiny Fee,Application Fee	600.00	
Bank Name	Branch Name	
HDFC	Kakkand	
Challan Number		
111	05/04/2016	
Amount		
600	File	BROWSE
Comments		
complete payment		

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.

CLIENT PORTAL		Jaipur Municipal Corporation					
∧ ≡		jishaje@idsitechnologies.in					
APPLICATION SUMMARY							
Application Number	Application Type	Status					
BP-REF-48	Building Permission Permit	Submission Pending					
Owner Name	Developer/Builder Name	Architect Name					
Prithvi Singh Kandhal	Kanwar Zorawar Singh	Jisha Jeevaraj					
Structural Engineer Name							
Usha Rani Hooja							
Project Type	Category						
New Construction	-Residential Buildings						
Ownership Title	Survey	Block					
Self Owned	11	Village					
		Hasampura					
Plot Number	Taluk						
113	Bassi						
As per patta	As per site	As per documents					
0.00	0.00	178.13					
PAYMENT DETAILS							
		VIEW PAYMENTS					
	Fee Туре	Amount Paid Amount Balance to Pay					
Scrutiny Fee		500.00 500.00 0.00					
Application Fee		100.00 100.00 0.00					

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.

CLIENT PORTAL	Jaipur Municipal Corporation
	jishaje@idsitechnologies.in
DECLARATION	
Amount of 600.00 paid against the application.	
I hereby acknowledge and declare that the above information is true to the best of my knowledge and submit with Central and State Government and its subsequent amendments.	itted in accordance with the Development Plan and Control Regulations related
SAVE SUBMIT	

Accept the declaration and enter the password. Then, click **SUBMIT** to submit the application. Else **SAVE** the application for submitting later.

CLIENT PORTAL	Jaipur Municipal Corporation
★ =	jishaje@idsitechnologies.in
DECLARATION	
Amount of 600.00 paid against the application. I hereby acknowledge and declare that the above inform with Central and State Government and its subsequent	lation is true to the best of my knowledge and submitted in accordance with the Development Plan and Control Regulations related amendments.
	Re-enter Password SAVE SUBMIT

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.

LIENT PORTAL Jaipur Municipal Corporation								
∧ ≡						i	ishaje@idsitechi	nologies.in
MY APPLIC	ATION							
Complete	d						PAYME	IT HISTORY
< ≪	1 >>>>							
Reference No \$	Transaction No ¢	Application Date	Application Type¢	Application Name \$	Subject¢	Application Status¢	Action ¢	Status¢
BP-REF-45		05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 45	Application for Building Permit - Jisha Jeevaraj - Reference Number - 45	Submission Pending		View Status
BP-REF-46		05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 46	Application for Building Permit - Jisha Jeevaraj - Reference Number - 46	Submission Pending		View Status
BP-REF-47		05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 47	Application for Building Permit - Jisha Jeevaraj - Reference Number - 47	Submission Pending		View Status
BP-REF-48	AN-25	05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 48	Application for Building Permit - Jisha Jeevaraj - Reference Number - 48	Submitted		View Status
< ≪	1 ≫ >					Page Size:	10 Page 1	of 1 (Rows:4)

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.

CLIENT PORTAL Jaipur Municipal Corporation									
							jisha	je@idsitechn	ologies.in
MY APPLICAT	TION								
Completed								PAYMEN	IT HISTORY
< 《 1	» >								
Reference No ¢	Fransaction No	Application Date	Application Type¢	Application Name \$	Subject¢	Application Status¢		Action ¢	Status ¢
48									
BP-REF-48 A	N-25	05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 48	Application for Building Permit - Jisha Jeevaraj - Reference Number - 48	Submitted			View Status
< < 1	\gg >					Page Size:	10	Page 1	of 1 (Rows:1)

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.

LIENT PORTAL						Jaipur M	unicipal Corporatio
∧ ≡						jisha	je@idsitechnologies.in
PAYMENT HISTORY							
< « 1 » >							
Reference No ¢	Challan No¢	Challan Date \$	Amounte	Bankø	Branch ¢	Comments ¢	File¢
BP-REF-48 111		04/04/2016	600.00	HDFC	Kakkand	Complete payment	
< « 1 » >						Page Size: 10	Page 1 of 1 (Rows:1)

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.

CLIENT PORTAL		ງສີ່ເຖິງ Jaipur Municipal Corporation			
		jishaje@idsitechnologies.in			
APPLICATION SUMMARY					
Application Number	Application Type	Status Submission Pending			
Owner Name	Developer/Builder Name	Architect Name			
Structural Engineer Name					
Project Type	Category				
Ownership Title	Survey	Block			
Village	Plot Number	Taluk			
As per patta	As per site	As per documents			
PAYMENT DETAILS					
	EXIT				

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

CLIENT PORTAL		Jaipur Municipal Corporation
★ Ξ		jishaje@idsitechnologies.in
APPLICATION DETAILS		
Application Number BP-REF-48	Date 05/04/2016	
OWNER		
Name Prithvi Singh Kandhal	Address S-4, Linking Road, Near Ajmer Pulia, Jaipur-302006	Contact Number 9994624446
Email prithvisingh@gmail.com		
DEVELOPER/BUILDER		
Name Kanwar Zorawar Singh	Address 9, Padam Bhawan, Park Street, Station Road, Jaipur- 302001	Contact Number 9600271027 Email
		kanwarzorawar@gmail.com
ARCHITECT		
Name Jisha Jeevaraj	Address 27th Main Rd, Sector 1, HSR Layout, Bengaluru, Karnataka-560102	Contact Number 9388159853 Email jishaje@idsitechnologies.in
Register Number E-3098/07-08	Issue Date 31/12/2015	Valid up to 81/12/2020
STRUCTURAL ENGINEER		
Name Usha Rani Hooja Email usharanihoola@rmail.com	Address F-6, Jacob Road, Civil Lines, Jalpur-302006	Contact Number 9688895964
PROJECT DETAILS		
Project Type New Construction	Category -Residential Buildings	Plot Usage Independent Residence
Valid up to 15/08/2015	End Date 15/08/2016	
Land Cost 0.00	Construction Cost 0.00	
Number of Floors 2 Lease hold	Units 1	Total floor space 136.50
Lessor Name Rakesh Sharma	Duration 3	
Purpose Business		
LAND DETAILS		
Ownership Title Self Owned	Survey 11	Block Village Hasampura
Plot Number 113	Taluk Bassi	
PLOT AREA		
As per patta 0.00	As per site 0.00	As per documents 178.13
	EXIT	



^{1 |} Page



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

				Α	utoPlan	BPAS A	Author	Volume 1
a. Proje	ect Informa	tion						
			Create New Pr	oject				—
ject Information	Drawing File Details	Applicant & Developer De	tails Engineer Details	Ownership Details	Project Details	Land Details	Building Details	
		Enter Project Information						
		Project Name	Residence					
		Description	Construction of B+G+2F	oor Residence Build	ing			

v

0

Next 🛛 🔀 Cancel

The project details have 3 sections,

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Project Information Dr

> **Project Name:** Name of the project

Client Name

- > **Description:** Project description
- Client Name: Name of the client
- > Application Type : Type of the application [Commencement Certificate or Completion Certificate]

Jaipur Municipal Corporation

Application Type Commencement Certificate

b. Drawing file Details

A					Create New F	roject				×
Project Inf	formation	Drawing File Details	Applicant & Developer D	etails	Engineer Details	Ownership Details	Project Details	Land Details	Building Details	
			Select Drawing File an	d Unit	S					
			Drawing File	D:\NIS	HANTH_WORK\WO	RK\AutoPlan.JMC\trur	nk\Source\ID:			
			Drawing Unit	Meter	~					
			Drafting Scale	1:100	~					
			Plotting Scale	1:100	~					
			SitePlan Scale	1:200	~					
			SitePlan Scale Factor	50						
			Unit of measurement							
			Unit of length	Meter		~				
			Unit of area	Squar	e Meter	. V .				
							0	<u>P</u> revious	<u>N</u> ext	🗴 Cance <u>l</u>

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.

Archite	ect and De	eveloper	Details						
		_	Create N	ew Project			98		
Information Dra	awing File Details	Applicant & Dev	eloper Details Engineer D	etails Ownership [etails Project Det	tails Land Details	s Buildin	g Detail	Is
	Architect Details								
	Salutation	× .	Is Applicant	Davalanar/Ruil	des Details				
	First Name	Nelson		Salutation					
	Middle Name	Joe Vijai		First Name	Kanwar				
	Last Name	Pais		Middle Name	Zorawar				
	Address	3-4-449 O Lobo (Kadri,	Compound,	Last Name	Singh				
		Kamala cross no Mangalore.	ew Road,	Address	181-184, Basera, A	Andheri (E) Mumba	i-		
					400059				
	Mobile Number	9995519956							
	Email	nelsonpais@gm	ail.com	Mobile Number	9600271027		-1		
	LBD Number	E-3097/07-08		Email	kanwarzorawar@g	gmail.com			
	IssueDate	22/03/2014]+						
	ValidUpto	31/12/2020]-						
						Previous	0	Next	🔀 Can
 Archit Develo entering the 	ect Details : per Details ne details in	: Load the : Enter the this sectio	License details o e developer detail n, click <i>Next</i> but	f the license ls here ton to move	d Architect on to the ne	ext tab.			
 Archite Develo entering th Engine 	ect Details : per Details ne details in er Details	: Load the : Enter the this sectio	License details o e developer detail n, click <i>Next</i> but	f the license ls here ton to move	d Architect on to the ne	ext tab.			
 Archite Develo entering th Engine 	ect Details : per Details he details in er Details	: Load the : Enter the this sectio	License details o e developer detai n, click <i>Next</i> but Create No	f the license ls here ton to move ew Project	d Architect on to the ne	ext tab.			
 Archite Develo entering th Engine 	ect Details : per Details ne details in er Details	Eload the Enter the this sectio	License details o e developer detai n, click <i>Next</i> but Create No eloper Details Engineer Details	f the license ls here ton to move ew Project etails Ownership D	d Architect on to the ne	ext tab.	s Buildin	g Detail	IS
 Archite Develo entering th Engine 	ect Details : per Details he details in er Details wing File Details tructural Engineer D	Applicant & Dev	License details o e developer detai n, click <i>Next</i> but Create No eloper Details Engineer De	f the license ls here ton to move ew Project etails Ownership D License Enginee	d Architect on to the ne Details Project Det	ext tab.	s Buildin	g Detail	IS
 Archite Develo entering th Engine Information Draging Sa 	ect Details : per Details ne details in er Details wing File Details tructural Engineer D alutation	Applicant & Dew etails	License details o e developer detai n, click <i>Next</i> but Create No eloper Details Engineer De	f the license ls here ton to move ew Project etails Ownership D License Enginee Salutation	d Architect on to the ne Details Project Det r Details	ext tab.	s Buildin,	g Detail	IS
 Archite Develo entering th Engine Information Draging Sa Fi 	ect Details : per Details ne details in eer Details wing File Details tructural Engineer D lutation rst Name	Applicant & Dev Mrs. V Usha	License details o e developer detai n, click <i>Next</i> but Create No eloper Details Engineer De	f the license ls here ton to move ew Project etails Ownership D License Enginee Salutation First Name	d Architect on to the ne Details Project Det r Details	ext tab.	s Buildin,	g Detail	IS
 Archit Develo entering th Engine Information Draging Sa Fi M 	ect Details : per Details ne details in eer Details swing File Details tructural Engineer D alutation rst Name iddle Name	Applicant & Dev Mrs. v Usha Rani	License details o e developer detai n, click <i>Next</i> but Create N eloper Details Engineer De	f the license ls here ton to move ew Project etails Ownership D License Enginee Salutation First Name Middle Name	d Architect on to the ne Details Project Det r Details Mr. v Ram Narain	ext tab.	s Buildin	g Detail	15
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f. Project Details

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Project Information Drawing Fil	e Details Applicant	& Developer Details	Engineer Details	Ownership Details	Projec	t Details	Land Details	Building Details	5
Land Usage Details		-							
Start Date	08/06/2016	•		Nature Of Devolopr	nent	Resident	al Building		
End Date	08/06/2016	-		Sector		Triveni Na	agar		
Land Cost	10000	₹		Total Area To Be Ap	proved	641.03		Square Meter	
Construction Cost	100000	₹		Floor Area Ratio		1.2			
Dwelling Units	4			Total floor space		640.99		Square Meter	
Height of the Buildin	g 11.55	Meter		Number of Trees		4			
Zone	Urban Area (U1)		¥						
Classification	Mixed		~						
Land Use Category	Residential Buildin	ngs	~						
Land Use Sub Catego	y Independent Resid	dence	¥						
Ancillary Land Use	Commercial Buildi	ngs	~						
Project Type	New Construction		v						
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- 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

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h. Build	ling Details							
A			Create New Pr	oject				×
Project Information	Drawing File Details	Applicant & Developer Details	Engineer Details	Ownership Details	Project Details	Land Details	Building Detai	Is
		Building Details Building Type Ind Building Name Bui Floors Above Ground 2 Building Name Building 01	lependent Residenc Iding 01 Floors Below (Floor(s) Above 2	e Ground 1 🔅 Doo Add 🖉 Edit Ground Floor(s)	r Number 49 Remove Below Ground 1	• •		
					0	Previous	✓ Update	🔇 Cance <u>l</u>

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.

Building Name	Floor(s) Above Ground	Floor(s) Below Ground	Door No.
Office Building	2	0	23

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.

Project Details Drawing Building Details Building Type Building Name Floors Above Ground Type of use Building Name Office Building	Browse For Folder X File De Other Details Besktop ory and self o v Amala James ory and self o v This PC cettificate some nement Recycle Bin cettificate commencemnt cettificate commencemnt 23

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**.



			Auto	Plan]	BPAS Au	thor	Volume 1
After saving, clic window will get	ck on Edit > opened as sho	Floor Details on the top own below with the floor of	left corner o letails.	f the A	utoplan Au	uthor sc	ereen. A
۵		Floor Details			×	Ì	
	Building Name Office	e Building 🗸 🗸					
·	Гуре	Floor Name	Count	Floor Level	No. of Dwellings		
G	ROUND	GROUND FLOOR	1	0	1		
FI	LOOR	FLOOR 1			1		
FI	LOOR	FLOOR 2	1	2	1		
	Typical			Save	Close		
 Select the typical at the bottom left 	l floors like F	<i>Cloor 1 & Floor 2</i> together	by clicking C	CTRL+F	FLOOR1+1	FLOOR	2. Then

- 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.

ł	Re	sidence			
Project Name	Residence				
Client Name	Jaipur Municipal Corporation				
Description	Construction of B+G+2Floor R	esidence Building			
			Verify All	Create AP	Z file
Description		Mark	Highlight	View/Verify	^
Site Area		Mark	Highlight	View	
Building Bounda	γ	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		
Canaly Dealying		Mark			

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.

Face Direction	Neighbouring Details	Mark/Unmark	Highlight
Front	Main road	Mark	
.eft	Existing 18 m wide road	Mark	
Right	Private property	Mark	
Rear	Site No:56	Mark	
Rear	Site No:56	Mark	

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.

A 1	Mark Building Boundary	— ×
Building Building 01	~	
Description	Mark/Unmark	Highlight
GROUND FLOOR	Unmark	Highlight
FLOOR 1	Unmark	Highlight
FLOOR 2	Unmark	Highlight
ROOF	Unmark	Highlight
	🖉 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*.

A Road Width 🛛 🖾					
Road Type	Existing	~			
Name	12.00 M Wid	e Road			
Direction	Front	~			
Line Type			Mark/Unmark	Highlight	
Side1			Unmark	Highlight	
Side2			Unmark	Highlight	
Center			Mark		
Z Highlight All S Close					

- 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.

A Mark Building Height				
Building	Building 01		·	
Descripti	on		Mark/Unmark	Highlight
Ground Li	ne		Unmark	Highlight
Roof Line			Unmark	Highlight
		2	Highlight All	😢 Close

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.

A Means of Access				
Number of Means of Access 2	Means of Access	Means of Access 1 ∨		
Description	Mark/Unma	rk Highlight		
Width of Means Of Access	Unmark	Highlight		
∠ Highlight All S Close				

- 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.

Å	Mark Building Area					8
Building	Building 01	~	Floor	BASEMENT	「1 ∨	
Description			Mar	k/Unmark	Highlight	^
Building Outer L	.ine			Unmark	Highlight	
Staircase				Unmark	Highlight	
Ducts				Mark		
Lift				Unmark	Highlight	
Escalators				Mark		
Balcony				Mark		
Passage				Mark		
Machine Room				Mark		
Roof / open terra	асе			Mark		
Open to Sky				Mark		
Parking [inside	building line]			Mark		
Parking [outside	Parking [outside building line]			Mark		
Services			Mark			
Ramp Area				Mark		
Driveway				Mark		*
			🖉 Highl	light All	😣 Close	

- 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.

AutoPlan BPAS Author Volume 1 Eg: a) Marking building outerline. > Click Mark >Building Outerline. Image: Click Mark > Building Outerline. Image: Click Mark > Building Outerline.

Select the building outerline from the Autocad drawing and right click to finish the marking process.

a) Marking Lift Room

- 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.

Å	A Mark Basement					×
Building	Building 01	Ý	Floor	BASEM	ENT 1	*
Descriptio	on		Mark/Un	mark	Highlight	
Basement	Floor Level		Unm	ark	Highlight	
Basement	Ceiling Level		Unm	ark	Highlight	
		2	Highlight	: All	😢 Clos	e

- 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.

-Å-		Mark Plinth		×
Building	Building 01	¥]	
Description	on		Mark/Unmark	Highlight
Ground Let	vel		Unmark	Highlight
Ground Flo	oor Level		Unmark	Highlight
		2 1	lighlight All	🙁 Close

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).

	A Mark Staircase				
Building Building 01	~	Floor	FLOOR 2		¥
Number of Staircases 1	Sta	aircase	Staircase	21	¥
Normal O Emergency O Physica	I.				
Description		Mark/U	Jnmark	Highlight	
Area of Staircase		Un	mark	Highlight	
Width of Staircase		Un	mark	Highlight	
Tread Width		Un	mark	Highlight	
Riser Height		Un	mark	Highlight	
Area of Midlanding 1		Unma	rk H	Highlight	
Area of Midlanding 1		Unma	rk H	Highlight	
Level					
Description	Ма	ark/Unm	iark H	Highlight	
Start		Unma	rk H	Highlight	
Midlanding 1		Unma	rk H	Highlight	
End		Unma	rk I	Highlight	
	2	Highlig	ht All	😢 Clo	se

- 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).



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Boundary Line: Line which is drawn at the driveway area near to that parking lot.

To mark Car parking, follow the below steps:

Click oli Mar	K > Car	Parking A	rea.					
٨		Mark	Car Pa	rking A	Area			8
Parking Model (Count	Area (Count						
Building Name	Building	01	~	Parking	g Location	Margina	I O/S & Lay-By	¥
Number of Lot	4	Parking Lot	4	V P	arking Type	Parallel	Parking	v
ParkingLine To Ku	urbLine Di	irection	Up		~			
Lot Details								
Line Type				Mark/	Unmark	Hig	hlight	
Kurb Line					Unmark	Hig	hlight	
- Parking Details				Mark/	InMask	His	blight	
Angre				Wark/	Univiark	nıg	ningni.	
90			¥		Unmark	Hig	shlight	
Parking Space De	tails							
Parking Space D	imension	1	Parking	Require	d	Parking	Provided	
			9			4		
2.5 X 5								
2.5 X 5					I			

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

\triangleright	Number of Lots	: Enter the number of parking lots
\triangleright	Parking Type	: It contains Angular and parellel parking
\triangleright	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

Parking Details		
Angle	Mark/UnMark	Highlight
0 ~	Mark	
0		
30		
45		
60	Parking Required	Parking Provided
90	0	0
2.3 7 3.3	0	·

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.



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.

Floor Heig	ghtDetails		
Level	Parking Level 1]	
Descript	tion	Mark/UnMark	Highlight
Start		Mark	
End		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.







- > Repeat the process by selecting other parking lots.
- Finally click **Close** button to switch back to AutoPlan-Author application window.

I. 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.

A Mark Two Wheeler Parking Area													
	Parking Model Count	🔿 Area	• Count										
1	Building Name	Building	 Parking Location 			on Marginal O/S & Lay-By				~			
1	Number of Lot	1 Parking Lot		1	✓ Parking		Parking Ty	ype Angula		ılar Parking		~	
	arkingLine To KurbLine Direction			✓ Parking A			ngle	90 🗸					
	Lot Details												
	Line Type			Mark/Unmark				Highlight					
	Kurb Line			Unmark				Highlight					
	Parking Details												
	Description			Mark/UnMark				Highlight					
	Scooter Parking			Unmark				Highlight					
	Bicycle Parkin	Bicycle Parking			Mark								
	Parking Space Details												
	Parking Space Dimension			Parking Required				Parking Provided					
	Scooter 1X2			2				6					
	Bicycle 0.5 X 2	Bicycle 0.5 X 2			1				0				
		All Lot 🧷 Highlight All			Park		Clo	se					

- > 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.