

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

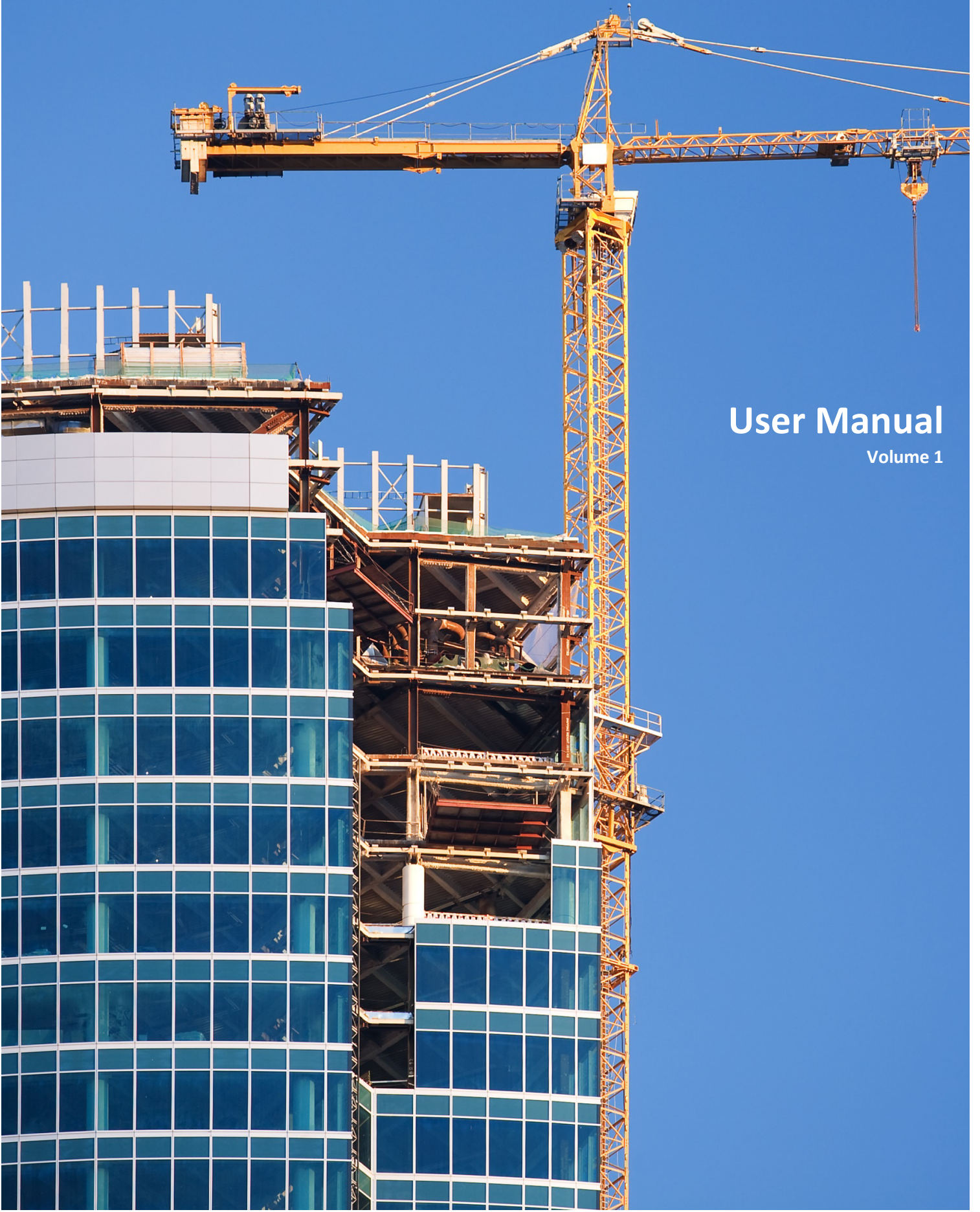


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1. INTRODUCTION

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**.

The screenshot shows the 'CLIENT PORTAL' interface for Jaipur Municipal Corporation. The top navigation bar includes a home icon, a menu icon, and the email 'jishaje@idsitechnologies.in'. The main content area has a sidebar with 'APPLY' (checked), 'New Building Plan Approval Certificate', 'New Technical Person Registration' (highlighted with a red box), and 'Technical Person Home'. The 'MY APPLICATION' section shows a table with columns: Reference No, Transaction No, Application Date, Application Type, Application Name, Subject, Application Status, Action, and Status. The table is currently empty, displaying 'No Data.' and pagination information: 'Page Size: 10 Page 1 of 1 (Rows:0)'.

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

The screenshot shows the 'TECHNICAL PERSON REGISTRATION' form. The form fields are as follows:

- Name:** Jisha Jeevaraj
- Firm Name:** (empty)
- Qualification:** (empty)
- Address:** No. 1E, Atria Apartments
- Mobile Number:** 9876543210
- Email:** jishaje@idsitechnologies.in
- Type:** Select (dropdown menu)
- Upload:** Select file. (with an 'UPLOAD' button)
- Registration No:** (empty)
- Valid Up to:** dd/MM/yyyy (calendar icon)

At the bottom, there are three buttons: 'SUBMIT' (green), 'RESET' (orange), and 'CANCEL' (red). A checkbox labeled 'I am already registered' is also present.

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.

The screenshot shows the 'CLIENT PORTAL' interface for Jaipur Municipal Corporation. The user is logged in as 'jishaje@idsitechnologies.in'. The page title is 'TECHNICAL PERSON DETAIL'. The form contains the following fields:

Name	Firm Name
Jisha Jeevaraj	IDSi Technologies

Qualification	Address
BTech	No.1 E Atria Apartments

Mobile Number	Email
9876543210	jishaje@idsitechnologies.in

Attachment	Type
	Architect

Registration No	Valid Up to
E-3098/07-08	07-05-2016

At the bottom, there are two buttons: 'RENEW' and 'EXIT'.

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.

The screenshot shows the 'CLIENT PORTAL' interface for Jaipur Municipal Corporation. The user is logged in as 'jishaje@idsitechnologies.in'. The page title is 'BUILDING PERMIT - NEW APPLICATION'. The form contains the following fields:

Select the file provided by BPAS Client Utility

At the bottom, there are two buttons: 'EXIT' and 'UPLOAD'.

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


The screenshot shows the 'CLIENT PORTAL' interface for Jaipur Municipal Corporation. The user is logged in as 'jishaje@idsitechnologies.in'. The page title is 'BUILDING PERMIT - NEW APPLICATION'. The form contains the following fields:



ResidentialBuilding.apz

At the bottom, there are two buttons: 'NEXT' and 'EXIT'.

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 Corporation


jishaje@idsitechnologies.in

APPLICANT DETAILS

Application Number

Date

05/04/2016



OWNER

Name

Prithvi Singh Kandhal

Address

S-4, Linking Road, Near Ajmer Pulla, 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

UPLOAD

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.

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

CLIENT PORTAL


Jaipur Municipal Corporation

jishaje@idsitechnologies.in

PROJECT DETAILS

Project Type New Construction	Category -Residential Buildings
Plot Usage Independent Residence	Start Date 15/08/2015
End Date 15/08/2016	Land Cost 0
Construction Cost 0	Number of Floors 2
Units 1	Total floor space 136.50
<input checked="" type="checkbox"/> Lease hold	
Lessor Name Rakesh Sharma	Duration 3
Purpose Business	


BACK



RESET

NEXT

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

CLIENT PORTAL


Jaipur Municipal Corporation

jishaje@idsitechnologies.in

LAND DETAILS

Ownership Title Self Owned	Survey 11	Block
Village Hasampura	Plot Number 113	Taluk Bassi

PLOT AREA

As per patta 0	As per site 0	As per documents 178.126
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BACK

RESET


NEXT



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.

CLIENT PORTAL

 Jaipur Municipal Corporation

jishaje@idsitechnologies.in


ATTACHMENT



#	Document Name	Attachment
1	Affidavit: Peaceful Possession	<input type="text"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
2	Certificate: For structural stability by Structural Engineer	<input type="text"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
3	Lease Deed / Allotment letter & letter of possession / Lease cum sale agreement along with no-due certificate (whichever applicable)	<input type="text"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
4	Undertaking: Development of infrastructure like water supply, sewerage, drainage, construction and supervision, firefighting, garbage disposal etc.	<input type="text"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
5	Affidavit: Construct at own cost for drainage related work	<input type="text"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
6	Undertaking as per Annexure (iii)	<input type="text"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>

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 Corporation

jjshaje@idsitechnologies.in

APPLICATION SUMMARY

Application Number BP-REF-48	Application Type Building Permission Permit	Status Submission Pending
Owner Name Prithvi Singh Kandhal	Developer/Builder Name Kanwar Zorawar Singh	Architect Name Jisha Jeevaraj
Structural Engineer Name Usha Rani Hooja		
Project Type New Construction	Category -Residential Buildings	
Ownership Title Self Owned	Survey 11	Block Village Hasampura
Plot Number 113	Taluk Bassi	
As per patta 0.00	As per site 0.00	As per documents 178.13

PAYMENT DETAILS

Fee Type	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.

☐ 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	Branch Name
Challan Number	dd/MM/yyyy 
Amount	File <input type="button" value="BROWSE"/>
Comments	



SAVE

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.

☐ 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 
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.

CLIENT PORTAL


Jaipur Municipal Corporation

jishaje@idsitechnologies.in

APPLICATION SUMMARY

Application Number BP-REF-48	Application Type Building Permission Permit	Status Submission Pending
Owner Name Prithvi Singh Kandhal	Developer/Builder Name Kanwar Zorawar Singh	Architect Name Jisha Jeevaraj
Structural Engineer Name Usha Rani Hooja		
Project Type New Construction	Category -Residential Buildings	
Ownership Title Self Owned	Survey 11	Block Village Hasampura
Plot Number 113	Taluk Bassi	
As per patta 0.00	As per site 0.00	As per documents 178.13

PAYMENT DETAILS

VIEW PAYMENTS

Fee Type	Amount	Paid Amount	Balance to Pay
Scrutiny Fee	500.00	500.00	0.00
Application Fee	100.00	100.00	0.00


EXIT



SUBMIT

*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

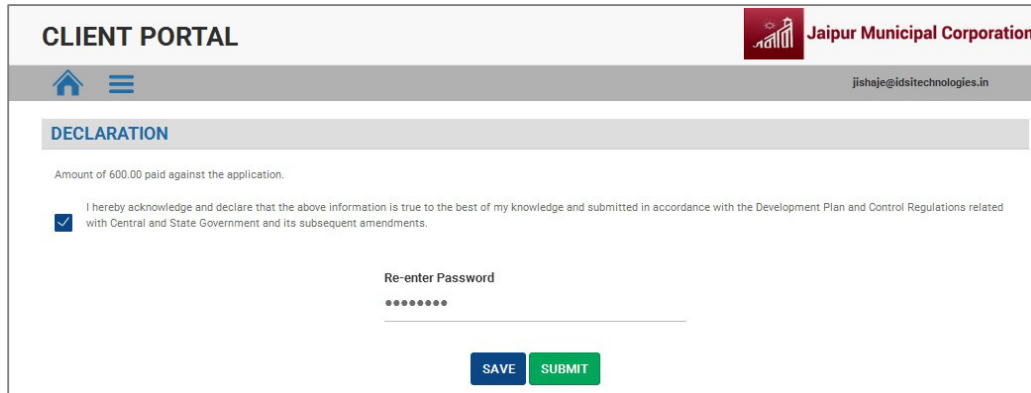
Amount of 600.00 paid against the application.

☐ I hereby acknowledge and declare that the above information is true to the best of my knowledge and submitted in accordance with the Development Plan and Control Regulations related with Central and State Government and its subsequent amendments.

SAVE

SUBMIT

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



The screenshot shows the 'CLIENT PORTAL' interface for Jaipur Municipal Corporation. The header includes a home icon, a menu icon, and the email 'jishaje@idsitechnologies.in'. The main section is titled 'DECLARATION' and contains the following text: 'Amount of 600.00 paid against the application.' Below this is a declaration statement: 'I hereby acknowledge and declare that the above information is true to the best of my knowledge and submitted in accordance with the Development Plan and Control Regulations related with Central and State Government and its subsequent amendments.' A checkbox is checked. Below the declaration is a 'Re-enter Password' field with a masked password '*****'. At the bottom are two buttons: 'SAVE' (blue) and 'SUBMIT' (green).

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.

CLIENT PORTAL

Jaipur Municipal Corporation

jishaje@idsitechnologies.in

MY APPLICATION

☐ Completed

PAYMENT HISTORY

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

jishaje@idsitechnologies.in

MY APPLICATION

☐ Completed

PAYMENT HISTORY

Reference No	Transaction No	Application Date	Application Type	Application Name	Subject	Application Status	Action	Status
48								
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: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.

CLIENT PORTAL

Jaipur Municipal Corporation

jishaje@idsitechnologies.in

PAYMENT HISTORY

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1

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Reference No	Challan No	Challan Date	Amount	Bank	Branch	Comments	File
BP-REF-48	111	04/04/2016	600.00	HDFC	Kakkand	Complete payment	

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1

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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

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

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 31/12/2020
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STRUCTURAL ENGINEER

Name Usha Rani Hooja	Address F-6, Jacob Road, Civil Lines, Jaipur-302006	Contact Number 968895964
Email usharanihoja@gmail.com		

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	Units 1	Total floor space 136.50
<input checked="" type="checkbox"/> Lease hold		
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
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EXIT



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 screenshot shows a software window titled "Create New Project" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with the following tabs: "Project Information", "Drawing File Details", "Applicant & Developer Details", "Engineer Details", "Ownership Details", "Project Details", "Land Details", and "Building Details". The "Project Information" tab is currently selected. Inside this tab, there is a light blue rectangular area containing the text "Enter Project Information". Below this text are four input fields:

- Project Name:** A text box containing the word "Residence".
- Description:** A text box containing the text "Construction of B+G+2Floor Residence Building".
- Client Name:** A text box containing the text "Jaipur Municipal Corporation".
- Application Type:** A dropdown menu with "Commencement Certificate" selected and a downward arrow icon.

At the bottom right of the dialog box, there are two buttons: "Next" (with a right arrow icon) and "Cancel" (with an X icon).

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

The screenshot shows the 'Create New Project' dialog box with the 'Drawing File Details' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with the following tabs: 'Project Information', 'Drawing File Details' (active), 'Applicant & Developer Details', 'Engineer Details', 'Ownership Details', 'Project Details', 'Land Details', and 'Building Details'. The main area of the dialog contains the following fields:

- Select Drawing File and Units**
 - Drawing File:** A text field containing 'D:\NISHANTH_WORK\WORK\AutoPlan.JMC\trunk\Source\ID' and a browse button (...).
 - Drawing Unit:** A dropdown menu with 'Meter' selected.
 - Drafting Scale:** A dropdown menu with '1:100' selected.
 - Plotting Scale:** A dropdown menu with '1:100' selected.
 - SitePlan Scale:** A dropdown menu with '1:200' selected.
 - SitePlan Scale Factor:** A text field containing '50'.
- Unit of measurement**
 - Unit of length:** A dropdown menu with 'Meter' selected.
 - Unit of area:** A dropdown menu with 'Square Meter' selected.

At the bottom right of the dialog are three buttons: 'Previous' (with a left arrow), 'Next' (with a right arrow), and 'Cancel' (with an 'X').

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).
- **Plotting Scale:** Select the corresponding plotting 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, Plotting 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

Create New Project

Project Information | Drawing File Details | **Applicant & Developer Details** | Engineer Details | Ownership Details | Project Details | Land Details | Building Details

Architect Details

Salutation: ☒ Is Applicant

First Name: Nelson

Middle Name: Joe Vijai

Last Name: Pais

Address: 3-4-449 O Lobo Compound, Kadri, Kamala cross new Road, Mangalore,

Mobile Number: 9995519956

Email: nelsonpais@gmail.com

LBD Number: E-3097/07-08

IssueDate: 22/03/2014

ValidUpto: 31/12/2020

Developer/Builder Details

Salutation: Mr.

First Name: Kanwar

Middle Name: Zorawar

Last Name: Singh

Address: 181-184, Basera, Andheri (E) Mumbai - 400059

Mobile Number: 9600271027

Email: kanwarzorawar@gmail.com

Previous Next Cancel

- **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

Create New Project

Project Information | Drawing File Details | Applicant & Developer Details | **Engineer Details** | Ownership Details | Project Details | Land Details | Building Details

Structural Engineer Details

Salutation: Mrs.

First Name: Usha

Middle Name: Rani

Last Name: Hooja

Address: Station Road, Opp. Ashok Cinema, Thane Mumbai - 400601

Mobile Number: 9688895964

Email: usharanihooja@gmail.com

Registration Number: 3780/2012-13

Issue Date: 08/06/2016

Valid Upto: 08/06/2016

License Engineer Details

Salutation: Mr.

First Name: Ram

Middle Name: Narain

Last Name: Agarwal

Address: Building No.2, Near Bandra Court, Station Road, Bandra E Mumbai - 400051

Mobile Number: 9042203091

Email: ramagarwal@gmail.com

Registration Number: LE-3780/2014

Issue Date: 08/06/2016

Valid Upto: 08/06/2016

Previous Next Cancel

- **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

The screenshot shows the 'Create New Project' window with the 'Ownership Details' tab selected. The window has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Project Information', 'Drawing File Details', 'Applicant & Developer Details', 'Engineer Details', 'Ownership Details' (active), 'Project Details', 'Land Details', and 'Building Details'.

Ownership Details

Salutation: Mr. (dropdown)
First Name: Ashok
Middle Name: C
Last Name: Pawar
Address: pposite Theosophical Society, Juhu Tara Road Mumbai - 400049
Mobile Number: 9994624446
Email: vibinpr@idsitechnologies.com

☒ Is Applicant

SI No	Name	Mobile
1	Ashok	9994624446

Lease Hold: ☒
Date of Agreement: 08/06/2016 (calendar icon)
Name of Lessees: Ashok C Pawar
Lease Period: 2 Years
Name of Lessors: Laxman Naga Patil
Purpose: Business

Navigation buttons: Previous, Next, Cancel

- **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

Create New Project

Project Information | Drawing File Details | Applicant & Developer Details | Engineer Details | Ownership Details | **Project Details** | Land Details | Building Details

Land Usage Details

Start Date: 08/06/2016

End Date: 08/06/2016

Land Cost: 10000 ₹

Construction Cost: 100000 ₹

Dwelling Units: 4

Height of the Building: 11.55 Meter

Zone: Urban Area (U1)

Classification: Mixed

Land Use Category: Residential Buildings

Land Use Sub Category: Independent Residence

Ancillary Land Use: Commercial Buildings

Project Type: New Construction

Nature Of Development: Residential Building

Sector: Triveni Nagar

Total Area To Be Approved: 641.03 Square Meter

Floor Area Ratio: 1.2

Total floor space: 640.99 Square Meter

Number of Trees: 4

Previous Next Cancel

- **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

Create New Project

Project Information | Drawing File Details | Applicant & Developer Details | Engineer Details | Ownership Details | Project Details | **Land Details** | Building Details

Ownership Title	Self Owned	Compound Wall Length	NA	Meter
Plot No.	849	Source of Water	NA	
Site Owner	Rahul Dev Burman	Stocking Duration	NA	
Survey	49	Plot Area	534.19	Square Meter
Property Number	49	As per Plan	534.19	Square Meter
Block	Antheri	As per Agreement	534.19	Square Meter
Layout Name	Paikarapur Layout	As per Possession Receipt	534.19	Square Meter
Site Number	125	Road Details		
Village	Dadar	Approach Road	12.00m Wide Road	
Taluk	Antheri	Connect to Public Road	<input checked="" type="checkbox"/>	
		Width	12.00	Meter
		Proposed width	0	Meter

Previous Next Cancel

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

h. Building Details

Building Details

Building Type: Independent Residence

Building Name: Building 01

Floors Above Ground: 2 Floors Below Ground: 1 Door Number: 49

+ Add Edit - Remove

Building Name	Floor(s) Above Ground	Floor(s) Below Ground
Building 01	2	1

Previous Update Cancel

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.

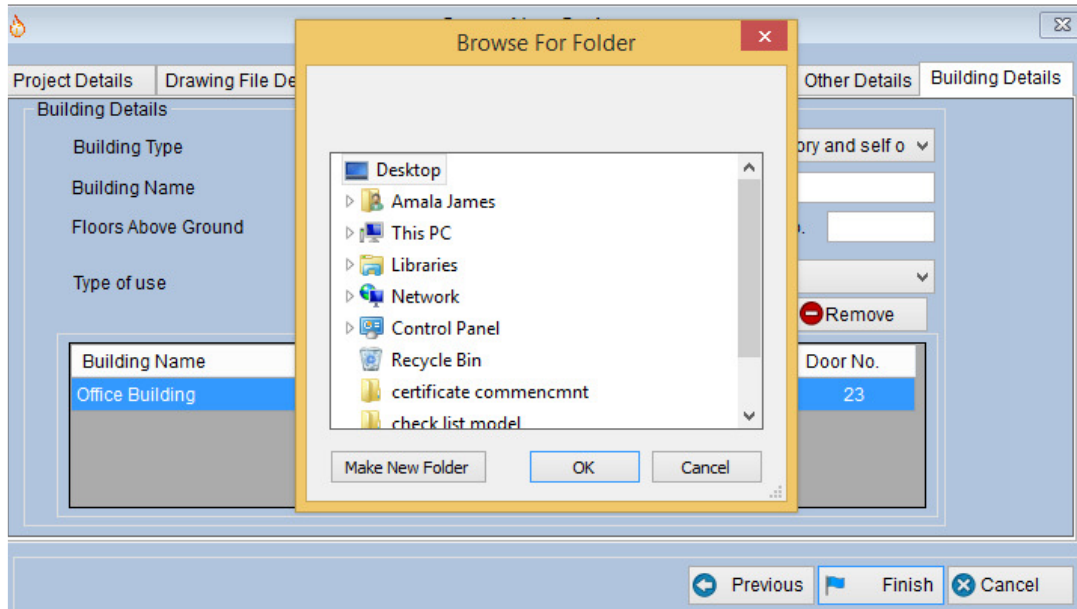
After entering the details in this section, click **Add** button to add it into the below shown box. If needed, the details can be edited by clicking on **Edit** Button or can be removed by clicking on **Remove** Button.

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.



- 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.

Type	Floor Name	Count	Floor Level	No. of Dwellings
GROUND	GROUND FLOOR	1	0	1
FLOOR	FLOOR 1	1	1	1
FLOOR	FLOOR 2	1	2	1
ROOF	ROOF	1	3	1

- 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.



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.

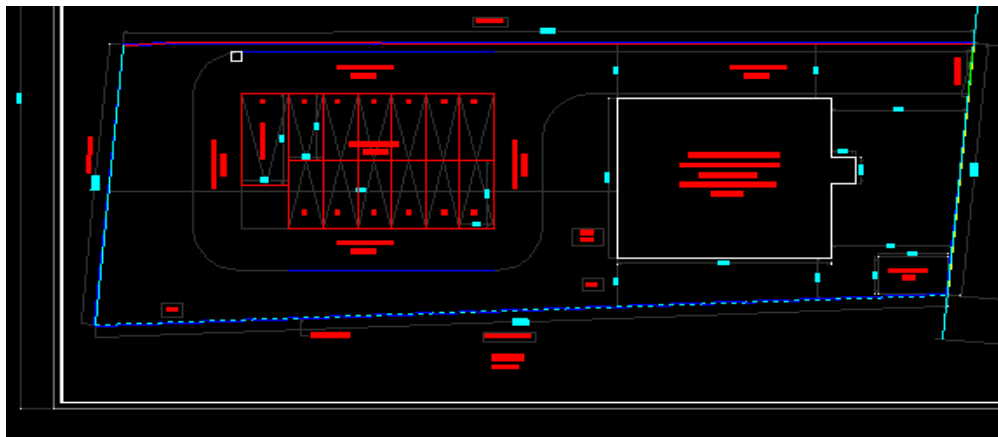


Then the cursor will appear like a selection pointer in the Autocad screen.

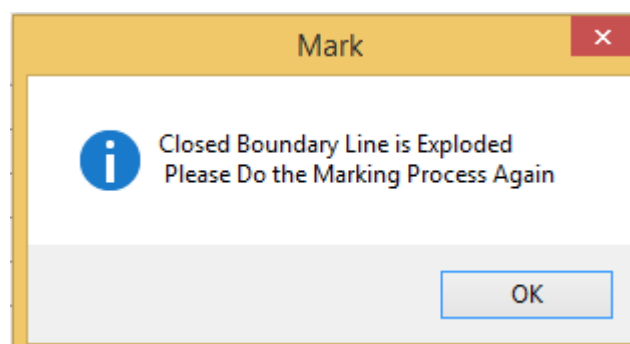
Face Direction	Neighbouring Details	Mark/Unmark	Highlight
Front	Main road	Mark	
Left	Existing 18 m wide road	Mark	
Right	Private property	Mark	
Rear	Site No:56	Mark	

Highlight All Close

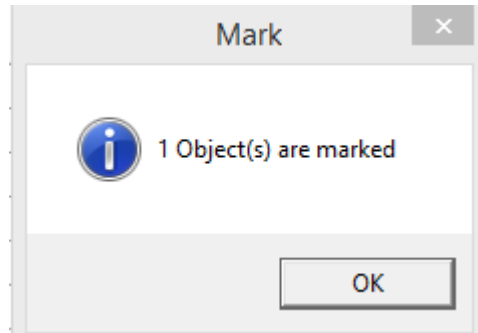
- Select the front side site boundary line and right click the mouse or else click **Enter** Button.



- A message box appears as shown below.



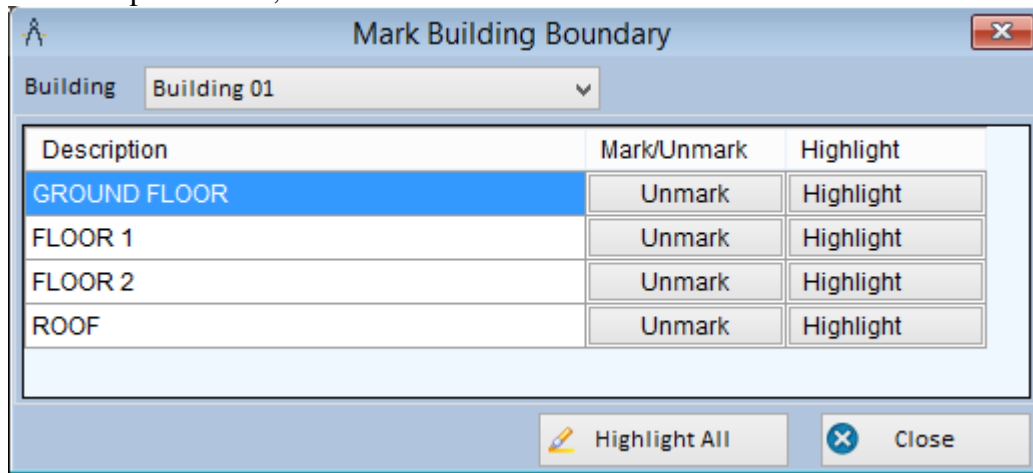
- The site boundary is a closed polyline, the above message inform us to continue marking as it is exploded into single polylines. Again, mark the same front side direction and right click the mouse. A window appears.
- To remark/unmark the selected item, click on the **Unmark** button which appears 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.

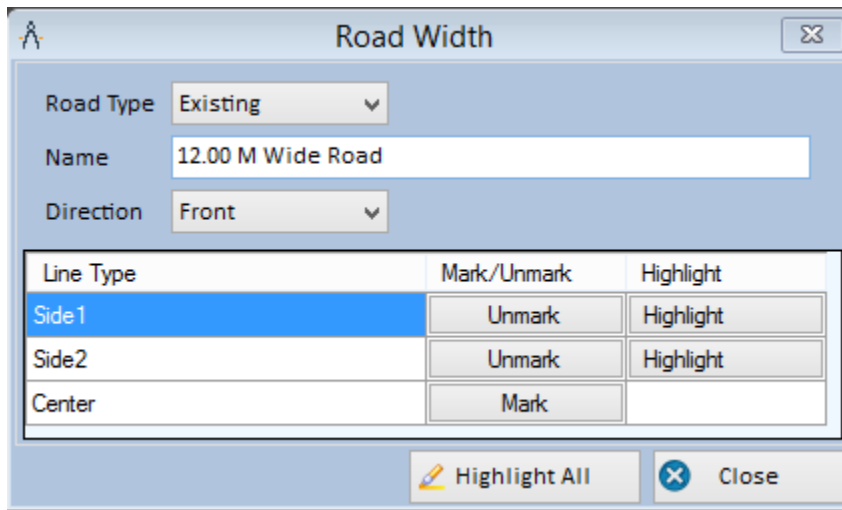


- Corresponding to each floor, **Mark** button will be available. First, click on the **Mark** button shown near to the Ground floor, then the mouse pointer will switch to the Autocad screen like a selection pointer.
- Select the Ground floor Building Outline & right click on the mouse. A message box 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.

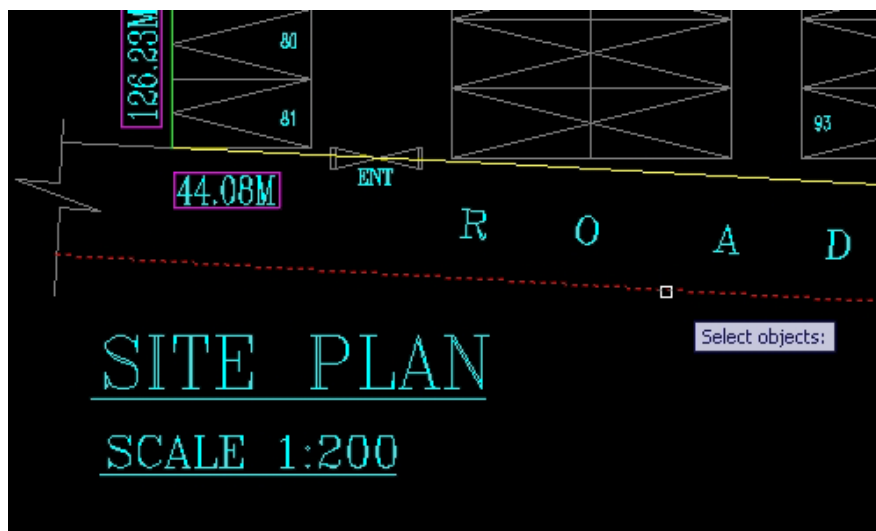
c. Road Marking

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.

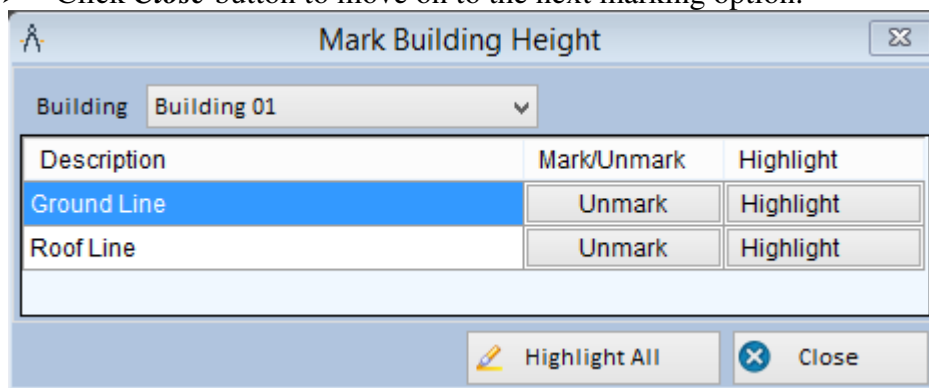


- Right click the mouse. Now the Mark button turns into **Unmark** button. Thus the object is selected and the **Highlight** button is enabled in the right side.

- 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

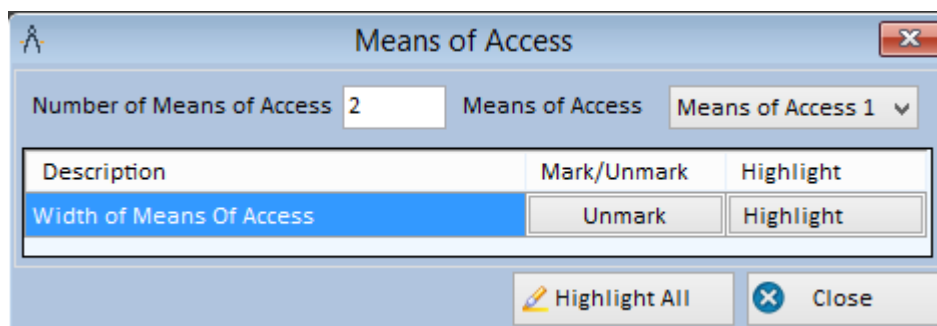
- Click on **Mark > Building Height**.
- Select the **Building** from the list if it is more than 1.
- Below that, there is a box showing Ground and the Roof lines. Mark each of them from the Autocad.
- Click **Close** button to move on to the next marking option.



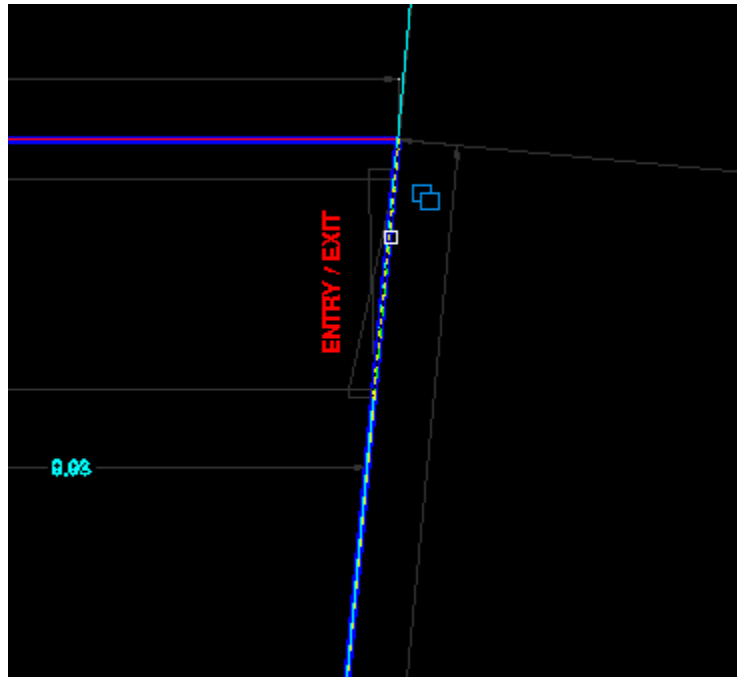
e. Marking Means of Access

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:

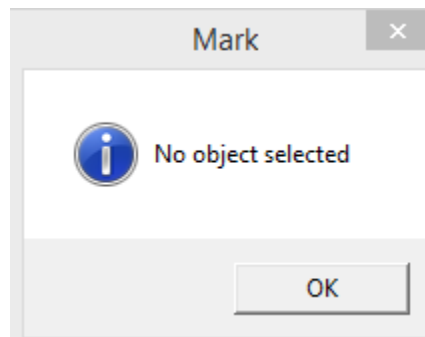
- Click on **Mark > Means of access**.
- Enter the number of Means of access. The drop-down will populate
- Select the Means of access need to mark
- Click **Mark** button near to the Width of Means of Access and mark it from the Autocad.



- 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.

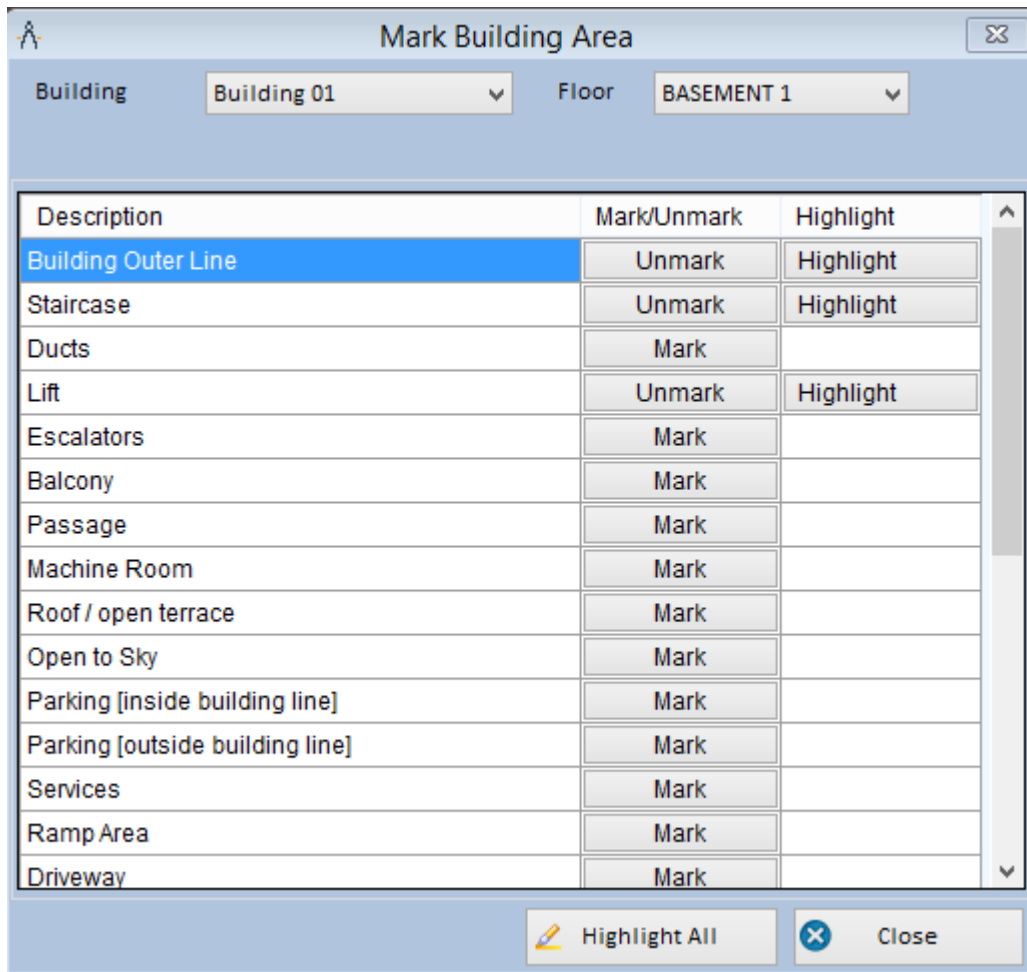


- After completing the marking, click **Close** button to continue to the next marking.

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.



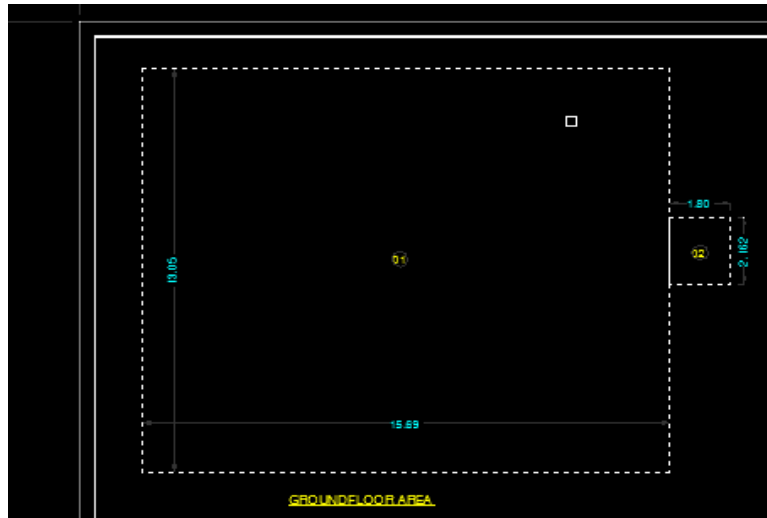
Description	Mark/Unmark	Highlight
Building Outer Line	Unmark	Highlight
Staircase	Unmark	Highlight
Ducts	Mark	
Lift	Unmark	Highlight
Escalators	Mark	
Balcony	Mark	
Passage	Mark	
Machine Room	Mark	
Roof / open terrace	Mark	
Open to Sky	Mark	
Parking [inside building line]	Mark	
Parking [outside building line]	Mark	
Services	Mark	
Ramp Area	Mark	
Driveway	Mark	

Buttons: Highlight 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.

Eg: a) Marking building outline.

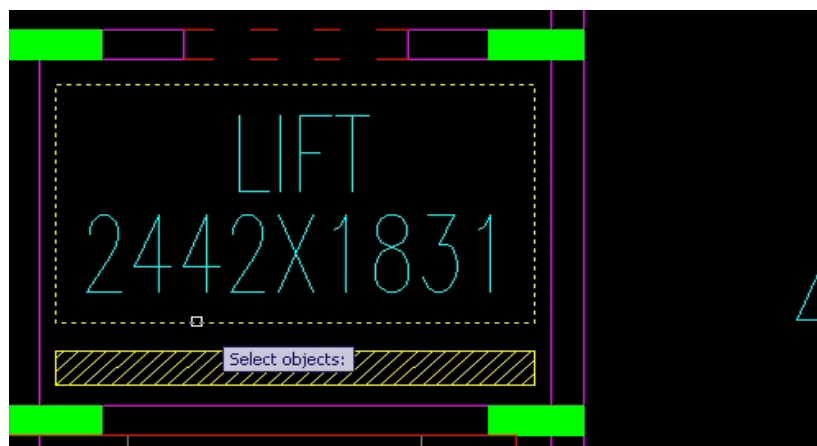
- Click **Mark >Building Outline.**



- Select the building outline 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.

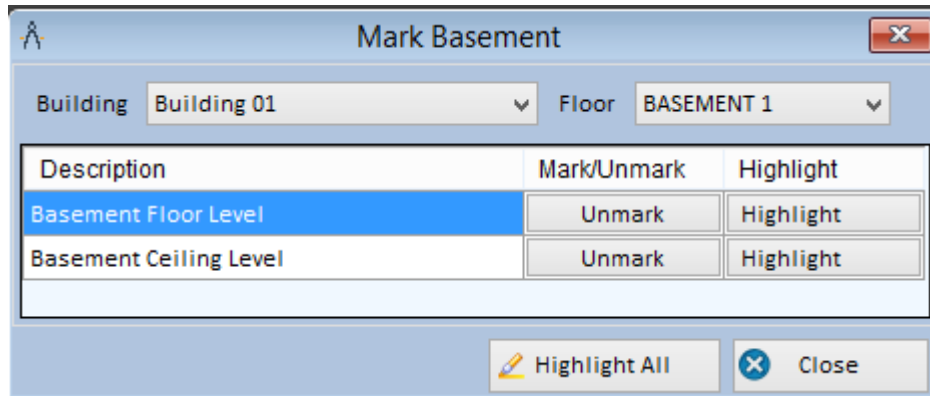


- Mark the rest of the items and select the other floors and repeat the same marking process.
- Click **Close** Button to move to the next marking.

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**.



Description	Mark/Unmark	Highlight
Basement Floor Level	Unmark	Highlight
Basement Ceiling Level	Unmark	Highlight

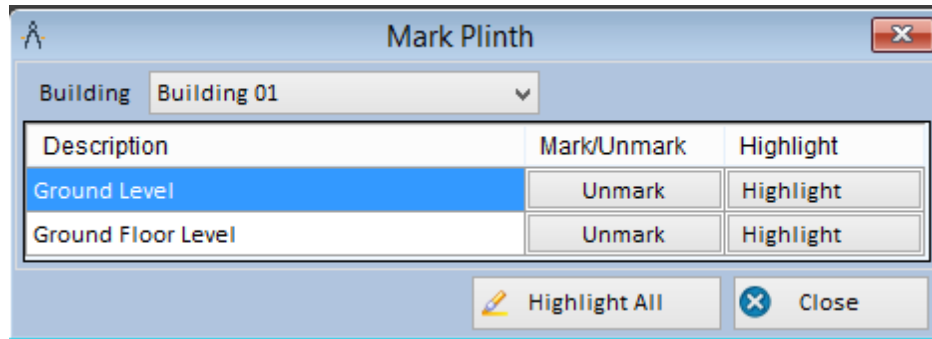
Buttons: Highlight All, Close

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

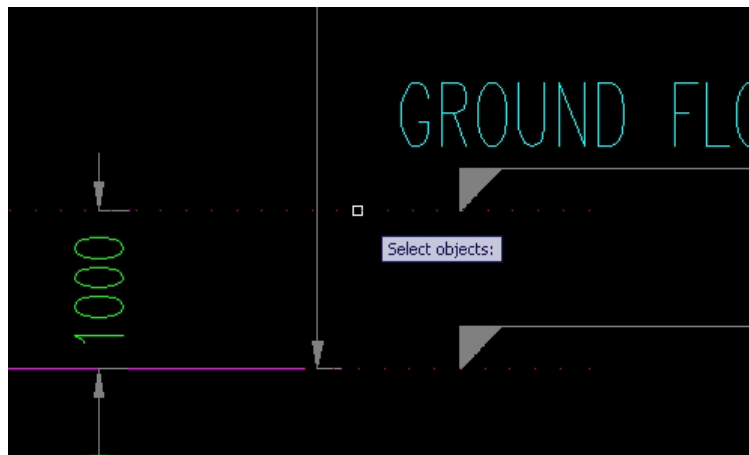
h. Marking Plinth

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 Staircase
✖

Building Building 01 ▼

Floor FLOOR 2 ▼

Number of Staircases 1

Staircase Staircase 1 ▼

☒ Normal
 ☐ Emergency
 ☐ Physical

Description	Mark/Unmark	Highlight
Area of Staircase	Unmark	Highlight
Width of Staircase	Unmark	Highlight
Tread Width	Unmark	Highlight
Riser Height	Unmark	Highlight

Number of Flights 2

☒ Straight
 ☐ Winder

Description	Mark/Unmark	Highlight
Area of Midlanding 1	Unmark	Highlight

Level

Description	Mark/Unmark	Highlight
Start	Unmark	Highlight
Midlanding 1	Unmark	Highlight
End	Unmark	Highlight

Highlight All

✕ Close

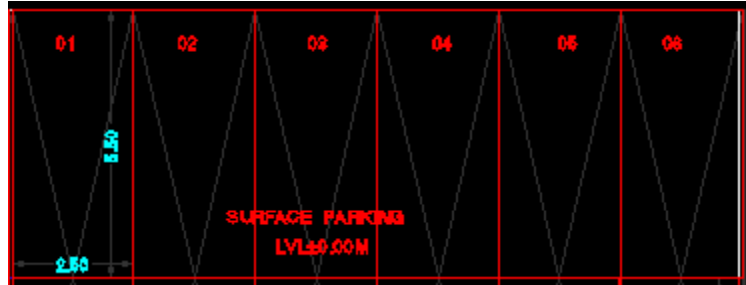
- Mark the Area of Staircase, Width of staircase, Tread width, Riser height of the Staircase.
- Enter the number of flights and select the type of flight
- Mark the Area of mid-landing
- Level : Mark the Start Level, Mid-landing levels and the end level
- After marking, click on ***Highlight*** button to view the marked object.
- Finally click ***Close*** button to continue to the next marking.

j. Marking Car Parking

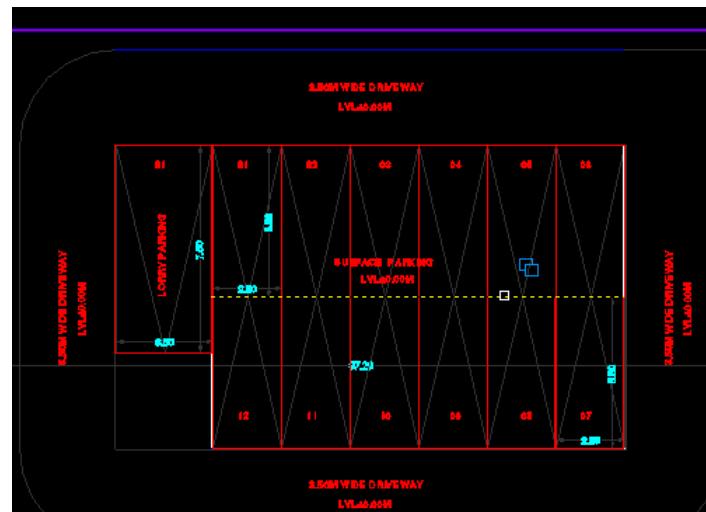
The parking area provided for Car parking which is drawn in the plan has to be marked for performing Car parking space verification in the Site Plan.

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

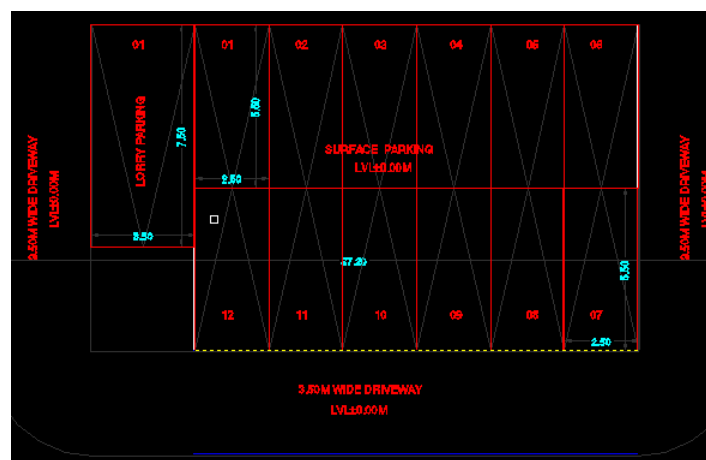
Parking lots: A Cleared area which is intended for parking the vehicle.



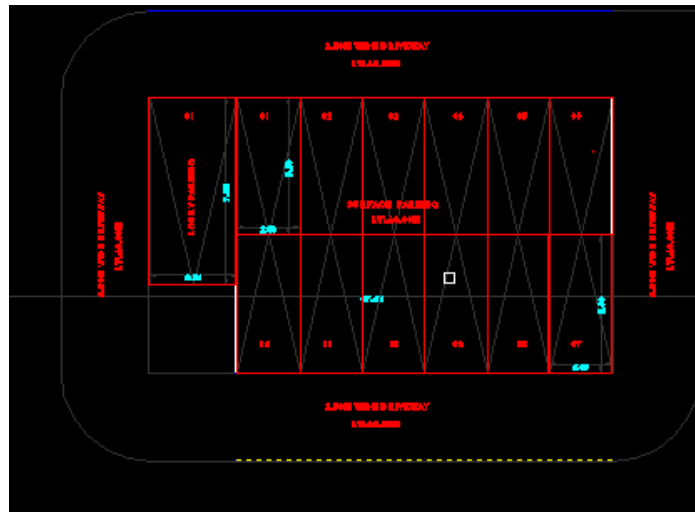
Kurb line: Line which is to be drawn at front of the parking area direction in the lot.



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**.

Mark Car Parking Area

Parking Model ☐ Area ☒ Count

Count

Building Name Parking Location

Number of Lot Parking Lot Parking Type

ParkingLine To KurbLine Direction

Lot Details

Line Type	Mark/Unmark	Highlight
Kurb Line	<input type="button" value="Unmark"/>	<input type="button" value="Highlight"/>

Parking Details

Angle	Mark/UnMark	Highlight
90	<input type="button" value="Unmark"/>	<input type="button" value="Highlight"/>

Parking Space Details

Parking Space Dimension	Parking Required	Parking Provided
2.5 X 5	9	4

➤ Select the **Parking Location** from 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

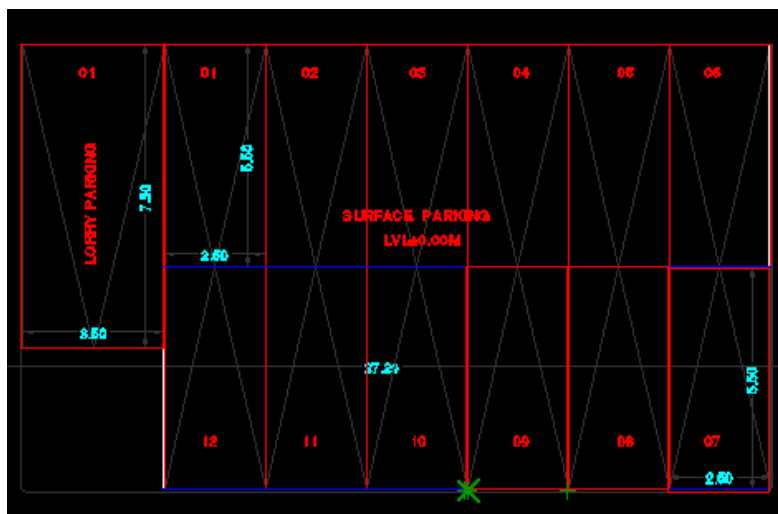
1) Lot Details

- Number of Lots : Enter the number of parking lots
- Parking Type : It contains Angular and parallel 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

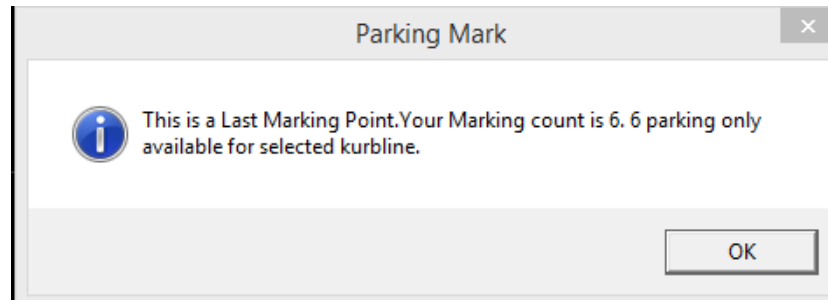
2) Parking details

Parking Details		
Angle	Mark/UnMark	Highlight
0	Mark	
30		
45		
60		
90		
2.5 X 5.5		
Parking Required		Parking Provided
0		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.

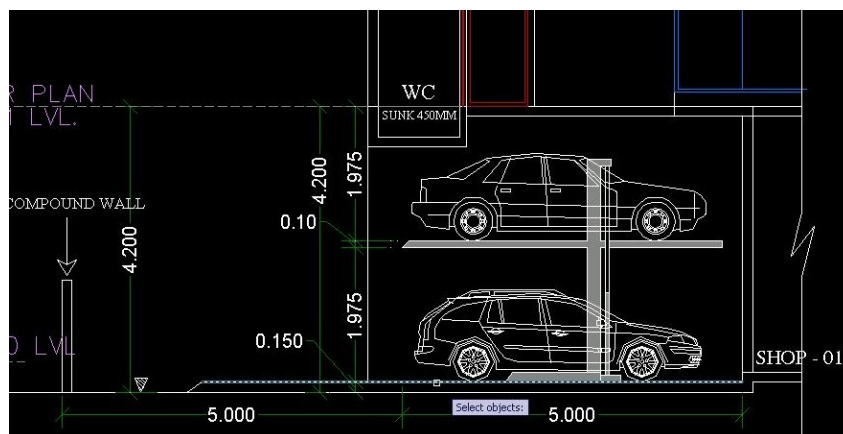
Floor HeightDetails

Level Parking Level 1

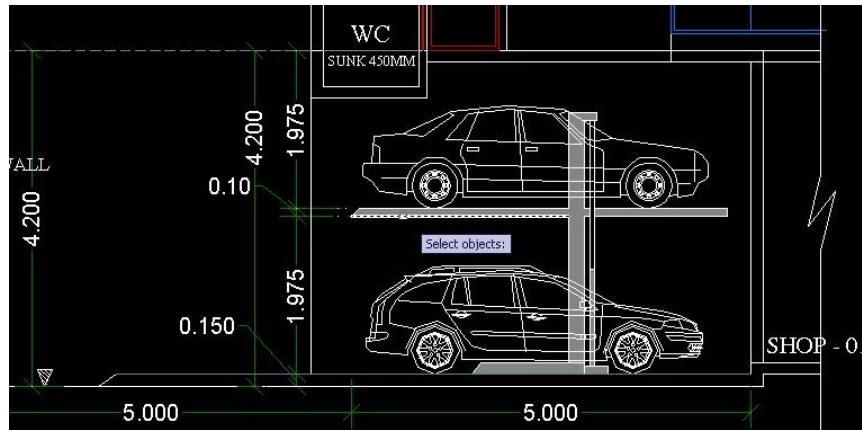
Description	Mark/UnMark	Highlight
Start	Mark	
End	Mark	

- 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.

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.

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**.

Mark Two Wheeler Parking Area

Parking Model ☐ Area ☒ Count

Count

Building Name Parking Location

Number of Lot Parking Lot Parking Type

ParkingLine To KurbLine Direction Parking Angle

Lot Details

Line Type	Mark/Unmark	Highlight
Kurb Line	Unmark	Highlight

Parking Details

Description	Mark/UnMark	Highlight
Scooter Parking	Unmark	Highlight
Bicycle Parking	Mark	

Parking Space Details

Parking Space Dimension	Parking Required	Parking Provided
Scooter 1 X 2	2	6
Bicycle 0.5 X 2	1	0

Highlight All Lot Highlight All Park Close

- 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.

