



Chandigarh Smart City Limited (CSCL)

Chandigarh Smart Governance System

OBPS – Architect User Manual (Building Permit Certificate)

**Submitted by:
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1 Introduction

1.1 Background

Smart Cities Mission was launched by Government of India on 25th June, 2015. Chandigarh city was selected among 100 cities to be developed as smart city in India due to various achievements, initiatives and all-inclusive approach. Accordingly, Chandigarh city had submitted "Smart City Proposal" (SCP) to Ministry of Urban Development, Government of India with required consent of UT of Chandigarh and statutory authority of Municipal Corporation Chandigarh.

As part of projects list stated in the SCP Chandigarh, Chandigarh Smart City Ltd. (CSCL) with PwC as implementation agency are under execution process of project - 'Implementation of e-Governance services for Chandigarh Smart city'.

The key objective of this project is to establish a collaborative framework where input from different functional departments such as transport, water, fire, police, meteorology, e-governance, etc. can be assimilated and analyzed on a single platform; consequently, resulting in aggregated city level information. Further this aggregate city level information can be converted to actionable intelligence, which would be propagated to relevant stakeholders and citizens. Through this project Chandigarh desires to foster the development of a smart ecosystem that supports digital applications and ensures seamless steady state operations and real time tracking of services and vital city metrics throughout the city and in government departments.

1.2 Purpose of this Document

The purpose of this document is to help application users to operate the new Online Building Permission System (OBPS) module. The OBPS application has following types of user roles:

- Registered Private Architects – An applicant who raises the application for Building Permission Certificate
- Building Assistant – Verifies property ownership data
- Plan Inspection/NOC department – Respective department officials to review all the drawings and documents uploaded by the applicant
- SDO Building – An estate department employee who evaluates the application and generates permit order
- AEO - An estate department employee who evaluates the application
- EO - An estate department employee who awards final approval
- Plan Inspection/NOC department – Respective department officials to review all the drawings and documents uploaded by the applicant

2 Intended Audience and list of Functionalities

Business Users (Architects) registered with CAUT office will have access to following functionalities:

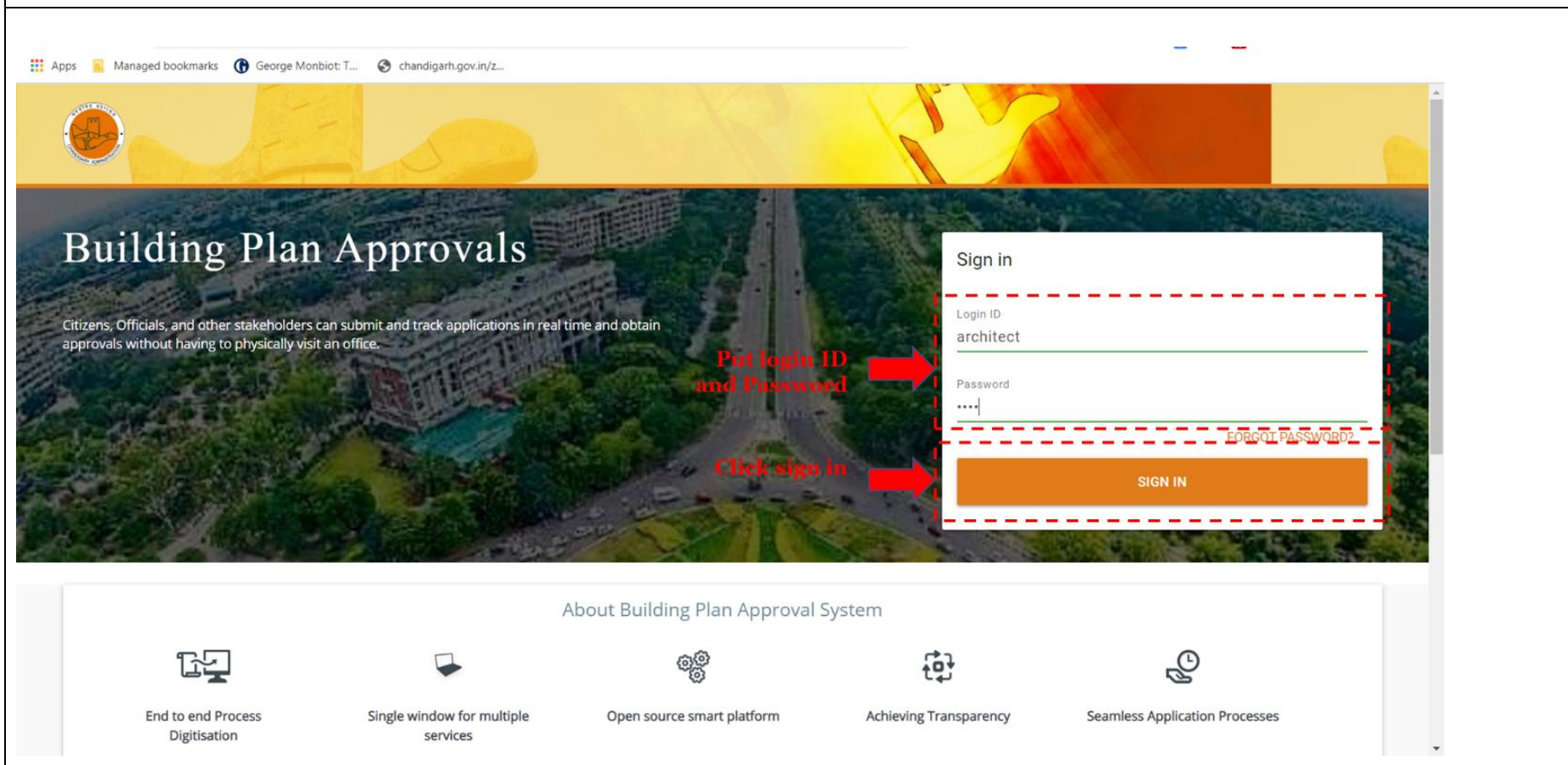
- Building Plan Scrutiny through eDCR
- Filling and submission of application form for building permit certificate
- Filling and submission of application form for Occupancy certificate
- Filling and submission of application form for Revalidation process
- Fee payment
- Monitoring Application status
- Download of Building permit certificate



2.1 Building Plan Scrutiny


Step 1 - Architect Log In

- Architect can login by putting Login Id and password



The screenshot displays the 'Building Plan Approvals' web application. The main heading is 'Building Plan Approvals' with a sub-heading: 'Citizens, Officials, and other stakeholders can submit and track applications in real time and obtain approvals without having to physically visit an office.' A 'Sign in' form is overlaid on the right side of the page, containing fields for 'Login ID' (with the value 'architect') and 'Password'. A 'FORGOT PASSWORD?' link is located below the password field. A prominent orange 'SIGN IN' button is at the bottom of the form. Two red arrows point to the form: one to the 'Login ID' field labeled 'Put login ID and Password' and another to the 'SIGN IN' button labeled 'Click sign in'. Below the main content area, there is a section titled 'About Building Plan Approval System' with five icons and their corresponding descriptions: 'End to end Process Digitisation', 'Single window for multiple services', 'Open source smart platform', 'Achieving Transparency', and 'Seamless Application Processes'.

Step-2 Architect Home Page

 Building Plan Approval
Architect ▾

[Home](#)

Filter applications →

Service Group :

Welcome Architect,
Click here to get the drawing scrutinized

528

TOTAL SERVICES APPLIED

40

SERVICES UNDER SCRUTINY

488

SERVICES COMPLETED

Show entries

Search applications →

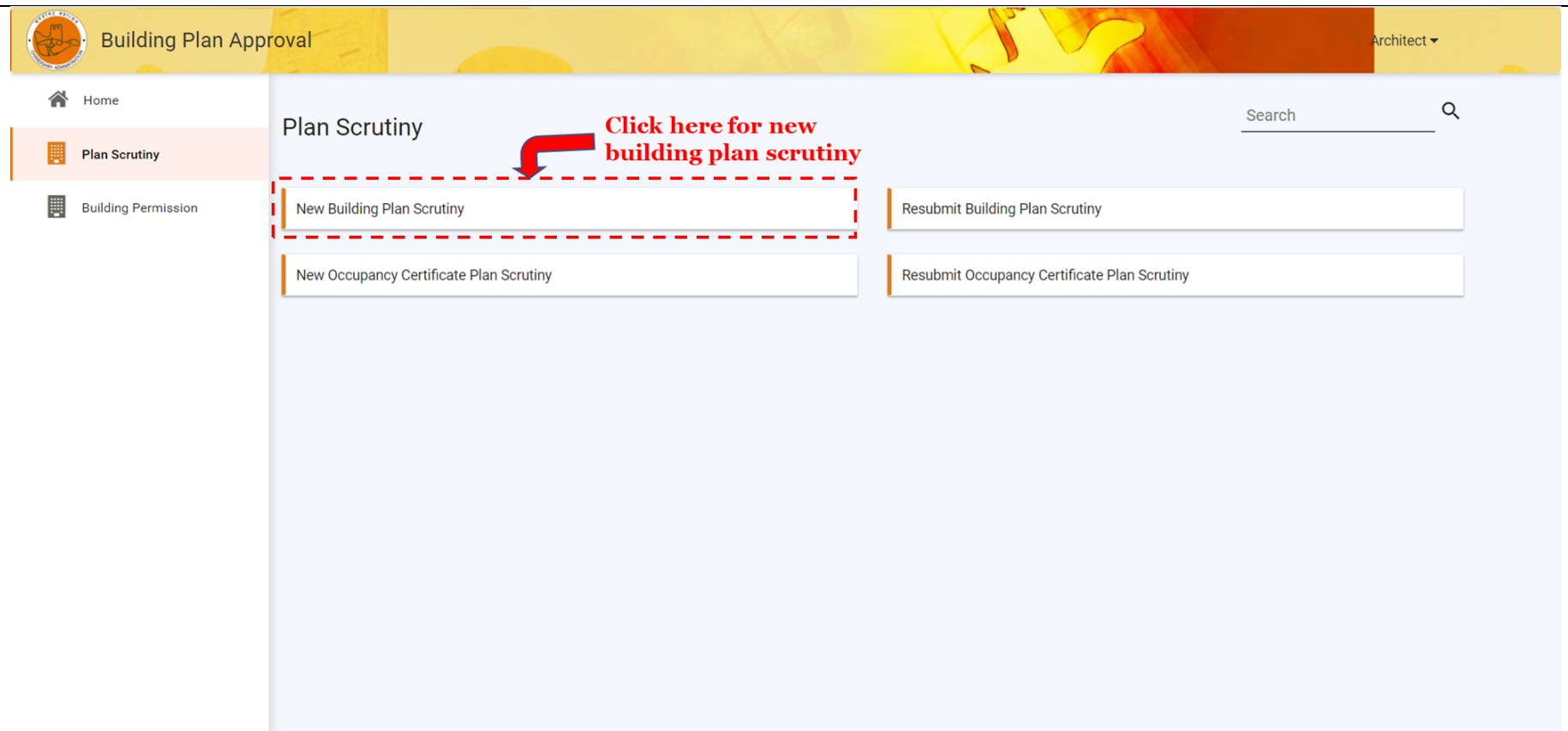
Search:

S. No.	Owner Name	Service Request No.	Service Request Date	Service Name	Status	Pending Action
1	Neetika Mahajan	00539-2020-DQ	15-04-2020	New Construction	Registered	Forwarded to property documents verification
2	Neetika M2	00495-2020-IS	13-04-2020	Reconstruction	Application fee payment pending	N/A
3	Neha	00388-2020-XP	04-04-2020	Alteration	Application fee payment pending	N/A
4	Aman	00385-2020-QO	04-04-2020	New Construction	Application fee payment pending	N/A
5	reza	00303-2020-SE	19-03-2020	New Construction	Application fee payment pending	N/A

List of filed applications →

- Architect can get the drawing scrutinized by clicking Plan scrutiny

Step 3 – Plan Scrutiny Page



Building Plan Approval Architect ▾

Home

Plan Scrutiny

Building Permission

Plan Scrutiny

Search 🔍

Click here for new building plan scrutiny

New Building Plan Scrutiny

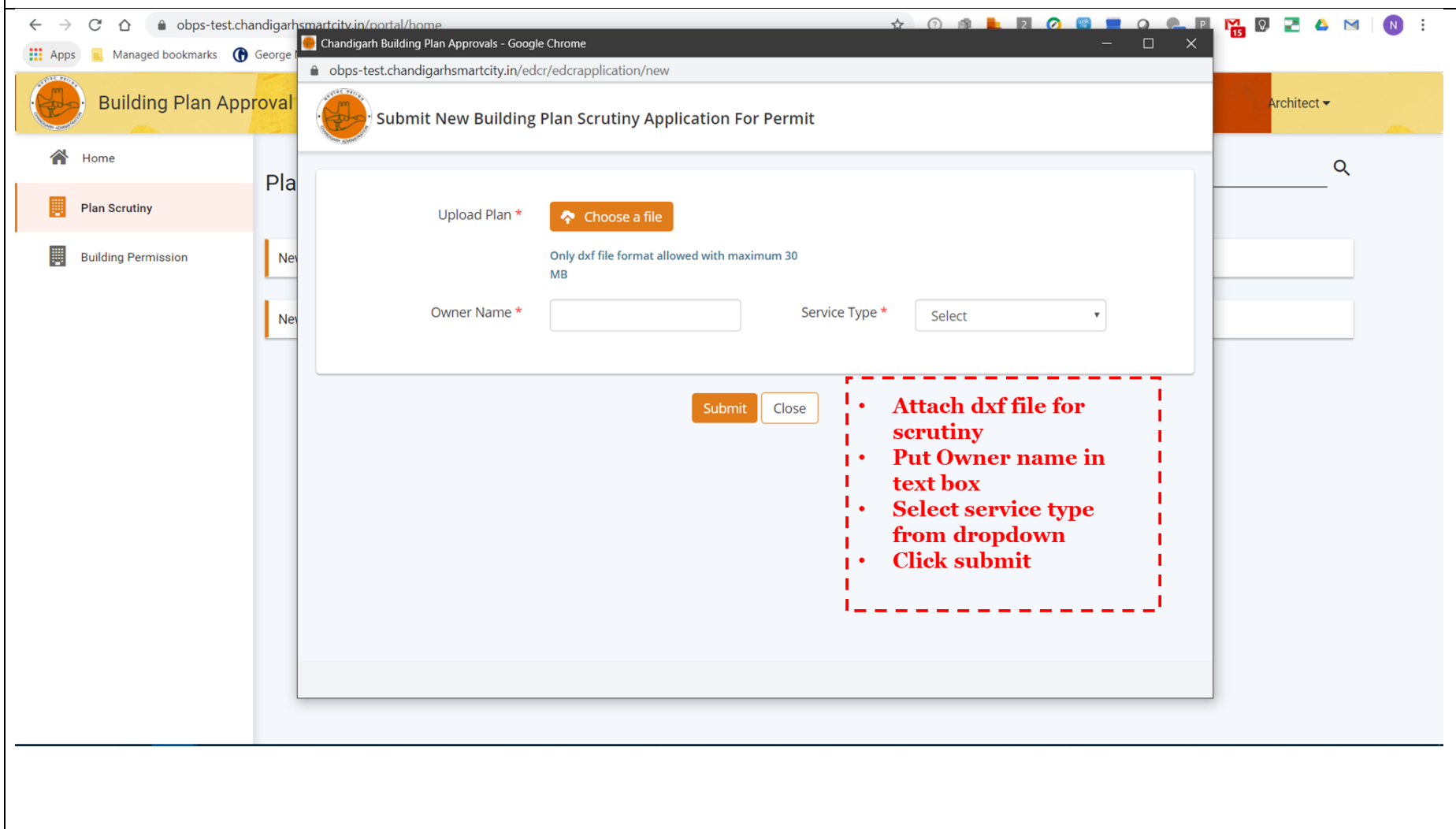
Resubmit Building Plan Scrutiny

New Occupancy Certificate Plan Scrutiny

Resubmit Occupancy Certificate Plan Scrutiny

- Click new building plan scrutiny button for new application

Step 4 – New Building Plan Scrutiny



The screenshot displays a web browser window with the URL `obps-test.chandigarhsmartcity.in/portal/home`. The page title is "Chandigarh Building Plan Approvals - Google Chrome". The main content area is titled "Submit New Building Plan Scrutiny Application For Permit".

The form contains the following fields and controls:

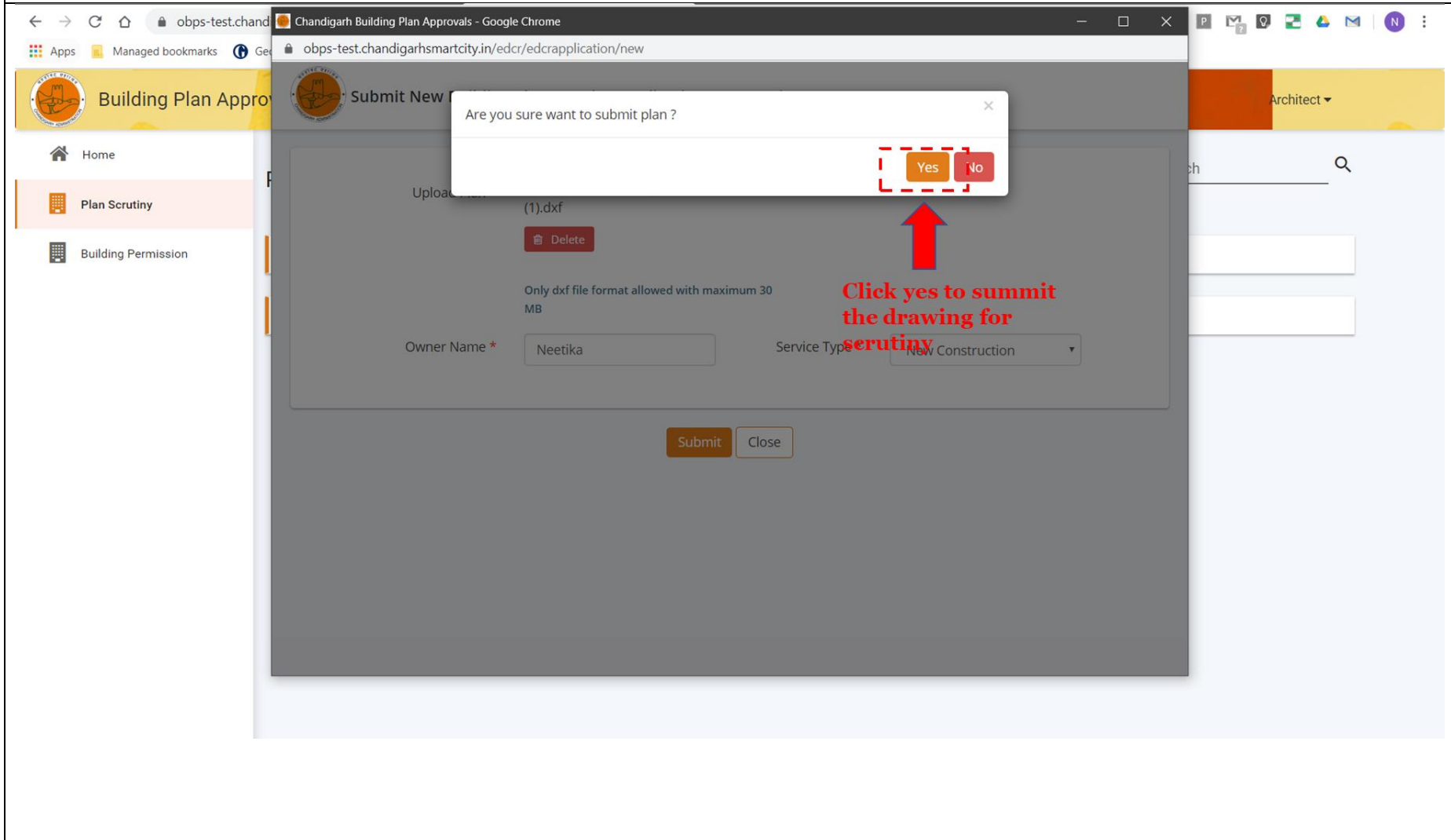
- Upload Plan ***: A button labeled "Choose a file" with a file upload icon. Below it, a note states: "Only dxf file format allowed with maximum 30 MB".
- Owner Name ***: A text input field.
- Service Type ***: A dropdown menu with "Select" as the current selection.

At the bottom of the form, there are two buttons: "Submit" and "Close".

A red dashed box highlights the following instructions:

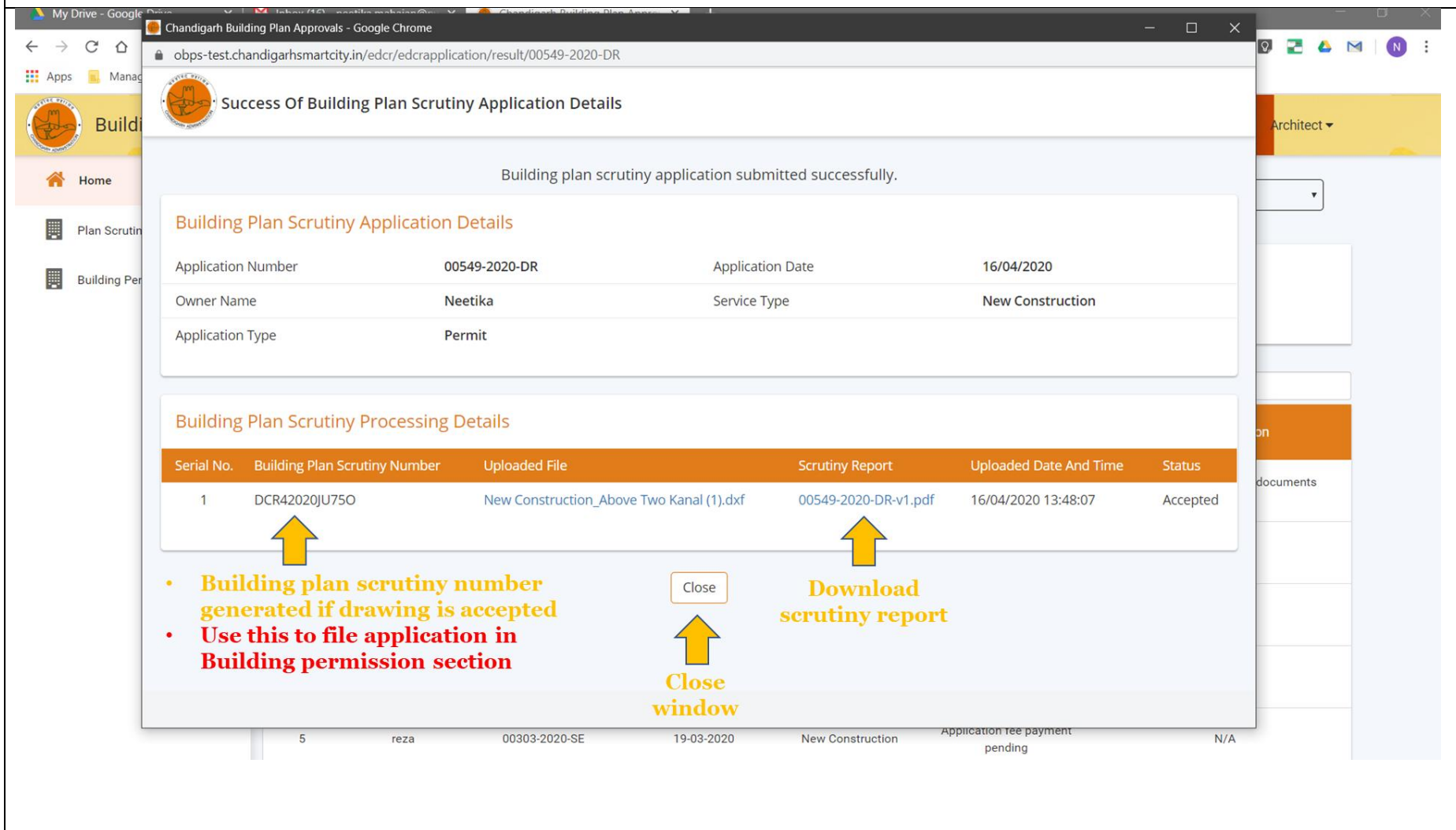
- **Attach dxf file for scrutiny**
- **Put Owner name in text box**
- **Select service type from dropdown**
- **Click submit**

Step 5 – Submit Drawing



The screenshot displays the 'Submit New' page of the Chandigarh Building Plan Approvals system. A modal dialog box is open, asking 'Are you sure want to submit plan?'. The dialog has 'Yes' and 'No' buttons. A red dashed box highlights the 'Yes' button, and a red arrow points to it with the text 'Click yes to submit the drawing for scrutiny'. The background page shows a file upload area with a file named '(1).dxf' and a 'Delete' button. Below the upload area, there are fields for 'Owner Name *' (Neetika) and 'Service Type' (New Construction). At the bottom of the page, there are 'Submit' and 'Close' buttons.

Step 6 – Scrutiny Result



obps-test.chandigarhsmartcity.in/edcr/edcrapplication/result/00549-2020-DR

Success Of Building Plan Scrutiny Application Details

Building plan scrutiny application submitted successfully.

Building Plan Scrutiny Application Details

Application Number	00549-2020-DR	Application Date	16/04/2020
Owner Name	Neetika	Service Type	New Construction
Application Type	Permit		

Building Plan Scrutiny Processing Details

Serial No.	Building Plan Scrutiny Number	Uploaded File	Scrutiny Report	Uploaded Date And Time	Status
1	DCR42020JU750	New Construction_Above Two Kanal (1).dxf	00549-2020-DR-v1.pdf	16/04/2020 13:48:07	Accepted

- **Building plan scrutiny number generated if drawing is accepted**
- **Use this to file application in Building permission section**

Close

Download scrutiny report

Close window


5	reza	00303-2020-SE	19-03-2020	New Construction	Application fee payment pending	N/A
---	------	---------------	------------	------------------	---------------------------------	-----

Step 7 – Scrutiny Report

15705-2020-IW-v1.pdf - Adobe Acrobat Reader DC

Home Tools 15705-2020-IW-v1.... x


Save Star Print Mail Search 1 / 6 Share



Chandigarh Administration

AUTOMATED BUILDING PERMIT APPROVAL SYSTEM

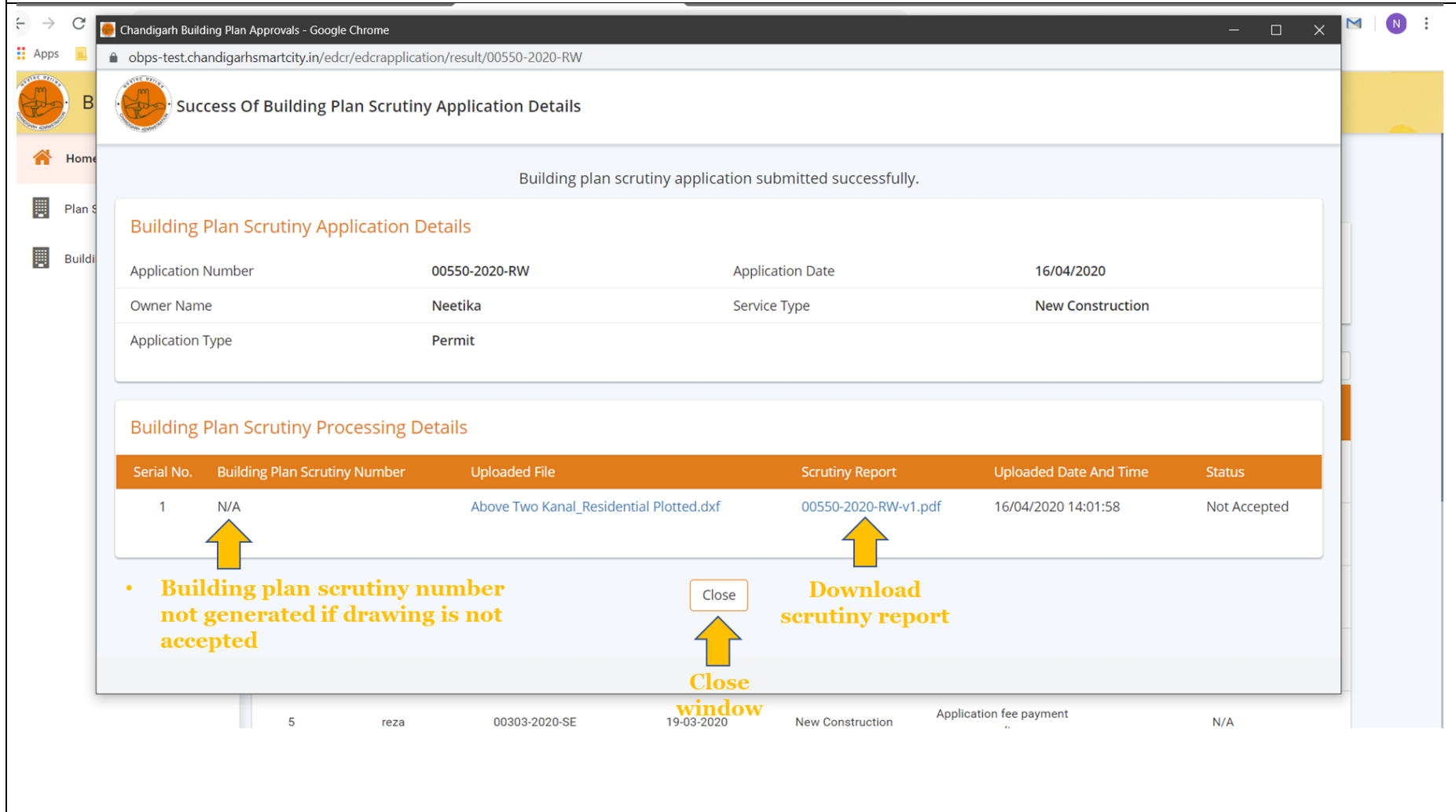
PLAN DOCUMENT SCRUTINY REPORT



STATUS : Accepted

APPLICATION DETAILS					
1	APPLICANT NAME	ksjashds	2	APPLICATION DATE	29/04/2020
3	APPLICATION NUMBER	15705-2020-IW	4	APPLICATION TYPE	Permit
5	OCCUPANCY TYPE	Residential			
6	TECHNICAL PERSON LICENSEE NAME	Architect			
PLOT DETAILS					
1	PLOT NO	55	2	FILE NO	
3	DEMOLITION AREA in m ²	0	4	SECTOR	28A
5	PLOT AREA (As per declaration) in m ²	1254.1	6	PLOT AREA (As per measurement) in m ²	1254.10

Step 8 – Drawing Not Accepted/Aborted



Building plan scrutiny application submitted successfully.

Building Plan Scrutiny Application Details

Application Number	00550-2020-RW	Application Date	16/04/2020
Owner Name	Neetika	Service Type	New Construction
Application Type	Permit		

Building Plan Scrutiny Processing Details

Serial No.	Building Plan Scrutiny Number	Uploaded File	Scrutiny Report	Uploaded Date And Time	Status
1	N/A	Above Two Kanal_Residential Plotted.dxf	00550-2020-RW-v1.pdf	16/04/2020 14:01:58	Not Accepted

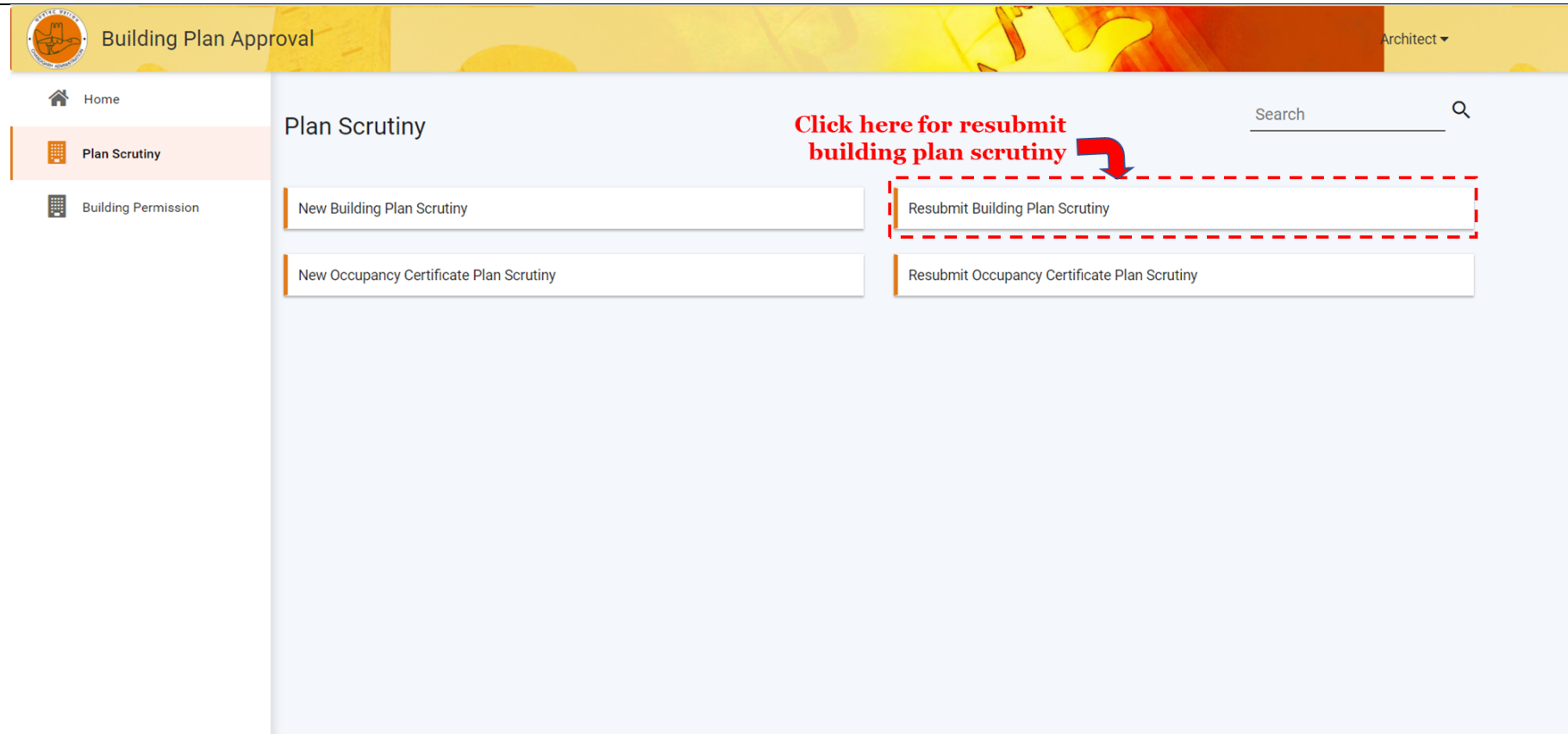
- Building plan scrutiny number not generated if drawing is not accepted

Close window

Download scrutiny report

Close

Step 9 – Resubmit Building Plan for Scrutiny



Building Plan Approval Architect ▾

Home

Plan Scrutiny

Building Permission

Plan Scrutiny

Search

Click here for resubmit building plan scrutiny

New Building Plan Scrutiny

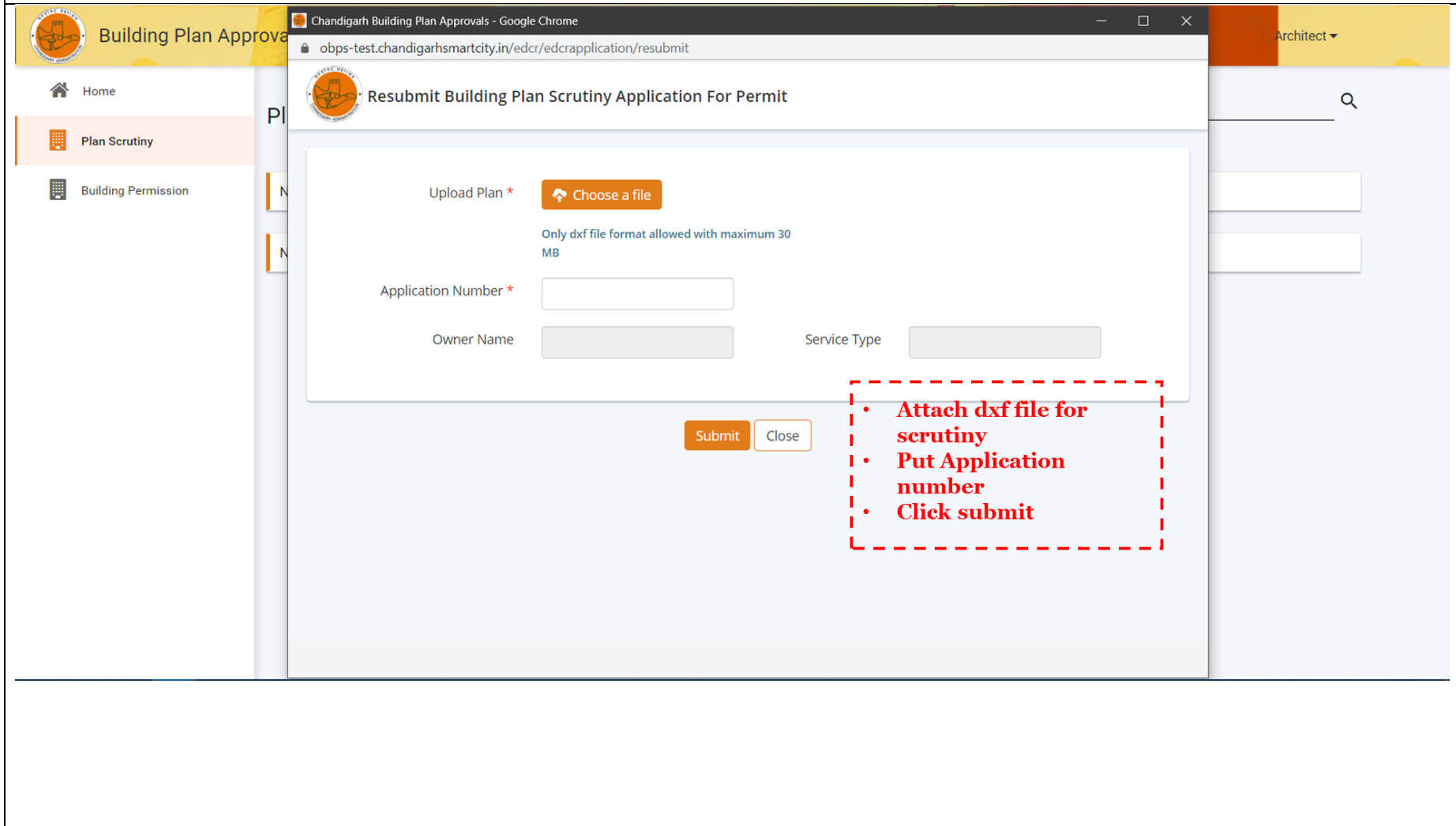
Resubmit Building Plan Scrutiny

New Occupancy Certificate Plan Scrutiny

Resubmit Occupancy Certificate Plan Scrutiny

- In case the drawing was not accepted, drawing can be re-submitted after modification by clicking Resubmit building plan scrutiny button

Step 10 – Resubmission Page



Chandigarh Building Plan Approvals - Google Chrome
obps-test.chandigarhsmartcity.in/edcr/edcrapplication/resubmit

Resubmit Building Plan Scrutiny Application For Permit

Upload Plan *

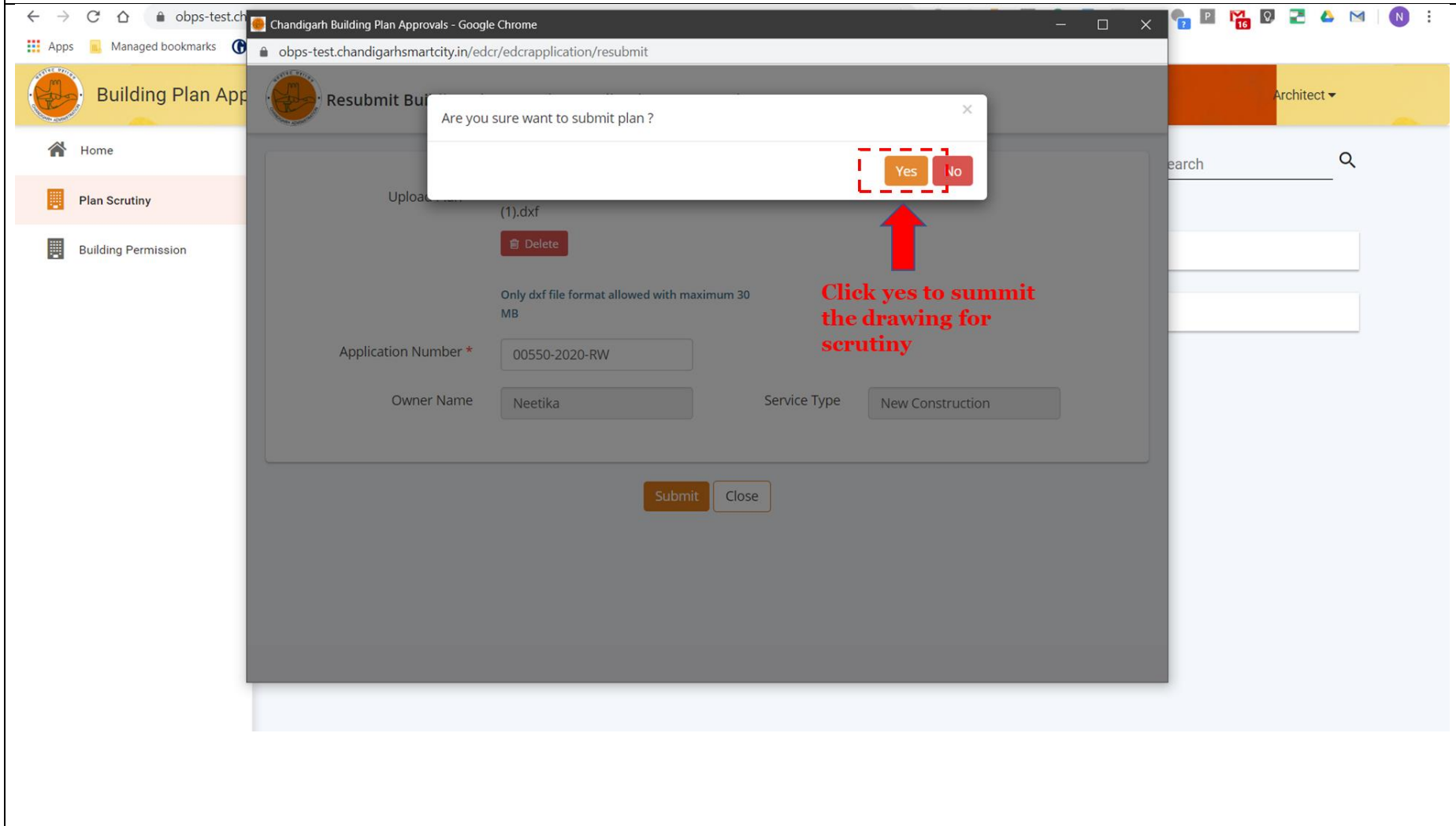
Only dxf file format allowed with maximum 30 MB

Application Number *

Owner Name Service Type

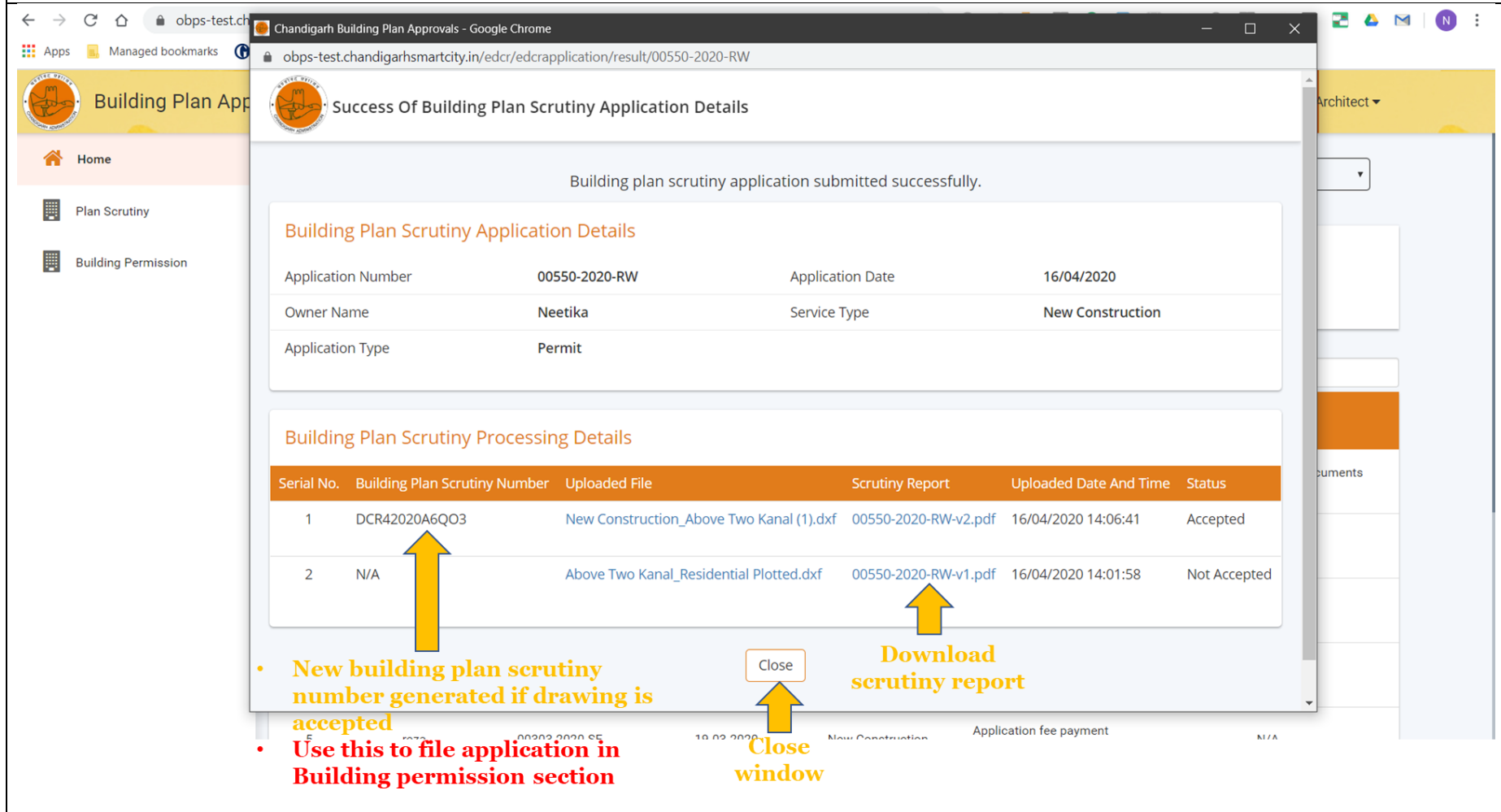
- Attach dxf file for scrutiny
- Put Application number
- Click submit

Step 11 – Submission confirmation



The screenshot displays a web browser window titled "Chandigarh Building Plan Approvals - Google Chrome" with the URL "obps-test.chandigarhsmartcity.in/edcr/edcrapplication/resubmit". The page content includes a sidebar with "Home", "Plan Scrutiny", and "Building Permission" options. The main area shows a "Resubmit Building Plan" form with an uploaded file "(1).dxf" and a "Delete" button. Below the file, it states "Only dxf file format allowed with maximum 30 MB". The form fields include "Application Number *" (00550-2020-RW), "Owner Name" (Neetika), and "Service Type" (New Construction). At the bottom of the form are "Submit" and "Close" buttons. A modal dialog box is overlaid on the form, asking "Are you sure want to submit plan?". The "Yes" button in the dialog is highlighted with a red dashed box and a red arrow pointing to it. A red text annotation below the arrow reads "Click yes to submit the drawing for scrutiny".

Step 12 – Scrutiny Result



Building plan scrutiny application submitted successfully.

Building Plan Scrutiny Application Details

Application Number	00550-2020-RW	Application Date	16/04/2020
Owner Name	Neetika	Service Type	New Construction
Application Type	Permit		

Building Plan Scrutiny Processing Details

Serial No.	Building Plan Scrutiny Number	Uploaded File	Scrutiny Report	Uploaded Date And Time	Status
1	DCR42020A6Q03	New Construction_Above Two Kanal (1).dxf	00550-2020-RW-v2.pdf	16/04/2020 14:06:41	Accepted
2	N/A	Above Two Kanal_Residential Plotted.dxf	00550-2020-RW-v1.pdf	16/04/2020 14:01:58	Not Accepted

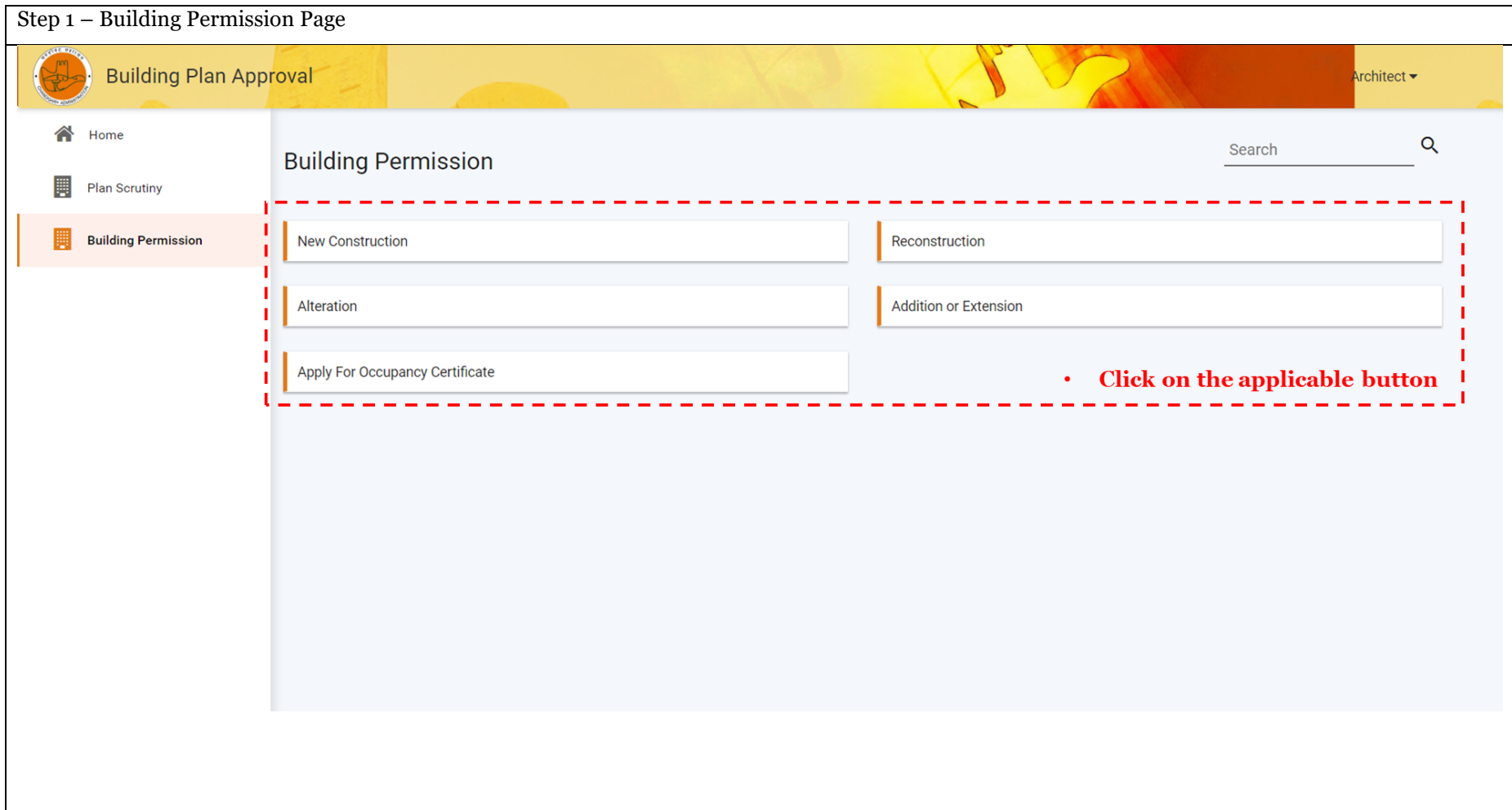
- **New building plan scrutiny number generated if drawing is accepted**
- **Use this to file application in Building permission section**

Close window

Download scrutiny report

2.2 Building Permit form filling

Step 1 – Building Permission Page



Building Plan Approval Architect ▾

Home

Plan Scrutiny

Building Permission

Building Permission Search 🔍

New Construction Reconstruction

Alteration Addition or Extension

Apply For Occupancy Certificate

- **Click on the applicable button**

Step 2 -



Apply for building permit

APPLICATION DETAILS

DOCUMENT DETAILS

Basic Details

Building Plan Scrutiny Number *

DCR42020A6QO3

Occupancy *

Residential

IT Park

Educational

Commercial

Application Type *

Above two Kanal

Is application for regularization ?

Service Type *

New Construction

Application Date *

16/04/2020

Security fee

10000

Remarks

- Put Building Plan Scrutiny Number in text box
- Click outside the box
- Application data gets auto populated from dxf file

Building Plan Scrutiny Application Details

Building Plan Scrutiny Application Number

00550-2020-RW

Building Plan Scrutiny Application Date

16/04/2020

Uploaded File

New Construction_Above Two Kanal (1).dxf

Scrutiny Report

00550-2020-RW-v2.pdf



Apply for building permit

Block - 1

Residential *

 Residential Plotted

Fill the application form

Primary Owner Details

Owner Name *

Enter only primary owner name

Address *

Mobile Number *

SMS will send to this number

Email ID


Mail will send to this ID

Gender *

Aadhaar Number

Co-Owner Details

Sr.no	Owner Name	Mobile Number	Email ID	Gender	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	



Apply for building permit

Boundary Details

Area Category *

Sectors or Villages *

Zone or Location *

Details Of Plot

Plot Area (in Sq.Mtrs)

Nature of ownership *

Enter multiple values by comma separated

File No. *

Landmark

Address

City/Town *

Previous Owner Details


Annual Expected Expenditure (As per Labor cess guidelines) *

Door No.

Plot No *

Land Registration Details

Fill the application form


Apply for building permit

Existing Building Details

• Fill the application form

Builtp and Carpet Area Details:

Srl.no	Floor Description	Level	Occupancy/Sub Occupancy	Builtup Area (m ²)	Floor Area (m ²)	Carpet Area (m ²)
1	Ground Floor	0	Residential Plotted	345.39	345.39	0.00
Total				345.39	345.39	0

Proposed Building Details

Declaration

* Please initial to acknowledge that you have read, understand and agree to the following:

- 1) I hereby declare that the measurements, specifications and other details and specifications mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Act and Rules in undertaking the construction.
- 2) I am responsible for any defects/errors/omissions made while submitting the application.

Submit
Close

javascript:void(0);

Step 3 – Upload Documents



Apply for building permit

- Upload documents
- Put remark in text box

APPLICATION DETAILS **DOCUMENT DETAILS**

Building Plan Scrutiny Documents

Note :

All drawings shall be prepared, incorporating the details specified as per rule and related amendments, including specifications on paper size and scale conventions. Keep a blank space of not less than 10 cm x 10 cm, on the bottom right corner of every drawing for validation stamp.

Document Name

Remarks

Attachment (Only .pdf files allowed)
document should not exceed 20 MB

A site plan showing the position of Plot proposed to be built upon *

Details *

Drainage plans *

Elevations *

Engineering drawings (structural) *

Plans *

javascript:void(0);

Step 4- Upload General Documents



Apply for building permit

- Upload General documents
- Put remark in text box

Enclose General Documents

Document Name

Remarks

Attachment (Supported file types are doc, docx, xls, xlsx, rtf, pdf, txt, zip, jpeg, jpg, png, gif, tiff)
document should not exceed 5 MB

Authority letter in favor of private architect from the owner(s) / applicant(s) regarding submission of plan / Revised Building plan for sanction and making correspondence with Estate Office. *



Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building. *



E-mail ID and address of owner (s), Private Architect and Structural Engineer is required on submitted plan (s) (Applicable Ffor Plots Above 2 Kanal) *



No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money (Self Attested) *



Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old. *



Self attested undertaking:- a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof. b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to sanction of Fresh / Revised Building Plan *



Attested Copy of partnership deed, authorization letter in favor of the authorized signatory/ partner to apply for Revised Building Plan. (Applicable in case of property owned by Partnership Firm). Applicable for plots above 2 kanal



Attested copy of Memorandum of Articles and Association copy of resolution in favor of authorized Director of the Company to apply for Revised Building Plan. (Application in case of property



Step 5- Submit Application



Apply for building permit

If applicant is GPA / SPA holder, then furnish: a) Copy of GPA / SPA (attested by notary public). b) Affidavit regarding validity of GPA / SPA



If there is no proof of previous sanctioned plan / plans is treated as fresh, plot size may also got be verified from the Surveyor.



If there is no proof of previous sanctioned plan, an undertaking is must require from the owner (s) that my / our plan (s) be treated as fresh with applicable charges.



In case of allotment of society, PLAN INSPECTION from the Chandigarh Housing Board or Society Registrar required. (applicable for plots above 2 kanal)



In case of fresh building plan, the plot size may be got verified from the Surveyor.



In case, sewerage connection/occupation certificate is not issued/obtained then furnish: a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House. b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.



Indemnity Bond is required from each owner (s) duly attested for attorney.



Submit


Close

javascript:void(0);

**Click
Submit**

2.3 Fee Payment

Step 1 – Select Application where status is Application fee payment pending


Building Plan Approval
Architect ▾

Home
Plan Scrutiny
Building Permission

Welcome Architect, Service Group :

13503

TOTAL SERVICES APPLIED

466

SERVICES UNDER SCRUTINY

13037

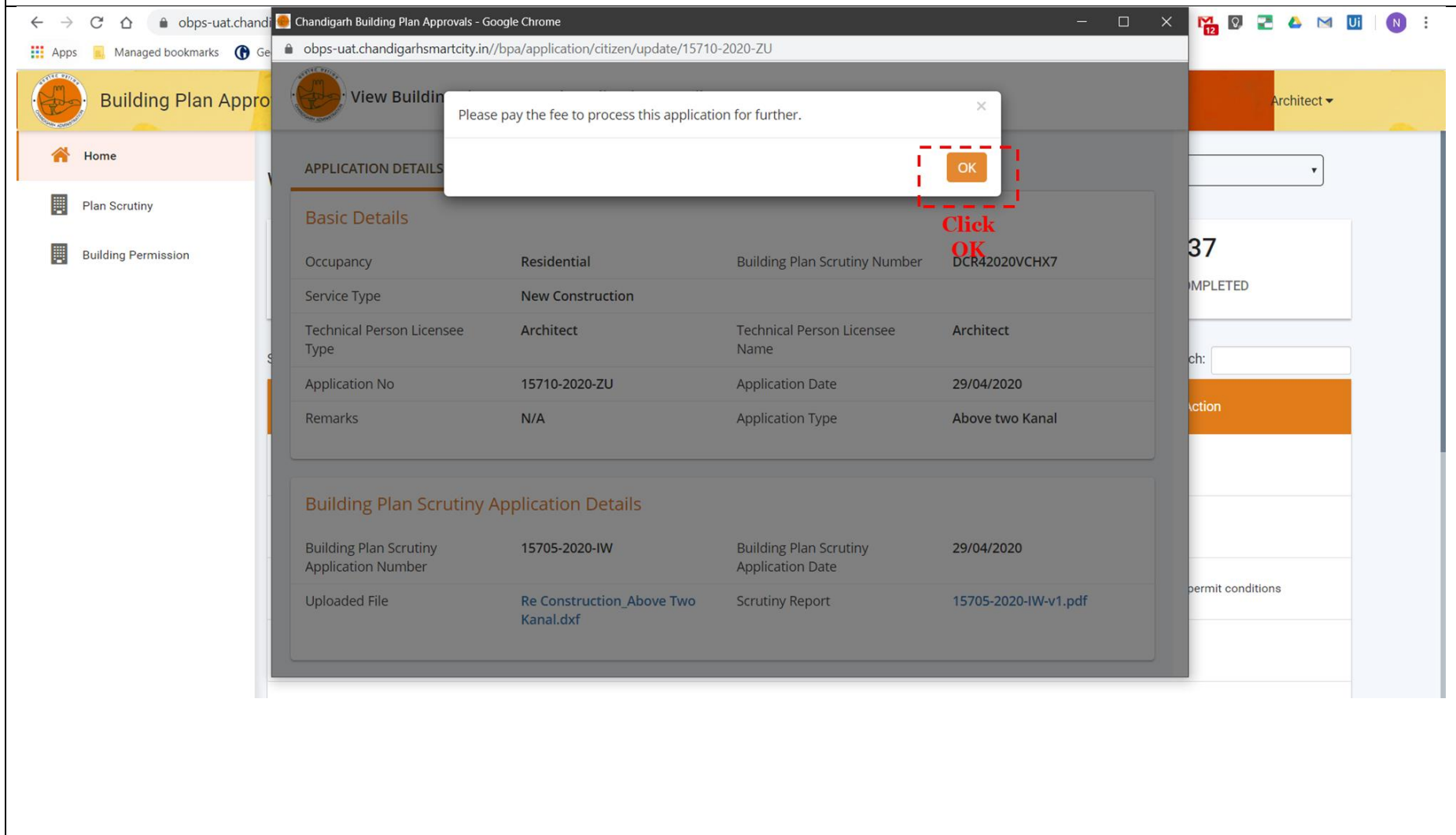
SERVICES COMPLETED

Show entries Search:

S. No. ⚙	Owner Name	Service Request No.	Service Request Date	Service Name	Status	Pending Action
1	reza	15710-2020-ZU	29-04-2020	New Construction	Application fee payment pending	N/A
2	Neetika	14853-2020-IA	29-04-2020	Alteration	Application fee payment pending	N/A
3	Neetika	14850-2020-JP	27-04-2020	New Construction	Approved	Forwarded to update permit conditions
4	Reza	14844-2020-OG	27-04-2020	New Construction	Application fee payment pending	N/A

- Click on applications with status 'Application fee payment pending'

Step 2 – Pop up window to remind payment



obps-uat.chandigarhsmartcity.in/bpa/application/citizen/update/15710-2020-ZU

Please pay the fee to process this application for further.

OK

Click
OK

Building Plan Approvals

Home

- Plan Scrutiny
- Building Permission

View Building

Architect

37

COMPLETED

ch:

ction

permit conditions

APPLICATION DETAILS


Basic Details

Occupancy	Residential	Building Plan Scrutiny Number	DCR42020VCHX7
Service Type	New Construction		
Technical Person Licensee Type	Architect	Technical Person Licensee Name	Architect
Application No	15710-2020-ZU	Application Date	29/04/2020
Remarks	N/A	Application Type	Above two Kanal

Building Plan Scrutiny Application Details

Building Plan Scrutiny Application Number	15705-2020-IW	Building Plan Scrutiny Application Date	29/04/2020
Uploaded File	Re Construction_Above Two Kanal.dxf	Scrutiny Report	15705-2020-IW-v1.pdf

Step 3 – Payment Dashboard


Collections

Description	Amount (Rs.)
Security fee	10000
Total Balance ::	10000
Enter the Amount :*	10000

* Mandatory Fields

Pay Through:

Pay using any Visa/Master(Debit/Credit)cards issued by any bank.

Atom Payment Gateway
 Visa/master(credit/debit)cards

Terms And Conditions:

1. By accepting to make Payment online it is implied that the customer agrees to the terms and conditions of Netbanking System/credit card company.
2. Once the payment transaction is submitted request for refund will not be entertained.
3. After completing payment entries, customer will get a unique Payment Identification Number (BID Number) which may be quoted for all future communications with reference to this transaction.
4. The actual updation of payment by Corporation will take place after getting confirmation from the Banks.
5. In the exigency of connection getting timeout or user clicking to close the browser before getting payment confirmation message he has to wait for sometime before proceeding to make subsequent payment for the same bill(s).
6. If you are not getting the receipt or any break in connectivity in the middle of the operations check the receipt status on the next day. The System has a provision for Auto Reconciliation and will generate the Receipt if the Payment was actually effected from your side.

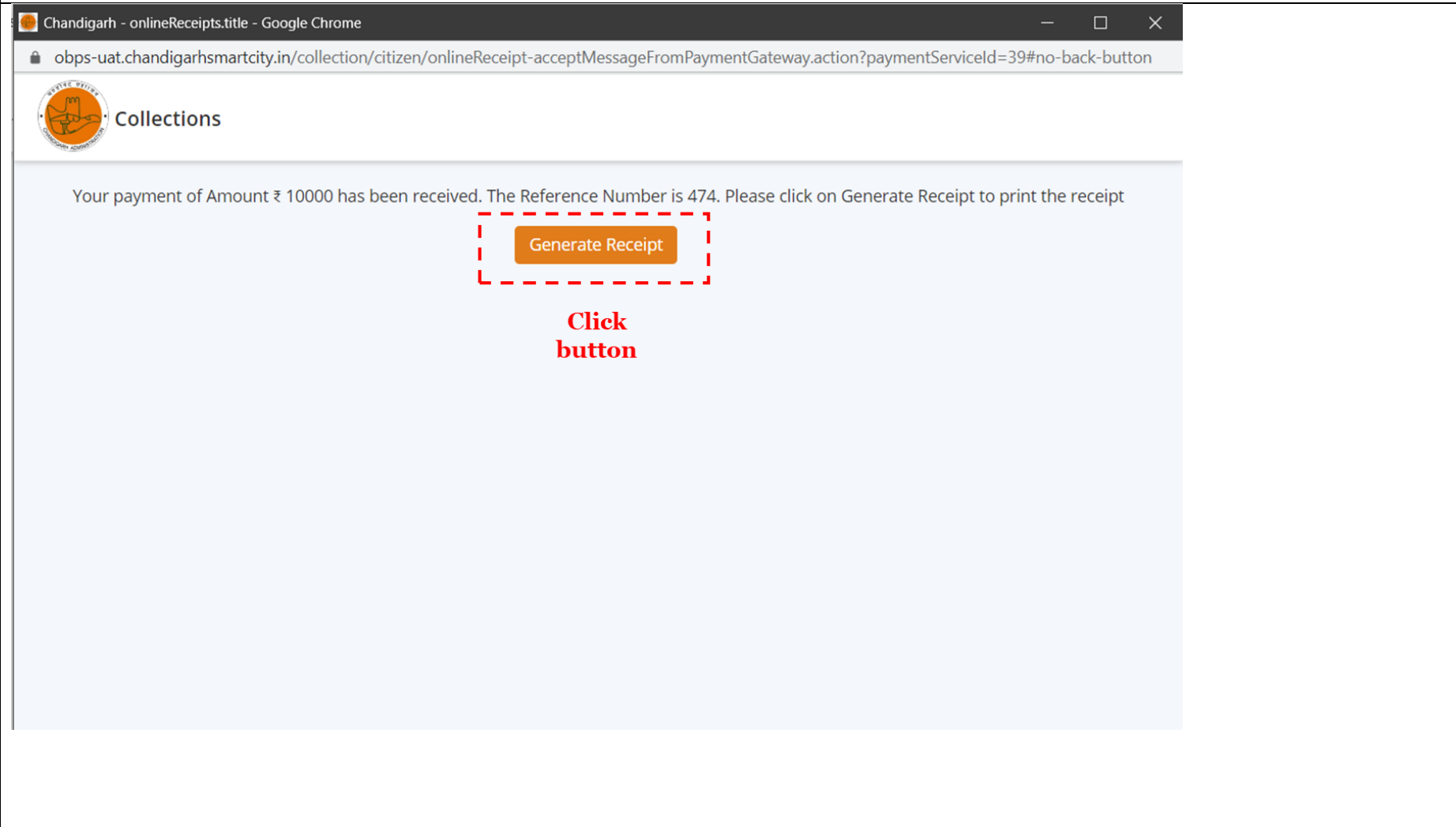
Do you agree Terms and Conditions
Please check "Terms and conditions" and then click "Pay Online" button to make a payment

Any Discrepancy found in the arrears mentioned above you may contact respective Zonal Revenue Officer with payment receipt for rectification.

Pay Online

- Click on check boxes**
- Click Pay online**
- This will open to the payment gateway where online payment can be done through net banking, master card, visa card and similar payment mode**

Step 4 – Generate Receipt after payment completion



The screenshot shows a web browser window with the following details:

- Browser title: Chandigarh - onlineReceipts.title - Google Chrome
- URL: obps-uat.chandigarhsmartcity.in/collection/citizen/onlineReceipt-acceptMessageFromPaymentGateway.action?paymentServiceId=39#no-back-button
- Page header: Collections (with Chandigarh logo)
- Main content: Your payment of Amount ₹ 10000 has been received. The Reference Number is 474. Please click on Generate Receipt to print the receipt
- Action button: Generate Receipt (highlighted with a red dashed box)
- Instruction: **Click button** (written in red text below the button)

Step 5 – Receipt



Chandigarh Administration

BUILDING PERMISSION FEE RECEIPT

Receipt No:	04/2020-21/25	Receipt Date:	29-04-2020 13:43:31
Name:	Neetika		
Address:	165 sector 70		
Payment Details:	Description:	BPA Application Number: 14850-2020-JP	
	Paid By:	Neetika	
Description		Amount (in Rupees)	
Receivables control accounts-Property Taxes		(-) 10000	
Security fee		10,000.00	
Total:		0.00	
Amount (in words): Rupee Zero Only			
Online Transaction Number: 700005009865,Payment Dated: 29-04-2020			
This is computer generated receipt. Signature is not required.			

Close

javascript:void(0);

2.4 Monitoring Application status

Step 1 – Home Page: Service Under Scrutiny

Building Plan Approval

Architect ▼

Home

Plan Scrutiny

Building Permission

Welcome Architect,

Service Group : ALL ▼

13503

TOTAL SERVICES APPLIED

466

SERVICES UNDER SCRUTINY


13037

SERVICES COMPLETED

Show 10 entries Search:

S. No.	Owner Name	Service Request No.	Service Request Date	Service Name	Status	Pending Action
1	reza	15710-2020-ZU	29-04-2020	New Construction	Application fee payment pending	N/A
2	Neetika	14853-2020-IA	29-04-2020	Alteration	Application fee payment pending	N/A
3	Neetika	14850-2020-JP	27-04-2020	New Construction	Approved	Forwarded to update permit conditions
4	Reza	14844-2020-OG	27-04-2020	New Construction	Application fee payment pending	N/A

Step 2 – Home page: Services completed


Building Plan Approval
Architect ▾

Home

Plan Scrutiny

Building Permission

Welcome Architect,

Service Group :

13503

TOTAL SERVICES APPLIED

465

SERVICES UNDER SCRUTINY

13038


SERVICES COMPLETED

Show entries Search:

S. No.	Owner Name	Service Request No.	Service Request Date	Service Name	Status	Pending Action
1	reza	15710-2020-ZU	29-04-2020	New Construction	Order Issued to Applicant	END
2	Applicant_Alt1	15709-2020-WK	29-04-2020	New Construction	Not Accepted	N/A
3		15708-2020-XG	29-04-2020	New Construction	Not Accepted	N/A
4		15707-2020-DO	29-04-2020	New Construction	Not Accepted	N/A

2.5 Download Building Permit Certificate

Step 1 – Select application


Building Plan Approval
Architect ▼

Home

Plan Scrutiny

Building Permission

Welcome Architect,

13503

TOTAL SERVICES APPLIED

465

SERVICES UNDER SCRUTINY

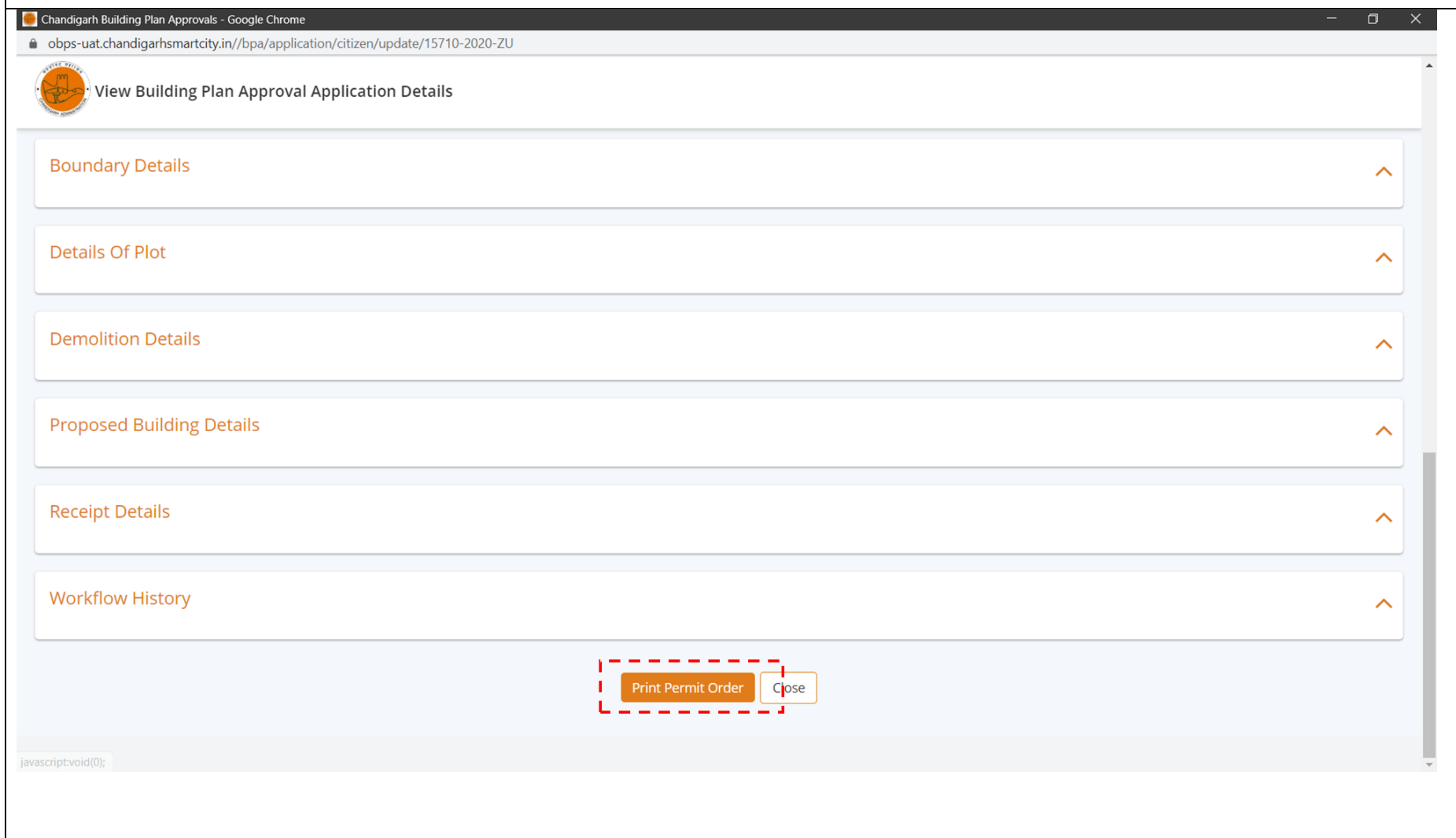
13038

SERVICES COMPLETED

Show entries Search:


S. No.	Owner Name	Service Request No.	Service Request Date	Service Name	Status	Pending Action
1	reza	15710-2020-ZU	29-04-2020	New Construction	Order Issued to Applicant	END
2	Applicant_Alt1	15709-2020-WK	29-04-2020	New Construction	Not Accepted	N/A
3		15708-2020-XG	29-04-2020	New Construction	Not Accepted	N/A
4		15707-2020-DO	29-04-2020	New Construction	Not Accepted	N/A

Step 2 – Print permit order



Chandigarh Building Plan Approvals - Google Chrome

obps-uat.chandigarhsmartcity.in/bpa/application/citizen/update/15710-2020-ZU

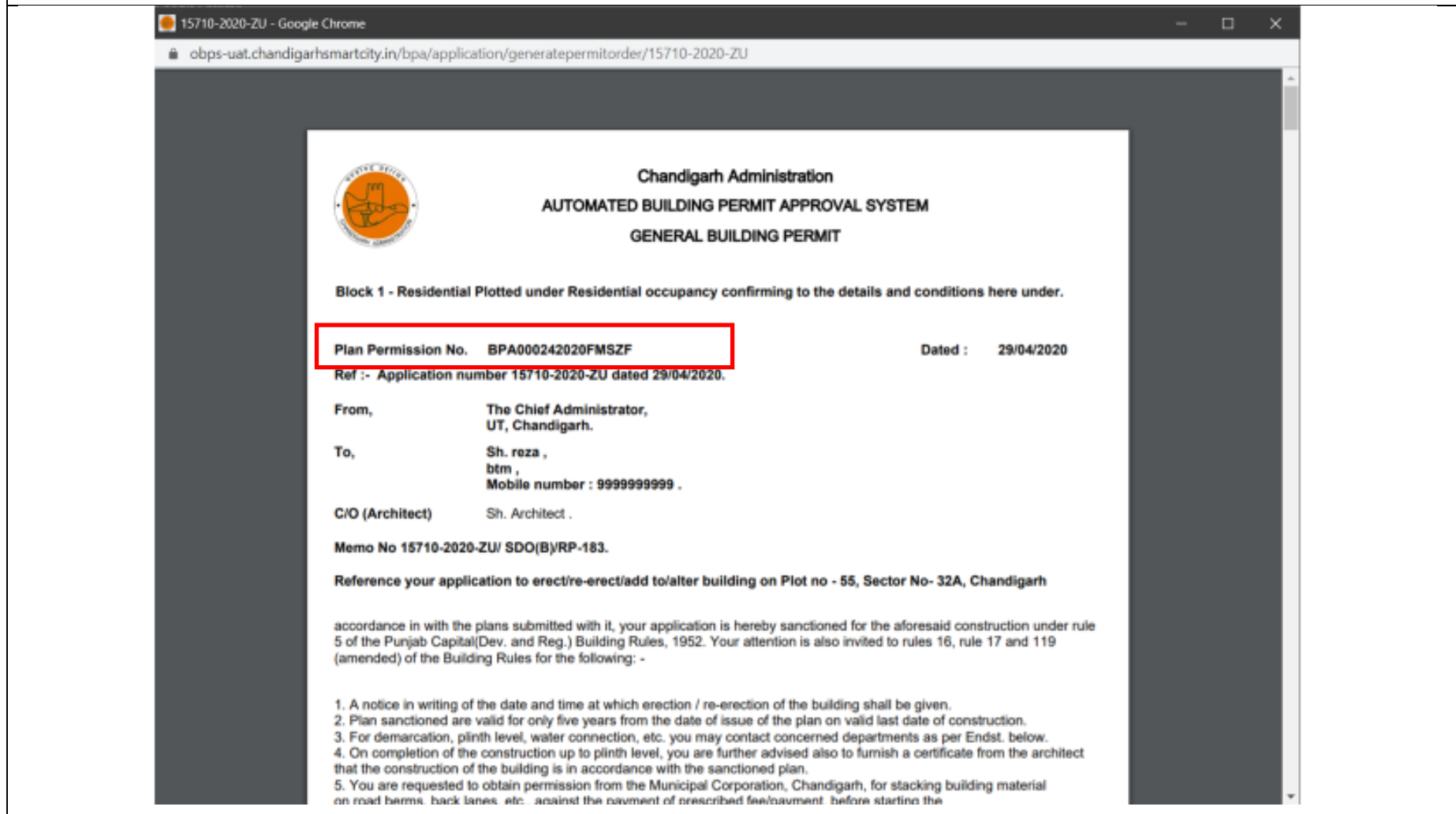
 View Building Plan Approval Application Details

- Boundary Details
- Details Of Plot
- Demolition Details
- Proposed Building Details
- Receipt Details
- Workflow History


Print Permit Order Close

javascript:void(0);

Step 3 – Permit Certificate



15710-2020-ZU - Google Chrome
obps-uat.chandigarhsmartcity.in/bpa/application/generatepermitorder/15710-2020-ZU

 Chandigarh Administration
AUTOMATED BUILDING PERMIT APPROVAL SYSTEM
GENERAL BUILDING PERMIT

Block 1 - Residential Plotted under Residential occupancy confirming to the details and conditions here under.

Plan Permission No. BPA000242020FMSZF Dated : 29/04/2020

Ref :- Application number 15710-2020-ZU dated 29/04/2020.

From, The Chief Administrator,
UT, Chandigarh.

To, Sh. reza ,
btm ,
Mobile number : 9999999999 .

C/O (Architect) Sh. Architect .

Memo No 15710-2020-ZU/ SDO(B)RP-183.

Reference your application to erect/re-erect/add to/alter building on Plot no - 55, Sector No- 32A, Chandigarh

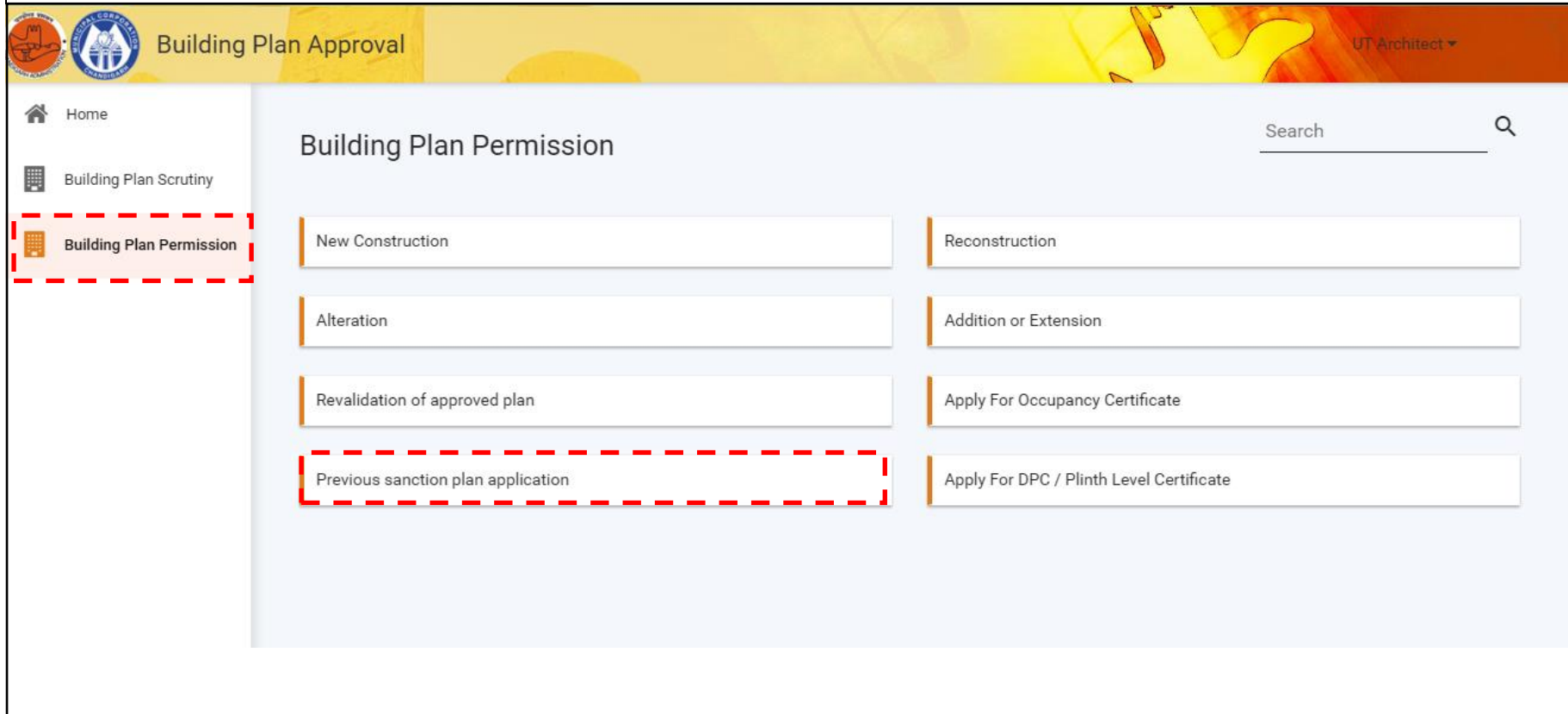
accordance in with the plans submitted with it, your application is hereby sanctioned for the aforesaid construction under rule 5 of the Punjab Capital(Dev. and Reg.) Building Rules, 1952. Your attention is also invited to rules 16, rule 17 and 119 (amended) of the Building Rules for the following: -

1. A notice in writing of the date and time at which erection / re-erection of the building shall be given.
2. Plan sanctioned are valid for only five years from the date of issue of the plan on valid last date of construction.
3. For demarcation, plinth level, water connection, etc. you may contact concerned departments as per Endst. below.
4. On completion of the construction up to plinth level, you are further advised also to furnish a certificate from the architect that the construction of the building is in accordance with the sanctioned plan.
5. You are requested to obtain permission from the Municipal Corporation, Chandigarh, for stacking building material on road berms, back lanes, etc. against the payment of prescribed fee/amount before starting the

3 Previous sanctioned plan

Step 1 – Follow the steps from 1-10 from section 2.1

Step 2 - Building plan permission- Previous sanction plan application



The screenshot displays the 'Building Plan Approval' web portal. The header includes the logos of the Chandigarh Municipal Corporation and the Smart City Chandigarh, along with the text 'Building Plan Approval' and a user profile 'UT Architect'. A left-hand navigation menu contains 'Home', 'Building Plan Scrutiny', and 'Building Plan Permission', with the latter highlighted by a red dashed box. The main content area, titled 'Building Plan Permission', features a search bar and a grid of application categories. The 'Previous sanction plan application' category is highlighted with a red dashed box. Other categories include New Construction, Reconstruction, Alteration, Addition or Extension, Revalidation of approved plan, Apply For Occupancy Certificate, and Apply For DPC / Plinth Level Certificate.

Building Plan Approval

UT Architect

Home

Building Plan Scrutiny

Building Plan Permission

Building Plan Permission

New Construction

Reconstruction

Alteration

Addition or Extension

Revalidation of approved plan

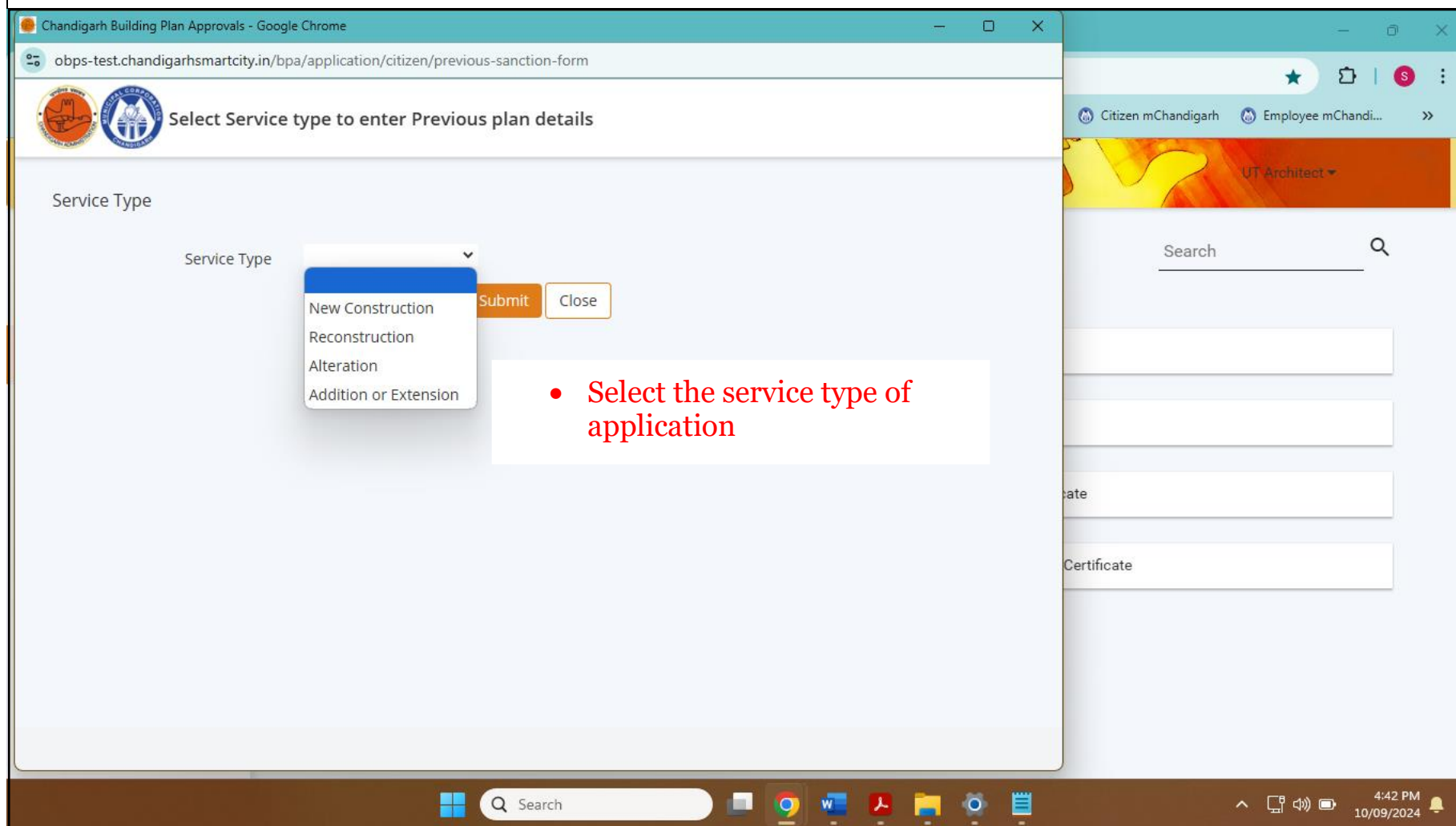
Apply For Occupancy Certificate

Previous sanction plan application

Apply For DPC / Plinth Level Certificate

Search

Step 3 – Application form



Chandigarh Building Plan Approvals - Google Chrome

obps-test.chandigarhsmartcity.in/bpa/application/citizen/previous-sanction-form

Select Service type to enter Previous plan details

Service Type

Service Type

- New Construction
- Reconstruction
- Alteration
- Addition or Extension

Submit Close

- Select the service type of application

Search

UT Architect

date

Certificate

4:42 PM 10/09/2024

Step 4 – Application form, follow the section 2.2 steps 2 to 5

Step 5 – Plan permission number



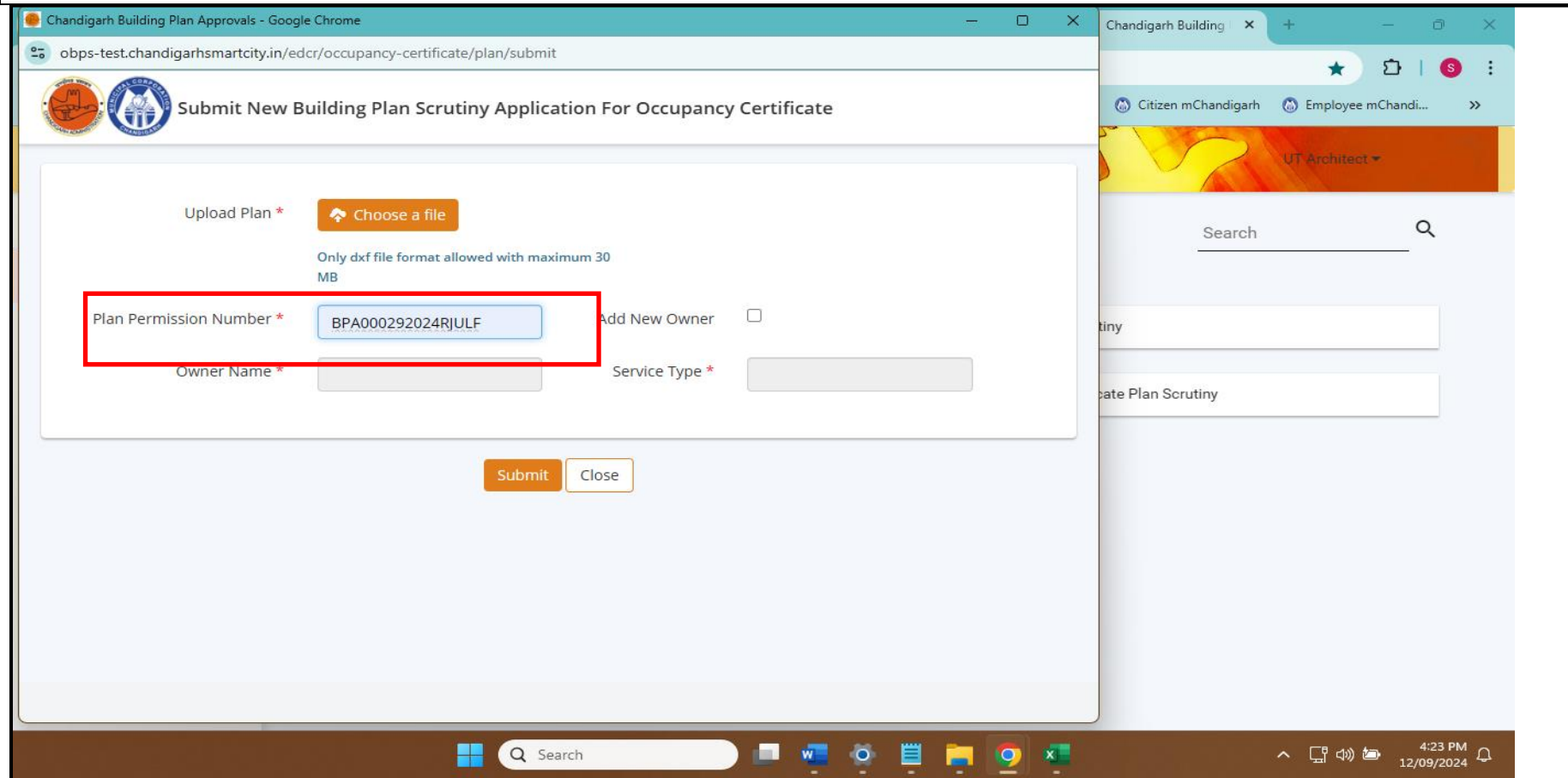
Building Plan Approval Application Success

Successfully saved with application number 00795-2024-DQ and Plan permission number BPA000292024N7I5G.

Close

4 Building plan scrutiny for Occupancy certificate

Step 1- Follow the section 2.1, step 1 to 2



Chandigarh Building Plan Approvals - Google Chrome

obps-test.chandigarhsmartcity.in/edcr/occupancy-certificate/plan/submit

Submit New Building Plan Scrutiny Application For Occupancy Certificate

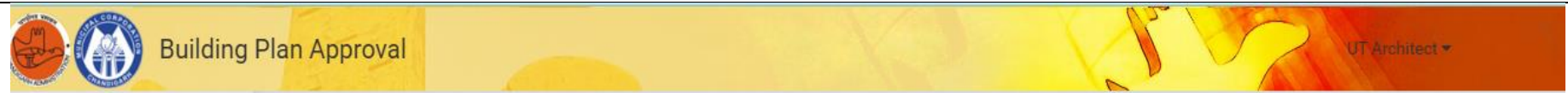
Upload Plan *

Only dxf file format allowed with maximum 30 MB

Plan Permission Number * Add New Owner

Owner Name * Service Type *

Step-2 Form filling



Building Plan Approval UT Architect ▾

Home

Building Plan Scrutiny

Building Plan Permission

Building Plan Permission

Search

New Construction	Reconstruction
Alteration	Addition or Extension
Revalidation of approved plan	Apply For Occupancy Certificate
Previous sanction plan application	Apply For DPC / Plinth Level Certificate

Scrutiny result – Is accepted, use the building plan scrutiny number to file application in Building Permission Section.

Step- 3



Apply for occupancy certificate

APPLICATION DETAILS DOCUMENT DETAILS FEE DETAILS

Basic Details

Building Plan Permission Number *

OCD CR820242PMDM

Application Date *

12/09/2024

Building Plan Permission No

Service Type

Owner Name

Occupancy Type

Plot area (sq ft.)

Date of construction started *

Date of construction completion *

Make sure date of construction completion is appropriate

Filling the form - Follow the section 2.6 step – 4

Submit the application after uploading the document and filling the application form.

4.1 Fee Payment

Step 1 - Complete the fee payment by referring to Section 2.3 of this document.

4.2 Monitoring application status

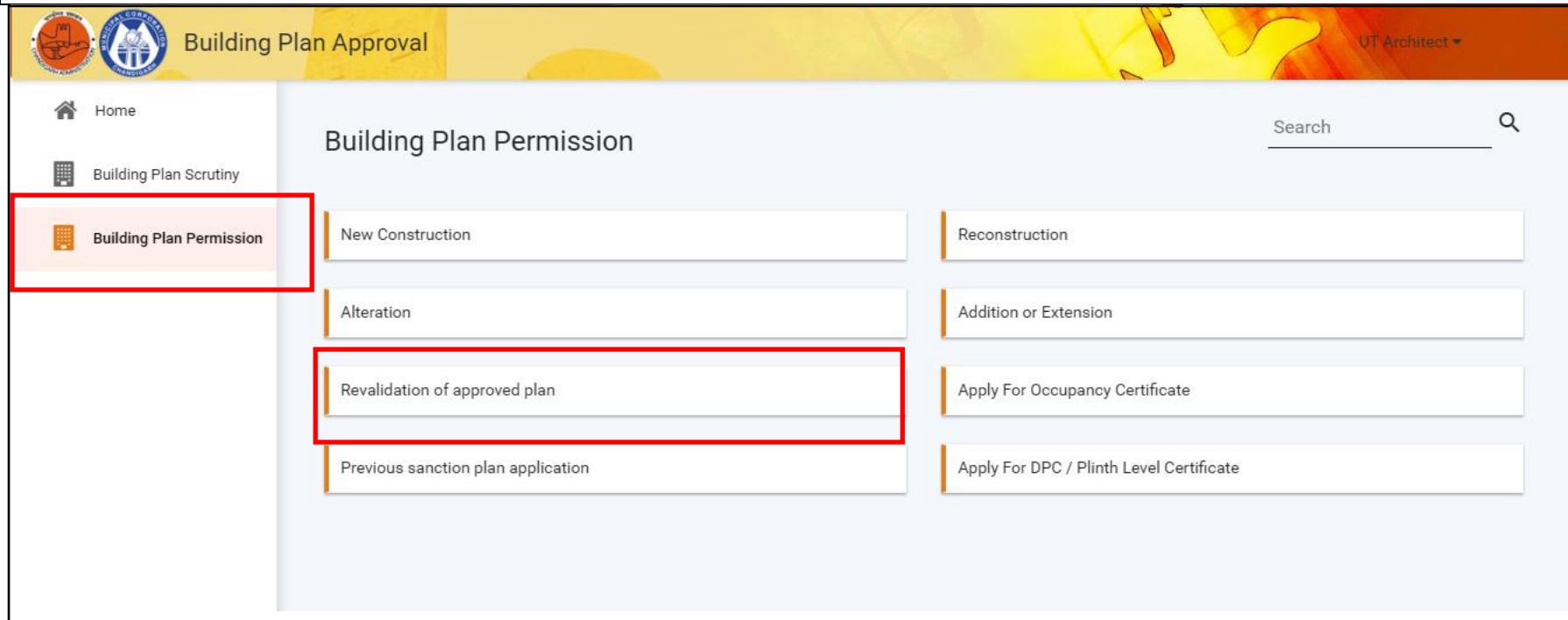
Step 1 – To monitor the application status, refer to Section 2.4 of this document.

4.3 Download Building permit certificate

Step 1- To download the OC certificate, refer to Section 2.5 of this document..

5 Revalidation process


Step 1- Form Filling



The screenshot displays the 'Building Plan Approval' web portal. The header includes the logos of the Government of Punjab and the Chandigarh Administration, along with the text 'Building Plan Approval' and a user profile 'UT Architect'. The left sidebar contains navigation options: 'Home', 'Building Plan Scrutiny', and 'Building Plan Permission' (highlighted with a red box). The main content area is titled 'Building Plan Permission' and features a search bar. Below the title, there are several buttons for different types of applications: 'New Construction', 'Reconstruction', 'Alteration', 'Addition or Extension', 'Revalidation of approved plan' (highlighted with a red box), 'Apply For Occupancy Certificate', 'Previous sanction plan application', and 'Apply For DPC / Plinth Level Certificate'.

Step 2 – Use the Building Plan Permission Number as specified in Section 2.5, Step 3 of the Building Plan Approval Application, and also as detailed in Section 3, Step 5 of the Previous Sanctioned Plan.

Step 3 -



Revalidation of previous sanctioned plan

Application Details

Building Plan Permission Number *	<input type="text" value="BPA000292024N715G"/>	Application Date *	<input type="text" value="13/09/2024"/>
Plan approval date *	<input type="text" value="12/09/2024"/>	Service Type	<input type="text" value="Reconstruction"/>
Owner Name	<input type="text" value="test"/>	Occupancy Type	<input type="text" value="Public / Semi- Public Buildings"/>
Owner Mobile No.	<input type="text" value="7807325690"/>	BPA Application Number	<input type="text" value="00795-2024-DQ"/>
Plot area (sq. ft.)	<input type="text" value="6700"/>	Plan Validity Expiry Date	<input type="text" value="31/08/2024"/>
Plan Extension Date	<input type="text"/>		
Other document	<input type="button" value="+"/>		

- Put the BPA number in the text box
- Click outside the box
- Application data gets auto populated from BPAS

Enter the plan extension date

Step 4- Application number



Application success

Permit Renewal Application Submitted successfully with application number 00802-2024-JW.

Close

5.1 Fee Payment

Step 1 - Complete the fee payment by referring to Section 2.3 of this document.

5.2 Monitoring application status

Step 1 – To monitor the application status, please refer to Section 2.4 of this document.

5.3 Download Revalidation certificate

Step 1- To download the Revalidation certificate, please refer to Section 2.5 of this document.

6 Workflow of revalidation: -

