

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. / RIICO 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

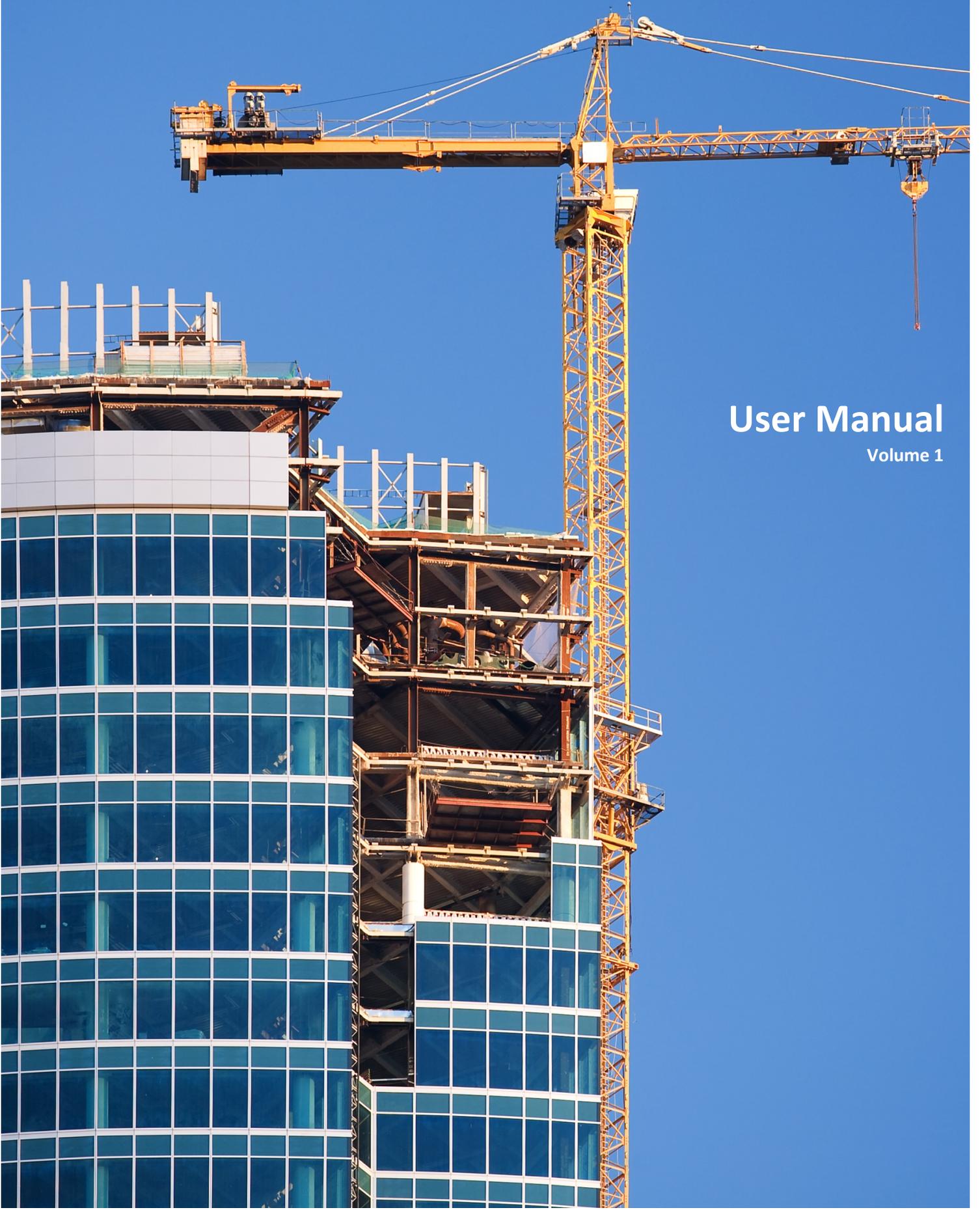


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1. INTRODUCTION

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 header includes the logo and the email address jishaje@idsitechnologies.in. The main content area has a navigation menu with 'APPLY' selected. Under 'APPLY', there are three options: 'New Building Plan Approval Certificate', 'New Technical Person Registration' (highlighted with a red box), and 'Technical Person Home'. Below this is a 'MY APPLICATION' section with a 'Completed' checkbox and a 'PAYMENT HISTORY' button. A table with columns for Reference No, Transaction No, Application Date, Application Type, Application Name, Subject, Application Status, Action, and Status is shown, but it contains no data. The page size is set to 10, and it is page 1 of 1.

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

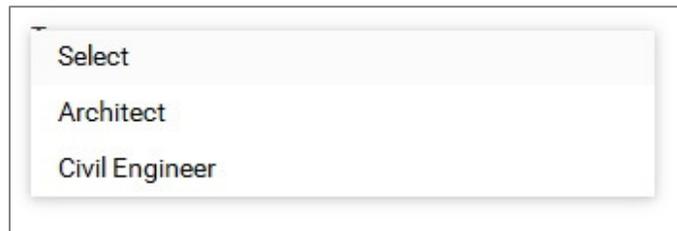
The screenshot shows the 'TECHNICAL PERSON REGISTRATION' form in the CLIENT PORTAL. The form fields are as follows:

- 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:** I am already registered
- Valid Up to:** dd/MM/yyyy (with a calendar icon)
- Registration No:** (empty)

At the bottom, there are three buttons: 'SUBMIT' (green), 'RESET' (orange), and 'CANCEL' (red).

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:

A screenshot of a web form's dropdown menu. The menu is open, showing three options: 'Select' (the default placeholder), 'Architect', and 'Civil Engineer'. The dropdown is styled with a light gray background and a thin border.

- **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.

CLIENT PORTAL		Jaipur Municipal Corporation	
 		jishaje@idsitechnologies.in	
TECHNICAL PERSON DETAIL			
Name	Jisha Jeevaraj	Firm Name	IDSI Technologies
Qualification	BTech	Address	No.1 E Atria Apartments
Mobile Number	9876543210	Email	jishaje@idsitechnologies.in
Attachment		Type	Architect
Registration No	E-3098/07-08	Valid Up to	07-05-2016
		<input type="button" value="RENEW"/>	<input type="button" value="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.

CLIENT PORTAL		Jaipur Municipal Corporation	
 		jishaje@idsitechnologies.in	
BUILDING PERMIT - NEW APPLICATION			
Select the file provided by BPAS Client Utility			<input type="button" value="UPLOAD"/>
			<input type="button" value="EXIT"/>

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

CLIENT PORTAL		Jaipur Municipal Corporation	
 		jishaje@idsitechnologies.in	
BUILDING PERMIT - NEW APPLICATION			
ResidentialBuilding.apz			<input type="button" value="UPLOAD"/>
		<input type="button" value="NEXT"/>	<input type="button" value="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	
<input type="text" value=""/>	<input type="text" value="05/04/2016"/>	

OWNER

Name	Address	Contact Number
<input type="text" value="Prithvi Singh Kandhal"/>	<input type="text" value="S-4, Linking Road, Near Ajmer Pulla, Jaipur-302006"/>	<input type="text" value="9994624446"/>
		Email
		<input type="text" value="prithvisingh@gmail.com"/>

DEVELOPER/BUILDER

Name	Address	Contact Number
<input type="text" value="Kanwar Zorawar Singh"/>	<input type="text" value="9, Padam Bhawan, Park Street, Station Road, Jaipur-302001"/>	<input type="text" value="9600271027"/>
		Email
		<input type="text" value="kanwarzorawar@gmail.com"/>

ARCHITECT

Name	Address	Contact Number
<input type="text" value="Jisha Jeevaraj"/>	<input type="text" value="27th Main Rd, Sector 1, HSR Layout, Bengaluru, Karnataka-560102"/>	<input type="text" value="9388159853"/>
		Email
		<input type="text" value="jishaje@idsitechnologies.in"/>

Register Number	Issue Date	Valid up to
<input type="text" value="E-3098/07-08"/>	<input type="text" value="31/12/2015"/>	<input type="text" value="31/12/2020"/>

ID Proof/Authorization	<input type="button" value="UPLOAD"/>
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STRUCTURAL ENGINEER

Name	Address	Contact Number
<input type="text" value="Usha Rani Hooja"/>	<input type="text" value="F-6, Jacob Road, Civil Lines, Jaipur-302006"/>	<input type="text" value="9688895964"/>
		Email
		<input type="text" value="usharanihooja@gmail.com"/>

- **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**

  jshaje@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
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

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	

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 <input type="button" value="BROWSE"/>
Comments complete payment	

Click on **SAVE** to continue.

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

CLIENT PORTAL

Jaipur Municipal Corporation

 
jishaje@idsitechnologies.in

APPLICATION SUMMARY

Application Number 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

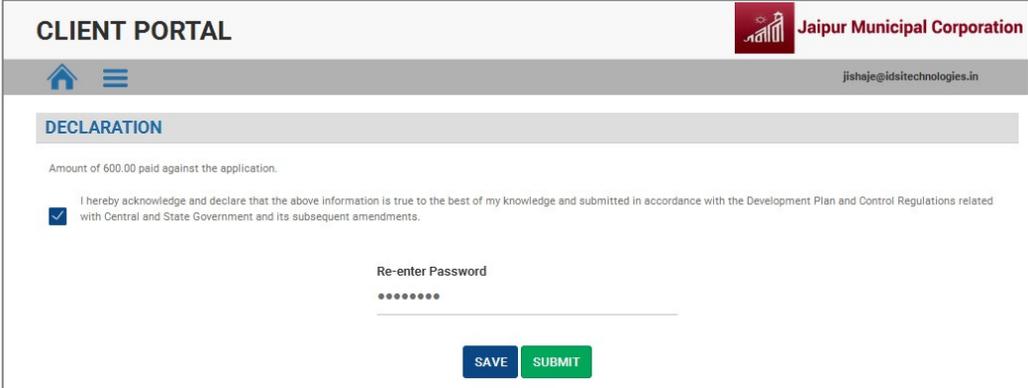
DECLARATION

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 a web form titled "CLIENT PORTAL" for Jaipur Municipal Corporation. The form includes a navigation bar with a home icon and a menu icon, and a contact 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, there 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								
<input type="checkbox"/> Completed PAYMENT HISTORY								
< << 1 >> >								
Reference No	Transaction No	Application Date	Application Type	Application Name	Subject	Application Status	Action	Status
BP-REF-45		05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 45	Application for Building Permit - Jisha Jeevaraj - Reference Number - 45	Submission Pending		View Status
BP-REF-46		05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 46	Application for Building Permit - Jisha Jeevaraj - Reference Number - 46	Submission Pending		View Status
BP-REF-47		05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 47	Application for Building Permit - Jisha Jeevaraj - Reference Number - 47	Submission Pending		View Status
BP-REF-48	AN-25	05/04/2016	Building Permission Permit	Application for Building Permit - Jisha Jeevaraj - Reference Number - 48	Application for Building Permit - Jisha Jeevaraj - Reference Number - 48	Submitted		View Status

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								
<input type="checkbox"/> Completed PAYMENT HISTORY								
< << 1 >> >								
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

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							
1							
Reference No	Challan No	Challan Date	Amount	Bank	Branch	Comments	File
BP-REF-48	111	04/04/2016	600.00	HDFC	Kakkand	Complete payment	
1		Page Size: 10 Page 1 of 1 (Rows:1)					

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

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

CLIENT PORTAL		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			

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