

HOBPAS – Portal Application

Building Plan Approval System



User Manual

Volume 1

Table of Contents

1. Introduction.....	3
2. User Registration	4
3. LOGIN.....	8
4. Technical Person Registration	9
5. Building Permit	16
5.1. How to submit BP application against TCPO?.....	17
5.2. How to apply BP application against Directorate of ULB Haryana?	40
5.3. How to apply BP application against HSIIDC?	44
6. Home Page.....	48

1. Introduction

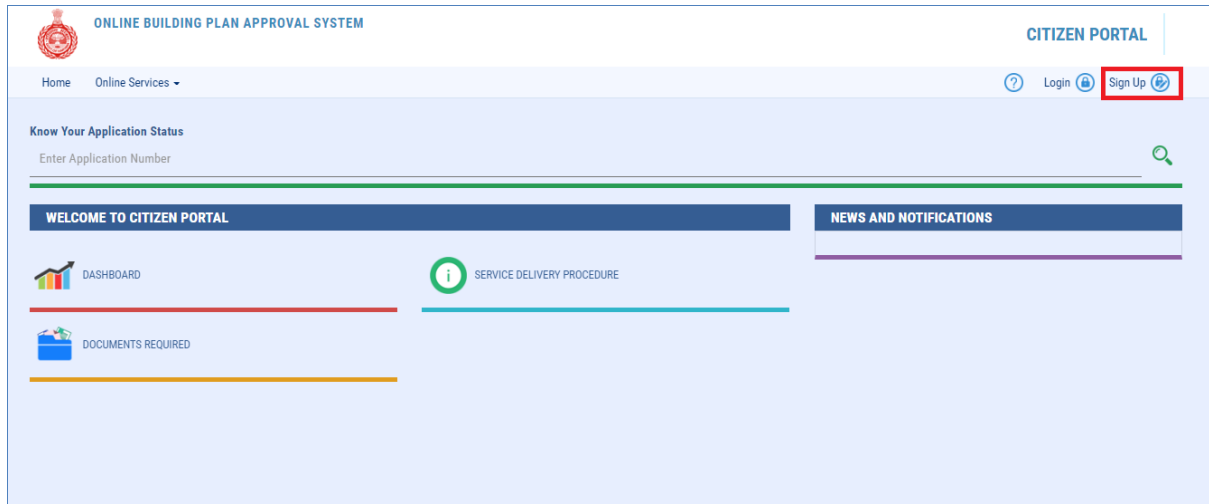
Getting approval for a building permission application from the concerned department is a time consuming process, which also involves a lot of manual effort. To reduce the effort and time taken for the process, **Building Plan Approval System** is being introduced which allows easy online submission, verification and approval of building permission applications.

The Client Portal enables the portal users to register into the system and submit the building permission application, 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.

Portal User: The architect/applicant who submit the building permission application for approval.

2. User Registration

To access HOBPAS system, use the URL provided and the following Citizen Portal Home page will appear.



Click on the **Sign Up** icon to register as public user. The following Public User Registration page will appear.

Online Building Plan Approval System, Government of Haryana
Public Portal

HOME APPLY ONLINE

Public User Registration

Individual Government

Identify yourself

* Name First Name Middle Name Last Name

Date of Birth dd/mm/yyyy

Provide your contact information
The information provided by you will be safe and not be shared with any external or third-party.

* Address * Contact No

* State --Select--

* District

*

* PIN

* Email Id

Desired Login Details

* Email/Mob No (User Name) [Enter either Mobile no. or Email id, Incase of Mobile no. please do not add +91 prefix. Only enter 10 digit mobile number]

* Password [Password should contain atleast 6 characters with 1 alphabet, 1 numeric and 1 special character.]

* Confirm Password

In case you forget or lose your login detail, help us reset it

* Hint Question --Select--

* Hint Answer

Contact Person's Identification Details

Type Select Number No file chosen

This page allows public user registration. Only the user who has registered as public user can access the citizen portal. Here user can enter the personal details and login credentials for citizen portal.

Enter the details as explained below to register as a public user.

- **Individual:** Choose this option, if user registration is to be done for individual use.
- **Government:** Choose this option, if user registration is to be done for government.
- **Name:** Select the salutation from the dropdown list and enter the name of the user to be registered as public user. This will be displayed only if you have chosen **Individual** option.

- **Date of Birth:** Enter the date of birth of the user. This will be displayed only if you have chosen **Individual** option.
- **Designation:** Enter the name of the government official to be registered as user. This will be displayed only if you have chosen **Government** option.
- **Organization Name:** Enter the name of the organization. This will be displayed only if you have chosen **Government** option.
- Provide **Contact Information** of the user as follows,
 - **Address**
 - **Mobile Number**
 - **Email ID**
 - **State**
 - **District**
 - **Taluk**
 - **Village**
 - **Pincode**
 - **Supporting Documents:** User can upload the supporting documents, if any by clicking the **Browse** button.
- **Desired Login Details:** Specifies the login details of the user.
 - **User Name:** Enter either email address or mobile number as user name for login.

In case of Mobile No., only enter your 10 digit mobile number. Do not add +91 prefix.

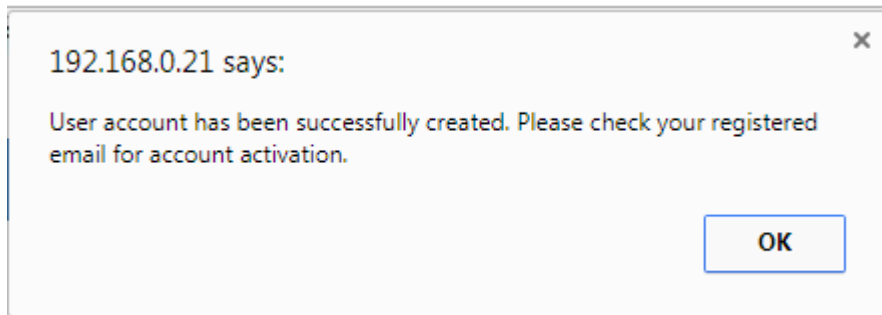
- **Pass word:** Enter a password for login.
- **Confirm Password:** Enter the password again to confirm.

*The given email address/mobile number and password can be used as **User Name and Password** while login to the Citizen Portal.*

- **Hint Question:** Select a hint question from the list in order to reset the login details, in case the user forgets.
- **Hint Answer:** Enter the answer for hint question.
- **Contact Person's Identification Details:** Here provide the identification document details.
 - **Type:** Select the type of identification document such as Passport, Driving License, PAN Card, EPIC No. or Aadhaar.
 - **Number:** Enter the number of identification provided.
 - **Choose File:** Browse and select the identification and **Upload** it in to the system.

- **Add:** Click on this button to add the identification details entered.
- **Save:** Click on this button to save the Public User details.

On saving a confirmation message will pop up which says user account is successfully created.



To activate the user account, go to the email and click on the activation link provided by the system on user registration. After successful activation, user can login to the system and assign architect to continue building permit application submission.

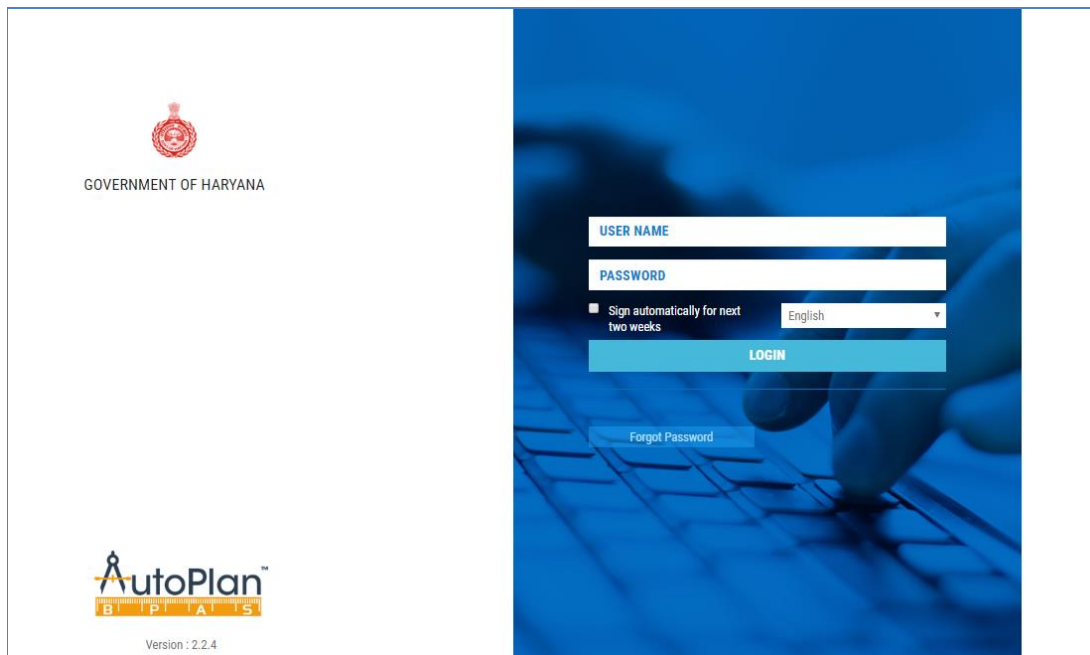
NOTE: Once the activated user has submitted the Building Permit Application, he/she cannot further be registered as Technical Person.

3. LOGIN

To login to the system, enter the username and password and click on the **LOGIN** button.

The email address and password entered while Public User Registration can be used as username and password.

NOTE: *The user cannot login until their account has been successfully activated.*



GOVERNMENT OF HARYANA

AutoPlan™
B I P I A I S

Version : 2.2.4

USER NAME

PASSWORD

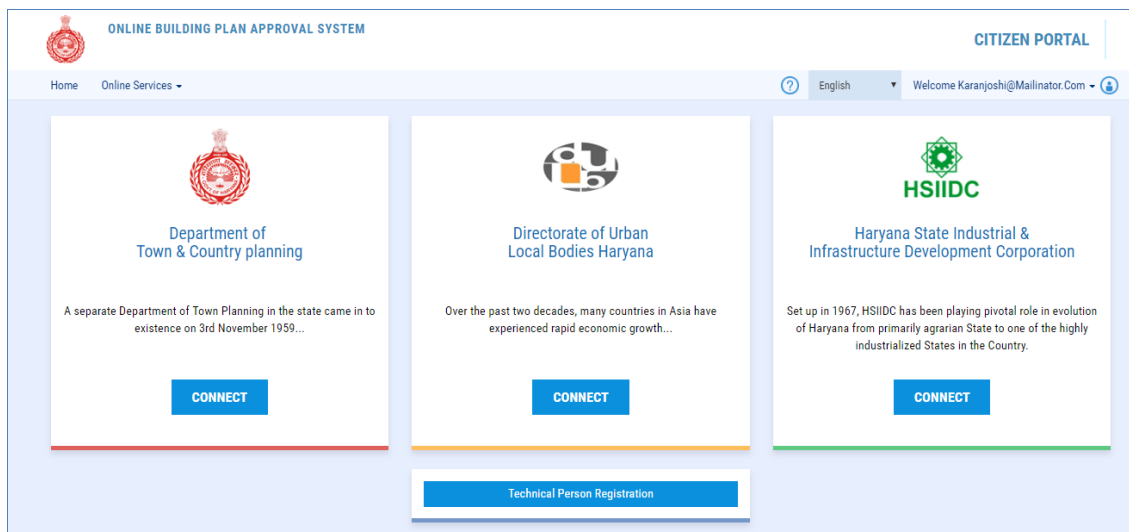
Sign automatically for next two weeks

English

LOGIN

Forgot Password

After successful login, the user will be redirected to the client portal common landing page as shown below.



ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home Online Services

English Welcome Karanjoshi@Mallinator.Com

Department of Town & Country planning

CONNECT

Directorate of Urban Local Bodies Haryana

CONNECT

Haryana State Industrial & Infrastructure Development Corporation

CONNECT

Technical Person Registration

4. Technical Person Registration

This option allows public user to register as technical person. Any public user can register as a technical user, who may belong to below listed categories.

- Architect
- Structural Engineer
- Electrical Engineer
- PH Engineer
- Site Supervisor

There are two types of Technical Person Registration,

- New Registration
- Already Registered ULB

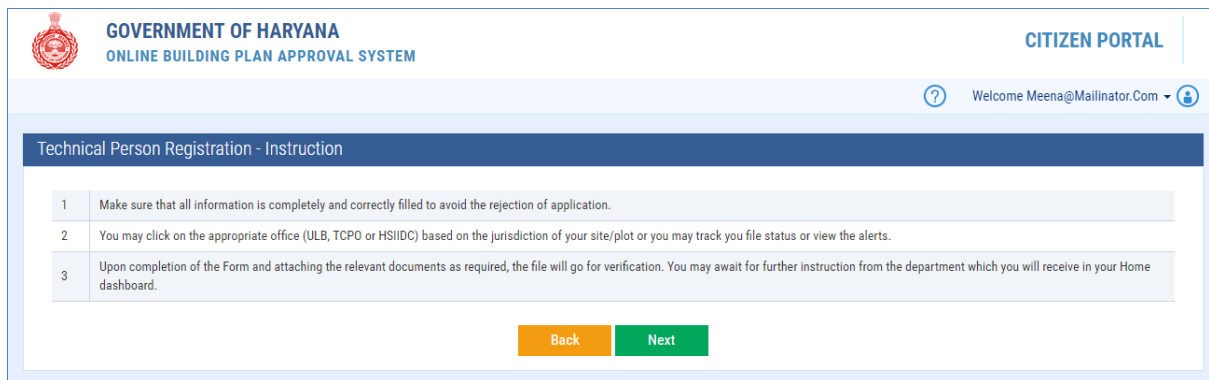
If user is not already registered, the application will be send to the specific workflow assigned in order to approve the technical person. Once application is approved, client user can download the license from the portal.

For already registered architect / structural engineer, enter the License number and after verification, system will automatically approve the application and user can download the license from the client portal itself.

In order to register as Technical Person, click on **Technical Person Registration** button.

The screenshot shows the 'ONLINE BUILDING PLAN APPROVAL SYSTEM' CITIZEN PORTAL. The header includes the system name, 'CITIZEN PORTAL', and user information: 'Welcome Karanjoshi@Mailinator.Com'. The main content area contains three service cards, each with a logo, title, brief description, and a 'CONNECT' button. The cards are for the Department of Town & Country planning, Directorate of Urban Local Bodies Haryana, and HSIIDC. A 'Technical Person Registration' button is located at the bottom center of the page, highlighted with a red border.

The following page will appear.



The screenshot displays the 'CITIZEN PORTAL' interface for the 'GOVERNMENT OF HARYANA ONLINE BUILDING PLAN APPROVAL SYSTEM'. The user is logged in as 'Meena@Mailinator.Com'. The main content area is titled 'Technical Person Registration - Instruction' and contains three numbered instructions:

- 1 Make sure that all information is completely and correctly filled to avoid the rejection of application.
- 2 You may click on the appropriate office (ULB, TCPO or HSIIDC) based on the jurisdiction of your site/plot or you may track you file status or view the alerts.
- 3 Upon completion of the Form and attaching the relevant documents as required, the file will go for verification. You may await for further instruction from the department which you will receive in your Home dashboard.

At the bottom of the instruction box, there are two buttons: 'Back' (orange) and 'Next' (green).

Read the instructions for Technical Person Registration and click **NEXT** to continue.



Technical Person Registration

Please select below Department and Office for Document Verification and Approval. (Please note: Registration process, once completed in any department, is valid for all applicable departments)

Department: * Office:

* Technical Person Type:

Applicant Details

* Name:

Address:

* Email: * Mobile No:

Qualification Details

Qualification Type: Qualification Details: University Name/Board Name:

Certificate No.: Year of Passing: Attach copy of Certificate: No file chosen

Add

COA Number: Valid Upto:

Work Experience

Organization Name: Organization Type:

Address: State: Pin Code:

Telephone No.: Year From:

Year To: Role / Position:

Add

Supporting Document

#	DOCUMENT NAME	ATTACHMENT
1	* COA Certificate	<input type="button" value="Choose File"/> No file chosen
2	* Address Proof	<input type="button" value="Choose File"/> No file chosen
3	* ID Proof	<input type="button" value="Choose File"/> No file chosen

Disclaimer

I hereby undertake that in case any action is initiated by Govt of Haryana, I will not process any building plan application thereafter. In case of failure to do so Govt of Haryana shall be at liberty to initiate any action against me.

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

- **Department:** Select the department to which the technical person is to be registered.
- **Office:** Select the office to which technical person is to be registered. After selection, the particular technical person will come under the selected office.
- **Technical Person Type:** Select the type of technical person from the dropdown list.
- **Applicant Details:** Select the type of applicant to be registered as technical person.
 - **Name:** Select the salutation from the dropdown list and enter the name of the user to be registered as a technical person.
 - **Address:** Enter the address of the firm which the user represents.
 - **Email:** Enter the email address of the user.
 - **Mobile No:** Enter the mobile number of the user.
- **Qualification Details:** Provide the qualification details of the user.
 - **Qualification Type:** Select the type of qualification this user possessed.
 - **Qualification Details:** Enter the educational qualification of the user.
 - **University Name/Board Name:** Enter the name of the university/board from which the user has attained the specific qualification.
 - **Certificate No.:** Enter the number of certificate.
 - **Year of Passing:** Enter the year of passing.
 - **Attach Copy of the Certificate:** Choose the file and click on **Upload** button to upload the copy of the certificate.
 - **Add:** Click on this button to add the qualification details entered.
- **License Number:** Enter the license number of the user.
- **COA Number:** If the user is an **Architect**, enter the council of architect number.
- **Valid Up to:** Select the date up to which the license is valid.
- **Work Experience:** Here user can provide the previous work experience details.
 - **Organization Name:** Enter the name of the organization in which user has work experience.
 - **Organization Type:** Select the type of organization in which user has work experience.
 - **Address:** Enter the address of the organization.
 - **State:** Select the state in which the specified organization is located.
 - **Pin Code:** Enter the pin code of the city.
 - **Telephone No.:** Enter the telephone number of the organization.
 - **Year From:** Select the year from which user has experience in the specified organization.
 - **Year To:** Select the year up to which user has experience in this organization.
 - **Role/Position:** Enter the role/position of the user in the specified organization.
 - **Add:** Click on this button to add the work experience details provided.
- **Supporting Document:** User can attach the supporting documents here.

- **Choose 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.
- **SAVE:** Click on this button to save the technical person details.
- **PROCEED:** Click on this button to proceed to the fee preview page.
- **CANCEL:** Click on this button to cancel the registration.



Application View (HOBPAS-375/18-19)

[View](#)[Application Summary](#)

Application Number
HOBPAS-375/18-19

Applicant Name
Mrs Meena K

Application Type
Technical Person Registration

Applied Date
12/11/2018

Status
Submission In Progress

ULB/Office
DTCP, SCO 71-75, Sec-17C, Chandigarh

Description
Technical Person Registration 'HOBPAS-375/18-19' submitted by Mrs Meena K

[Exit](#)[Submit](#)


Government of Haryana
GOVERNMENT OF HARYANA
ACKNOWLEDGEMENT RECEIPT
DTCP, SCO 71-75, SEC-17C, CHANDIGARH

APPLICATION FOR TECHNICAL PERSON REGISTRATION

Date 12/11/2018 12:53 PM

Application Number	: HOBPAS-375/18-19
Name	: Mrs Meena K
Subject	: Application for Technical Person Registration
Description	: Mrs Meena K applied for Technical Person Registration

Generated on 12/11/2018 at 12:53 PM by AutoPlan BPAS

Print Preview Exit

- **Print Preview:** Click on this button to preview this receipt in Print format with QR code.

After submission, this will be send to the specific workflow assigned in order to approve the technical person.

5. Building Permit

This option allows user to apply for a new building permit approval certificate. The building permit can be submitted to a particular office and option to upload the client utility file generated from Author application will be available. Before submitting the application, user has to do application fee payment through online payment or upload the challan. The application can be submitted only after verifying the fee payment by department user.

Types of Applications

There are two types of Application Submission:

1. Normal Application
2. Fast Track Application

Normally Low Risk categories (plotted residential and commercial sites having maximum permissible height upto 15 meters and area upto 1000 square meters; industrial buildings (all sizes and height)) considered as Fast Track Application and this will be approved automatically without Document Verification, NOC Submission and Site Inspection.

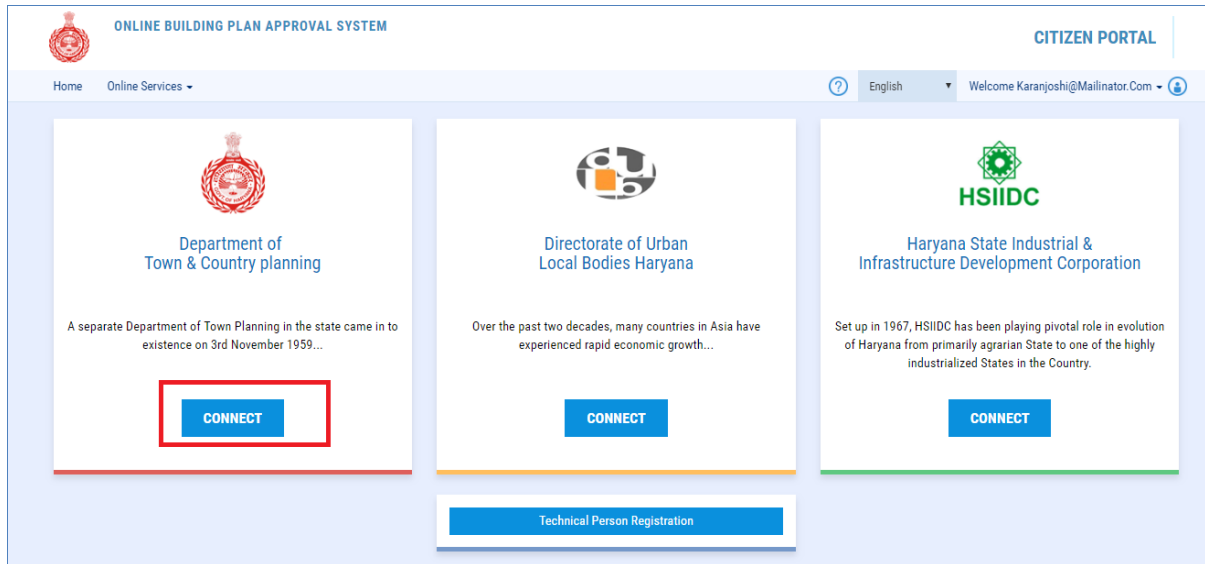
Building Permit Approval Application Submission process is different for below mentioned department,

The Building Permit Approval Application has to be submitted separately to the below departments,

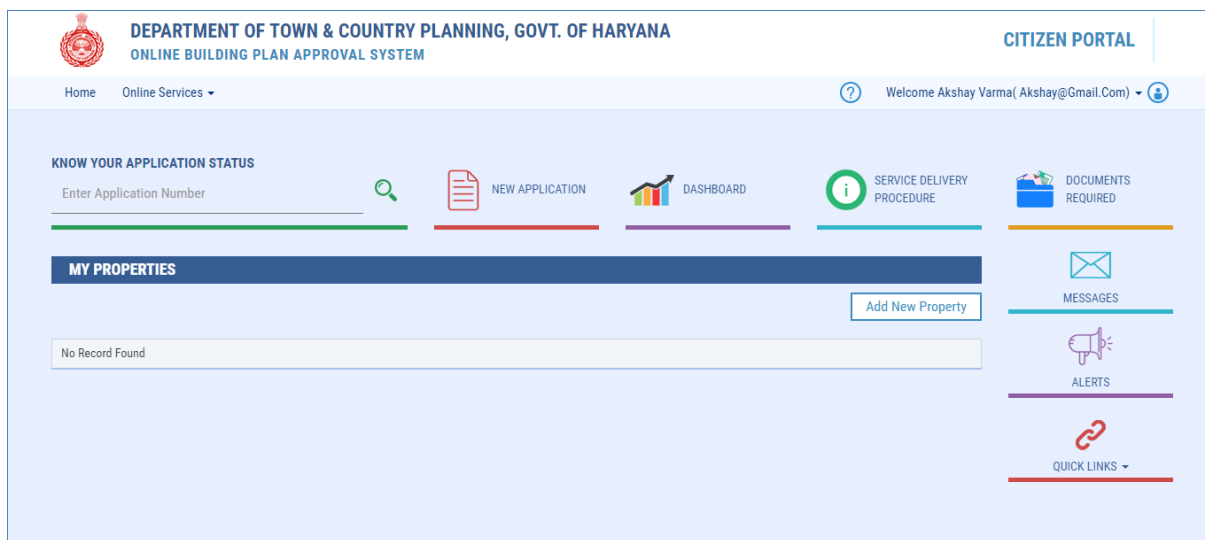
- Department of Town & Country planning
- Directorate of Urban Local Bodies Haryana
- Haryana State Industrial & Infrastructure Development Corporation

5.1. How to submit BP application against TCPO?

In order to submit building permit application to **Department of Town & Country planning**, click on the **Connect** button corresponding to Department of Town & Country planning option.



The following home page will appear.



Click on **Add New Property** button to add property details of the user.

The following page will appear.

User can select the District and Office to which building permit application is to be submitted. Click **NEXT** to continue.

Sl. No.	Instruction
1	Make sure that all information is completely filled to avoid the rejection of application
2	Please keep the scanned copy of all documents which needed to be submitted along with this application
3	The drawing file should be prepared for submission by using Author Utility, which available with registered architects/Engineer
4	You will be required to upload the *.apz file which will be scrutinized by the system. You may create the file using AutoPlan Author or send the AutoCAD (dwg) file to support.hrbpas@gmail.com with your contact details so we can make the drawings as needed.
5	File in dwg format should contain the following drawings: A site plan as required by Code 3.2\n Building plans, elevations and sections as required by Code 3.4\n Structural drawings (for record) as per Form BR-V(A1) or BR-V(A2) Fire safety design as required under National Building Code or under Haryana Fire Services Act, 2009, if applicable Heating, Ventilation, Air-Conditioning (H.V.A.C.) service plan wherever required Public health services plan

Read the instructions for applying building permit approval certificate and click **NEXT**.

User will be redirected to the **Land Selection** page as shown below. This page helps to select the type of land use as **Licensed** or **CLU** corresponding to which application is to be submitted.

Building Permit - Land Selection

Select Land Type
 Licensed CLU

Case Number: License Number:

Selected License Numbers

District Gurugram	Purpose Commercial Licence in residential Zone	Developer Name Bal Prada Info Services Pvt Ltd
Town GURGAON-MANESAR	Sector 56	Colony JMD GUR-56 CIR

Certified that the plot number, plot boundary, approach road, gate position etc., as approved in the zoning plan by DTCP, Haryana has been adopted without any modification, whatsoever.

In case any discrepancy is noticed at any point in time, I understand that the building plan approved shall be liable for revocation and its restoration to its original form and hereby bear the entire responsibility for such revocation intended by the Department officers/ officials regarding any loss suffered by any one in this regard.

By affixing the password, I confirm the above

Confirm Password:

Enter **Case Number/CLU Number** and click on **GO** button and the corresponding land details will get populated in the remaining fields. Then select the **License Number** and click on **Add** button.

After entering the details, user has to accept the declaration and enter the **Password**.

Click **Proceed** button to continue the process. The following page will appear.

LC-1007

District Gurugram	Purpose Commercial Licence in residential Zone	Developer Name Bal Prada Info Services Pvt Ltd
Town GURGAON-MANESAR	Sector 56	Colony JMD GUR-56 CIR

Selected License Numbers
186 of 2007

Building Permit
Occupancy

<input type="checkbox"/> BP Consultants(Architect/Firm) <input type="button" value="View"/>	<input type="checkbox"/> Application <input type="button" value="View"/>	<input type="checkbox"/> Fee <input type="button" value="Pay"/>
<input type="checkbox"/> Scrutiny Report <input type="button" value="View"/>	<input type="checkbox"/> Certificate <input type="button" value="View"/>	

At this step, only the **View** button corresponding to the **BP Consultants (Architect/Firm)** will be enabled. Click on this button to assign the building permit consultant.

Assign BP Consultants (Architect/Firm) and Submit Building Permit Application

Consultants(Architect/Firm)
X

CONSULTANT	STATUS	
Architectural/Design	Not Assigned	Assign
Landscape	Not Assigned	Assign
Interior Design	Not Assigned	Assign
Structural	Not Assigned	Assign
Proof Consultant	Not Assigned	Assign
Supervisor	Not Assigned	Assign
Plumbing Expert	Not Assigned	Assign
Fire Engineer	Not Assigned	Assign
Public Health Engineer	Not Assigned	Assign
Electrical Engineer	Not Assigned	Assign

Click on the **Assign** button. The Architect Assignment page as shown below will appear.

Building Permit - Architect Assignment

District Gurugram	Purpose Commercial Licence in residential Zone	Developer Name Bal Prada Info Services Pvt Ltd
Town GURGAON-MANESAR	Sector 56	Colony JMD GUR-56 CIR
Selected License Numbers 186 of 2007	Case Number LC-1007	

Architectural services including PMO

Please Enter Your Consultant(Architect/Firm)

Exit

Enter the name of **Consultant/Architect/Firm** to whom land assignment has to be done.

NOTE: Tick the '**Architectural services including PMO**' option, if you want to give right to this architect to assign user for all the other architectural services.

On entering the architect name, the details will be displayed by the system. Accept the declaration and enter the password and then click on **Assign** to assign the selected architect.

Building Permit - Architect Assignment

District Gurugram	Purpose Commercial Licence in residential Zone	Developer Name Bal Prada Info Services Pvt Ltd
Town GURGAON-MANESAR	Sector 56	Colony JMD GUR-56 CIR
Selected License Numbers 186 of 2007	Case Number LC-1007	

Architectural services including PMO

Please Enter Your Consultant(Architect/Firm)

Mr Sohan Roy - A. K Associates

Architect Name Mr Sohan Roy	Mobile 7485954754	Registration Number COA/1125/18
--------------------------------	----------------------	------------------------------------

e-mail ID
sohanroy@mailinator.com


Remark

I, Mrs Meena K, request Mr Sohan Roy - A. K Associates, to kindly accept my request for handling consultancy and architectural services for the project in the aforesaid plot.


Password

Exit

Once the architect has been assigned by the client user, **Architect** has to accept the application. In order to accept the application, Architect needs to login to the system using his/her login credentials.



GOVERNMENT OF HARYANA



Version : 2.2.4

satis@mailinator.com

••••••••

Sign automatically for next two weeks

English ▼

LOGIN

[Forgot Password](#)

On successful login by the architect, following home page will appear.

GOVERNMENT OF HARYANA
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Welcome Robin V (Robin@mailinator.com)

**Department of
Town & Country planning**

A separate Department of Town Planning in the state came in to existence on 3rd November 1959...

[CONNECT](#)

**Directorate of Urban
Local Bodies Haryana**

Over the past two decades, many countries in Asia have experienced rapid economic growth...

[CONNECT](#)

**Haryana State Industrial &
Infrastructure Development Corporation**

Set up in 1967, HSIIDC has been playing pivotal role in evolution of Haryana from primarily agrarian State to one of the highly industrialized States in the Country.

[CONNECT](#)

[Technical Person Home](#)

IMPORTANT: COMMON USER/APPLICANT/TECHNICAL PERSON

You have successfully registered and logged-in, into the system. You are now a registered user of HOBPAS. If you have logged-in, in the capacity of an applicant, the process stops here. You can access status of your application, alerts etc. in the dashboard given in the respective department by clicking on "CONNECT". You may apply for Building Plan Approval, based on the submission files, drawings and instructions received from your registered Architect or Engineer. You may click on the appropriate office (ULB, TCPD or HSIIDC) based on the jurisdiction of your site/plot or you may track you file status or view the alerts.

IMPORTANT: TECHNICAL PERSON

If you are a Technical Person (Architect, Engineers, Supervisor) as per definitions given in Haryana Building Code 2017, you may need to get a further registration as a Technical Person in HOBPAS. This involves providing your qualification, experience and other credentials, and getting it verified. Further, if you are an Architect, you may need to provide additional information on COA number and its validity. Please ensure that the fees for COA is paid and is valid.

This is a unified system involving Town and Country Planning Office (TCPD), Haryana, Department of Urban Local Bodies, (DULB) Haryana, and Haryana State Industrial and Investment Development Corporation, (HSIIDC) Haryana, Architects and Engineers need to register only once to apply/practice within these three departments.

If you have an existing registration with any of the ULB, we have simplified the process. You may click on DULB and select the appropriate office where you are already registered and provide your details with attachment of required documents. The verification will happen without much effort. This may still take some time depending on the office selected.

If you are not registered with any of the offices, you may do so now by clicking on "Technical Person Registration" button.

A new Technical Person Registration page will open which needs to be filled. Upon completion of the Form and attaching the relevant documents as required, the file will go for verification. You may await for further instruction from the department which you will receive in your Home dashboard.

Powered By **IDSi**

DEPARTMENT OF TOWN & COUNTRY PLANNING
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home ? Welcome Robin V(Robin@mailinator.com)

KNOW YOUR APPLICATION STATUS

Enter Application Number DASHBOARD SERVICE DELIVERY PROCEDURE DOCUMENTS REQUIRED

MY ASSIGNED APPLICATION

No Record Found

Pending Actions (1)

MESSAGES

ALERTS

QUICK LINKS

Click on the **Pending Actions** to select the assignment to be accepted by the architect.

DEPARTMENT OF TOWN & COUNTRY PLANNING
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home ? Welcome Robin V(Robin@mailinator.com)

Pending Actions

#	ACTION TYPE	TYPE	ASSIGNED TIME	DESCRIPTION	
1	Assignment	Building Permit	07/11/2018 03:34:56	LC-1007 , Gurugram, GURGAON-MANESAR, 56, JMD GUR-56 CIR Submitted By Mrs Meena K	

[Exit](#)

Select the pending assignment to be accepted. The following page will appear.

Architect Accept (LC-1007)

District	Purpose	Developer Name
Gurugram	Commercial Licence in residential Zone	Bal Prada Info Services Pvt Ltd
Town	Sector	Colony
GURGAON-MANESAR	56	JMD GUR-56 CIR

Selected License Numbers

186 of 2007

Applicant Note

Remark

Uyosr7s6dSOQCgiE05kKEwt0re08Y9XT36gFMaXbIWw=

I Mr Robin Joseph V hereby accept to handle consultancy and architectural services for the aforesaid plot on the behalf of Mrs Meena K

Password

[Accept](#) [Reject](#) [Cancel](#)

Enter the remarks regarding the application, if any and then accept the declaration and enter password. Click on **Accept** button to accept the application. The following page will appear.

DEPARTMENT OF TOWN & COUNTRY PLANNING, GOVT. OF HARYANA
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home Welcome Satish Kaushik(Satish@Mailinator.Com)

LC-2030

District	Purpose	Developer Name
Gurugram	Commercial Licence in residential Zone	Western Realtors P Ltd.
Town	Sector	Colony
GURGAON-MANESAR		WITHDRAWN- NOT APPLICABLE

Building Permit Occupancy

BP Consultants(Architect/Firm) Application Fee

Scrutiny Report Certificate

NOTE: Either applicant can apply for building permit or architect can apply on behalf of Applicant.

In order to apply for Building Permit, click on the **View** button corresponding to **Application**.

DEPARTMENT OF TOWN & COUNTRY PLANNING, GOVT. OF HARYANA
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home Welcome Satish Kaushik(Satish@Mailinator.Com)

LC-2015

District	Purpose	Developer Name
Gurugram	Commercial Licence in residential Zone	Sana Realtors Pvt. Ltd.
Town	Sector	Colony
GURGAON-MANESAR	67	SANA REALTORS GUR-67 CIR

Building Permit Occupancy

BP Consultants(Architect/Firm) Application Fee

Scrutiny Report Certificate

The following Building Permit page will appear.

Building Permit – Instruction

Read the Instruction before submitting the application and click on **Next** to proceed.

Building Permit - Instruction

1	Make sure that all information is completely and correctly filled to avoid the rejection of application.
2	Upload readable scans of relevant documents as required by the respective department and the latest version of Haryana Building Code 2017.
3	Submitting the online application authorizes BR/BRS I & BR/BRS II on behalf of architect and owner, according to the information provided. Rests of the forms are to be uploaded as PDFs.
4	The drawing file should be prepared for submission by using AutoPlan Author Utility, (available with Architects registered in HOBPAS).
5	Put all the drawings (as required by Code 2.1 - Haryana Building Code 2017), in a single AutoCAD. Make sure to mark all the sheets in the Author Utility before creating the *.apz file.
6	To avoid rejection by the system, make sure to mark all the required parameters, verify and correct your drawing before creating the *.apz file and uploading on the web portal.
7	Input the correct covered area in the Author Utility to avoid delay due to incorrect fees payment.
8	The architect will be required to upload the *.apz file which will be scrutinized by the system.
9	Contact support.hrbpas@gmail.com if you need any help regarding the application process or AutoPlan Author Utility.
10	Update your email ID and phone number to receive regular notifications for your application.
11	Forms BR I and BR II will be automatically generated with the information provided by the applicant in the application and will be considered authorized by the owner and architect when the application is submitted.
12	Approval of Building Plans will never be admissible as the proof of ownership by the applicant.
13	After getting the approval for Building Permit, make sure to submit the DPC certificate and apply for Occupation Certificate before the respective deadlines to avoid fines/penalties.

Back

Next

Building Permit – File Submission

From this page user can upload the client utility file generated from the Author Application, which contains the documents and details required for the approval certificate in a compressed format.

Building Permit - File Submission

Select the file provided by BPAS Client Utility

Choose File No file chosen

Upload

Exit

- **Choose File:** Click on this option and select a client utility file generated from the Author Application, which contains the documents and details required for the approval certificate in a compressed format.

Building Permit - File Submission

Select the file provided by BPAS Client Utility

AGROTECH.apz ✕

Exit

Proceed

- **Upload:** Click on this button to upload the selected file to the system.
- **PROCEED:** Click on this button to continue the application process and go to the next page. In the next page user can view/add the general information of the application.

Building Permit – Application Details

Through this page user can add/view the general details of the application.

The general information such as Applicant details, Land Owner details, General Power Of Attorney (GPA) Holders details and Technical Persons details will be loaded from the APZ file.

The missing fields can be entered by the user. The user can upload the ID Proof/Authorization document, if required.

Building Permit - Application Details (HOBPAS-345/18-19)

Reference Number
HOBPAS-345/18-19

DETAILS OF THE APPLICANT

* Name
Mr raja ram

* Address
Tower 4 & 5, Sohna Road, Sector 48

* Mobile No
7871635978

* Email
rajaram@mailinator.com

ID Proof
 No file chosen

DETAILS OF THE LAND OWNER +

#	NAME	RELATIONSHIP WITH RECORDED TENANTS	POSTAL ADDRESS	CONTACT NO. (MOBILE)	EMAIL ADDRESS	ID PROOF	ALLOTMENT LETTER
1	AGROTECH AGROTECH AGROTECH		AKBARPUR BAROTA	9869223068	abhinav.gupta.25@gmail.com		

DETAILS OF GENERAL POWER OF ATTORNEY (GPA) HOLDERS, IF ANY

DETAILS OF TECHNICAL PERSONS INCLUDING ARCHITECTS, STRUCTURAL ENGINEERS ETC. - (PMO)

#	CATEGORY OF TECHNICAL PERSONS	NAME	POSTAL ADDRESS	DETAILS OF THE REGISTERING / LICENSING AUTHORITY	VALID UP TO(DATE)	CONTACT NO. (MOBILE)	EMAIL ADDRESS	ENCLOSED ID PROOF
1	Architect	Satish Kaushik		COA/2016/GG	31/12/2019	1452365487	satish@mailinator.com	

Enter the details as explained below.

- **Details of the Applicant:** The details of the applicant such as Name, Address, Mobile Number and Email will be populated automatically from User Registration page. User can upload the **ID Proof/Authorization** document, if required.
- **Details of the Land Owner:** The details of the land owner will be automatically captured from client utility file. User can edit, if required.
 - **Name:** Enter the name of the land owner.
 - **Address:** Enter the address of the land owner.
 - **Mobile No:** Enter the mobile number of the land owner.

- **Email:** Enter the email ID of the land owner.
- **Relationship with Recorded Tenants:** Enter land owner's relationship with recorded tenants.
- **ID Proof:** Here user can **Upload** the ID Proof document of the land owner.
- **Allotment Letter:** Here user can **Upload** the allotment letter of the land owner.
- **Add:** Click this button to add the land owner details.
- **Details of General Power Of Attorney (GPA) Holder:** Here user can enter the GPA Holder details as follows.
 - **Name of GPA Holder:** Enter the name of the GPA holder.
 - **GPA Reference Number:** Enter the GPA reference number.
 - **Address:** Enter his address.
 - **Relationship with land owner(s):** Enter GPA holder's relationship with land owner.
 - **Mobile No:** Enter the mobile number of the GPA holder.
 - **Email:** Enter the email ID of the GPA holder.
 - **ID Proof:** Here user can upload the ID Proof of the GPA Holder.
 - **Authorization Certificate:** Here user can upload the Authorization certificate of the GPA Holder.
 - **Date:** Select the date up to which the ID proof/authorization document is valid.
 - **Add:** Click this button to add the GPA holder details.
- **Details Of Technical Persons Including Architects, Structural Engineers etc. - (PMO):** The details of the technical person will be automatically captured from client utility file.
- **BACK:** Click on this button to go to the previous page in which user uploaded the client utility file.
- **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 consists of project details.

After entering details, click on **Next** button to continue the application process and go to the next page. The next page consists of project details.

Building Permit - Project Details

This page allows user to add/view the project details. The project details will be loaded from the APZ file. Only missing fields can be entered by the user.

Building Permit - Project Details (LC-1007)

* Application Sub Type: High Risk ?

* Total built-up area: 9029.68 Square Metre

#	PROJECT TYPE	PROJECT CATEGORY	PROJECT COMPONENT	BUILDING NAME	TOTAL AREA TO BE COVERED (IN SQ. METRES)	NO. OF FLOOR	NO. OF DWELLING / PREMISES	BUILDING HEIGHT (IN METERS)
1	New Construction	Residential Building	Residential Buildings	RESIDENTIAL	9029.68	14	0	<input style="width: 100px; height: 20px;" type="text"/>

Back
Next

Enter the details as explained below.

- **Application Sub Type:** The sub type of application will be displayed. The buildings are categorized based on risk as follows:
 - a. **Low Risk** (Low Risk category includes plotted residential and commercial sites having maximum permissible height upto 15 metres and area upto 1000 square metres; industrial buildings (all sizes and height))
 - b. **Moderate Risk** (Moderate Risk category includes commercial sites having maximum permissible height upto 15 metres and area from 1001 square metres to 2000 square metres.)
 - c. **High Risk** (High Risk category consists of buildings other than building stated above at (i) and (ii).)
- **Total built-up area:** The total built up area of the project will be displayed from .apz file. User can edit, if required.
- **Building Height (In Meters):** Enter the height of the building in meters.
- **NEXT:** Click on this button to continue the application process and go to the next page. The next page consists of land details.

Building Permit - Land Details

This page allows user to add/view the land details with details on plot area.

On uploading the client utility file generated from the Author Application, the land details will be loaded from the APZ file. Only missing fields can be entered by the user.

Building Permit - Land Details (LC-1007)

Land Details

District

* Site/Plot Number Khasra Number Sector

City Street

Colony Zoning Plan Memo Number Zoning Plan Memo Date

Details of Title Deed

Title Deed No. Title Deed Date

Plot Area

* As Per Site Square Metre * As Per Title Document Square Metre [Purchase FAR](#) [Material Specifications](#)

Remarks Building Purpose

[Back](#) [Reset](#) [Next](#)

Important fields in this page are explained below.

- **District:** The district of the land will be displayed.
- **Site/Plot Number:** The site/plot number of the plot will be displayed.
- **Khasra Number:** Enter the khasra number of the property.
- **City:** Enter the city of the plot.
- **Street:** Enter the name of the street.
- **Zone Plan Memo Number:** Enter the zone plan memo number of the plot.
- **Zone Plan Memo Date:** Enter the zone plan memo date.
- **Title Deed No:** Enter the sale deed number.
- **Title Deed Date:** Enter the date of sale deed.
- **Plot Area:** Displays the plot area details,
 - **As Per Site:** The plot area as per site will be displayed.
 - **As Per Title Document:** The plot area as per title document will be displayed.
 - **Building Purpose:** Select the purpose of the building.

Click on the **Purchase FAR** button to purchase the additional floor area. The Additional FAR Details page as shown below will appear.

DEPARTMENT OF TOWN & COUNTRY PLANNING, GOVT. OF HARYANA
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home Welcome Satish Kaushik(Satish@Mailinator.Com)

Building Permit - Additional FAR Details (LC-2016)

FAR Details

Location: Gurugram

Plot Area as per Site: 22542.83 Square Meter

Zone Potential: Hyper

* Additional Far to be Purchased:

Amount to be paid: INR

Back Reset Save

- **Additional FAR to be Purchased:** Enter the floor area to be purchased additionally in square meter.
- **Amount to be Paid:** The amount to be paid will be automatically calculated by the system and this can be paid along with the application fee.

After entering details, click on the **Save** button to save.

Click on the **Material Specification** button to add the specifications of material required for building construction. Following page will appear.

DEPARTMENT OF TOWN & COUNTRY PLANNING, GOVT. OF HARYANA
ONLINE BUILDING PLAN APPROVAL SYSTEM

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MATERIAL SPECIFICATIONS

#	ITEMS	SPECIFICATIONS
1	Foundations	<input type="text"/>
2	Walls	<input type="text"/>
3	Damp-proof course	<input type="text"/>
4	Floors	<input type="text"/>
5	Roofs	<input type="text"/>
6	Windows and Doors and other wood-work	<input type="text"/>
7	Steel work	<input type="text"/>
8	Internal finish	<input type="text"/>
9	External finish	<input type="text"/>

Back Submit

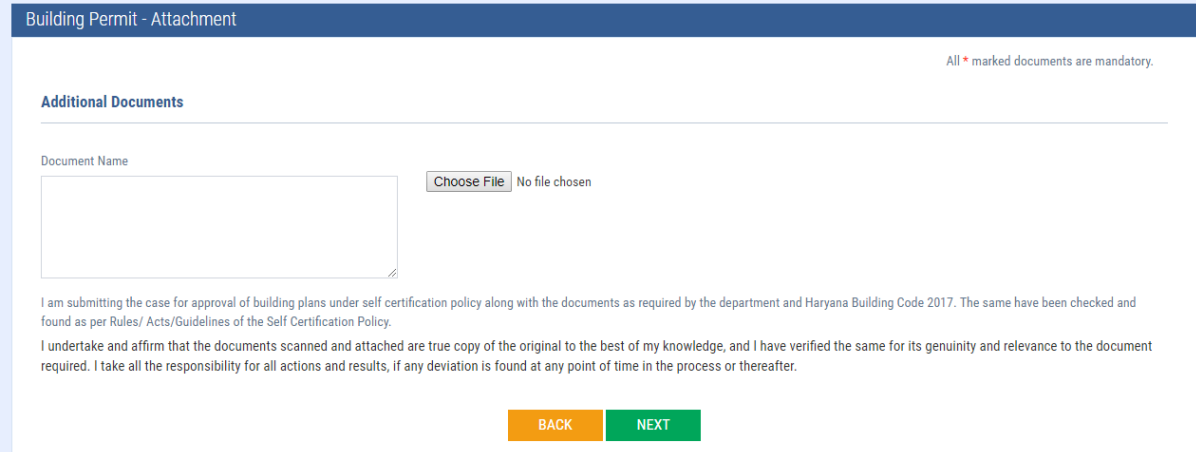
- **Specifications:** Enter the specification against each item.

After entering details, click on the **Submit** button to save.

- **Remarks:** Enter the remarks regarding land, if any.
- **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 through which user can attach the documents required.

Building Permit - Attachments

This page allows user to upload the document needed for submitting the application.



Building Permit - Attachment

All * marked documents are mandatory.

Additional Documents

Document Name

Choose File No file chosen

I am submitting the case for approval of building plans under self certification policy along with the documents as required by the department and Haryana Building Code 2017. The same have been checked and found as per Rules/ Acts/Guidelines of the Self Certification Policy.

I undertake and affirm that the documents scanned and attached are true copy of the original to the best of my knowledge, and I have verified the same for its genuinity and relevance to the document required. I take all the responsibility for all actions and results, if any deviation is found at any point of time in the process or thereafter.

BACK NEXT

- **BACK:** Click on this button to go to the previous page through which land details were entered.
- **NEXT:** Click on this button to continue the application process and go to the next page. The next page previews the fee details for application submission.

Fee Preview

This page previews the application fee to be paid by the client user.

(BLC-2015F)

Application Number BLC-2015F	Applicant Name Mr Akshay Varma	Application Type Building Permit
Applied Date 07/06/2018	Status Not Submitted	Application Sub Type Low Risk
ULB/Office DTP Gurugram		
Description Building Permit application (BLC-2015F) submitted by Mr Akshay Varma for Plot No. AKBARPUR BAROTA, with Property ID XYZ , Survey No. 99/6,15/1,15/2,92/10,9,8/2,13/1/1,12/1,12/2,11/1,11/2		

All amount in INR

#	ITEM	AMOUNT	TAX	TOTAL	TOTAL(ROUNDED)
1	Scrutiny Fee	1,42,716.40	0.00	1,42,716.40	142716.00
2	Development Fee	10,500.00	0.00	10,500.00	10,500.00
3	Labour Cess	1,800.00	0.00	1,800.00	1,800.00
4	FAR FEE	0.00	0.00	0.00	0.00
Total				1,55,016.00	1,55,016.00

Total : Rupees One lakh Fifty Five thousand and Sixteen Only

Note:

Back
Proceed

- **BACK:** Click on this button to go to the previous page through which documents were attached.
- **PROCEED:** Click on this button to continue the application process and go to the next page.

Application View

The application summary page displays the details of the application entered. The owner details and payment summary can be viewed through this option. Also user can view attached document using **View Attachments** button.



90%

Application View (HOBPAS-471/18-19)

[View](#) [Edit](#) [Application Summary](#)

Application Number
HOBPAS-471/18-19

Applicant Name
Mrs Meena K

Application Type
Building Permit

Applied Date
07/11/2018

Status
Not Submitted

Application Sub Type
High Risk

ULB/Office
DTP Gurugram

Description

Building Permit application (HOBPAS-471/18-19) submitted by Mrs Meena K for Plot No. 8574

OWNER DETAILS

#	NAME	POSTAL ADDRESS	MOBILE	EMAIL	ID PROOF	ALLOTMENT LETTER
1	Mrs Meena K	Gurugram, Haryana, Gurgaon, 474854	4854521256	meena@mailinator.com		

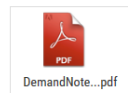
PROJECT DETAILS

#	PROJECT TYPE	PROJECT CATEGORY	PROJECT COMPONENT	BUILDING NAME	TOTAL AREA TO BE COVERED (IN SQ. METERS)	NO. OF FLOOR	NO. OF DWELLING / PREMISES	BUILDING HEIGHT (IN METERS)
1	New Construction	Residential Building	Residential Buildings	RESIDENTIAL	9029.68	14	0	0.00

PAYMENT SUMMARY

DOCUMENT NAME	DATE	TYPE	FEE CALCULATED	AMOUNT PAID	VERIFIED AMOUNT	BALANCE TO PAY
HOBPAS/DemNo/365/18-19	07/11/2018	Scrutiny Fee	90,297.00	0.00	0.00	90,297.00

SYSTEM GENERATED


[View Attachments](#)


Sign Details


#	NAME	TYPE	STATUS
1	Meena K	Applicant	Not Signed
2	Sohan Roy	Architect	Not Signed

[Exit](#)

PAYMENT SUMMARY

DOCUMENT NAME	DATE	TYPE	FEE CALCULATED	AMOUNT PAID	VERIFIED AMOUNT	BALANCE TO PAY	
HOBPAS/DemNo/192/18-19	21/07/2018	Other	4,650.00	0.00	0.00	4,650.00	


SYSTEM GENERATED [View Attachments](#)

 DemandNote...pdf

Sign Details

#	NAME	TYPE	STATUS
1	Karan Joshi	Applicant	Not Signed
2	Satish Kaushik	Architect	Not Signed
3	Goutham Krishna	Structural Engineer	Not Signed

[Exit](#)

Click on the  button to make the fee payment corresponding to the application.

Payment Option

This page helps to make the payment. The user can either make an online payment through the option **Pay Online** or upload the challan. Select the required payment option and enter the details.

Payment Options



Bank Challan

★ RTGS

☑ NEFT

☑ **Pay Online**

Amount Payable : Rs. 1,42,716.40

Application Number BLC-1007FB	Application Type Building Permit
* Bank Challan Number 587	Bank Challan Date 06/06/2018 
* Bank SBI	* Branch MC Road
Amount 142716.40	
Comments <div style="border: 1px solid #ccc; height: 30px;"></div>	
Attachment challan.jpg 	

Back
Proceed

- **PROCEED:** Click on this button to continue the application process.



After payment, icon will be changed to .

PAYMENT SUMMARY

DOCUMENT NAME	DATE	TYPE	FEE CALCULATED	AMOUNT PAID	VERIFIED AMOUNT	BALANCE TO PAY	
HOBPAS/DemNo/190/18-19	20/07/2018	Other	1,45,866.00	1,45,866.00	0.00	0.00	

SYSTEM GENERATED [View Attachments](#)

DemandNote...pdf

PaymentRec...pdf

View: Click on this button to view the application details.

Application Details

Reference Number: BLC-2016E Date: 08/06/2018

Applicant Details

Applicants: Mr Akshay Varma

Land Owner Details

NAME	ADDRESS	MOBILE	EMAIL	ID PROOF	ALLOTMENT LETTER
Mr Akshay Varma	Door 12/45C KK Road, Haryana, Ambala, 235647	9446205457	akshay@gmail.com		

Project Details

#	PROJECT TYPE	PROJECT CATEGORY	PROJECT COMPONENT	TOTAL AREA COVERED	NO OF FLOORS	NO OF DWELLING / PREMISES	BUILDING HEIGHT
1	New Construction	Industrial Building	Industrial Buildings	4035.00	0	0	0.00
2	New Construction	Industrial Building	Industrial Buildings	5088.00	0	0	0.00
3	New Construction	Industrial Building	Industrial Buildings	1039.64	0	0	0.00
4	New Construction	Industrial Building	Industrial Buildings	4109.00	0	0	0.00

Land Details

#	VILLAGE	KHASRA NO.	PLOT NO.	AREA (IN ACRES / SQM)	TITLE DEED NO.	DATE	AREA UNDER POSSESSION (IN SQ. METERS)	CITY	STREET	REMARKS
1		AKBARPUR BAROTA	AKBARPUR BAROTA	22542.83		01/01/1900	0.00			

Checklist

Building Parameters

- BLOCK A +
- BLOCK C +
- BLOCK D +
- BLOCK B +
- Common +

[Exit](#)

Application Summary: Click on this button to view the summary of the application.

Application Summary
License

Application Number BLC-2016E	Applicant Name Mr Akshay Varma	Applied Date 08/06/2018
Application Type Building Permit	Application Sub Type Building Permit	ULB/Office DTP Gurugram

Description
Building Permit application (BLC-2016E) submitted by Mr Akshay Varma for Plot Number AKBARPUR BAROTA, with Property ID XYZ , Survey No 99/6,15/1,15/2,92/10,9,8/2,13/1/1,12/1,12/2,11/1,11/2

Current Status
Submission In Progress

#	STEP	ACTION DESCRIPTION	IN TIME
1	Payment	payment for Building Permit application with Application Number done using Bank Challan	08 Jun 2018 12:42:24:633

Notings

Back

In order to submit the application, **Applicant** and **Architect** should sign the application. Once payment verification is completed, click on Not Signed option to sign the application.

Sign

Adhar Based Signature

OTP

Generate OTP Resend OTP

Verify OTP

Close

PAYMENT SUMMARY

DOCUMENT NAME	DATE
HOBPAS/DemNo/192/18-19	21/07/2018

SYSTEM GENERATED

DemandNote...pdf

PaymentRec...pdf


Sign Details

#	NAME	TYPE	STATUS
1	Karan Joshi	Applicant	Not Signed
2	Satish Kaushik	Architect	Not Signed
3	Goutham Krishna	Structural Engineer	Not Signed

Exit
Submit

Sign On Behalf of Applicant option, to If the Architect can sign the application Click on the **Generate OTP** button to generate the OPT to the mobile and mail id of the user. Enter the OTP and click **Verify OTP** button. Once the OTP is verified by the system, click on **Submit** button.



NOTE: To sign the application by technical person, Technical Person needs to login to the system and select the application to be signed.



DEPARTMENT OF TOWN & COUNTRY PLANNING, GOVT. OF HARYANA
ONLINE BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home

 Welcome Satish Kaushik(Satish@Mailinator.Com) 

Application View (BLC-2016E)
View
Application Summary

Application Number BLC-2016E	Applicant Name Mr Akshay Varma	Application Type Building Permit
Applied Date 08/06/2018	Status Submission In Progress	Application Sub Type Low Risk
ULB/Office DTP Gurugram		
Description Building Permit application (BLC-2016E) submitted by Mr Akshay Varma for Plot No. AKBARPUR BAROTA, with Property ID XYZ , Survey No. 99/6,15/1,15/2,92/10,9,8/2,13/1/1,12/1,12/2,11/1,11/2		

OWNER DETAILS

#	NAME	POSTAL ADDRESS	MOBILE	EMAIL	ID PROOF	ALLOTMENT LETTER
1	Mr Akshay Varma	Door 12/45C KK Road, Haryana, Ambala, 235647	9446205457	akshay@gmail.com		


PROJECT DETAILS

#	PROJECT TYPE	PROJECT CATEGORY	PROJECT COMPONENT	BUILDING NAME	TOTAL AREA TO BE COVERED (IN SQ. METERS)	NO. OF FLOOR	NO. OF DWELLING / PREMISES	BUILDING HEIGHT (IN METERS)
1	New Construction	Industrial Building	Industrial Buildings	BLOCK A	4035.00	0	0	0.00
2	New Construction	Industrial Building	Industrial Buildings	BLOCK C	5088.00	0	0	0.00
3	New Construction	Industrial Building	Industrial Buildings	BLOCK D	1039.64	0	0	0.00
4	New Construction	Industrial Building	Industrial Buildings	BLOCK B	4109.00	0	0	0.00


PAYMENT SUMMARY

DOCUMENT NAME	DATE	FEE CALCULATED	AMOUNT PAID	VERIFIED AMOUNT	BALANCE TO PAY
HOBPAS/DemNo/205/18-19	08/06/2018	1,55,016.40	1,55,016.40	0.00	0.00

SYSTEM GENERATED View Attachments



DemandNote...pdf



PaymentRec...pdf

Sign Details

#	NAME	TYPE	STATUS
1	Akshay Varma	Applicant	Signed
2	Satish Kaushik	Architect	Signed

Exit
Submit

Once the applicant and technical person signed the application, user can submit the application using **SUBMIT** button.

After submission, a declaration prompt will appear. User has to accept the declaration and enter the password.

DECLARATION (BLC-2016E)

Application Number BLC-2016E	Applicant Name Mr Akshay Varma	Application Type Building Permit
Applied Date 08/06/2018	Status Submission In Progress	Application Sub Type Low Risk
ULB/Office DTP Gurugram		
Description Building Permit application (BLC-2016E) submitted by Mr Akshay Varma for Plot No. AKBARPUR BAROTA, with Property ID XYZ , Survey No. 99/6,15/1,15/2,92/10,9,8/2,13/1/1,12/1,12/2,11/1,11/2		
<input checked="" type="checkbox"/> I here by 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. The applicant is liable for the level of detail and information provided in the structural/fire/PHS/etc drawings and the authority granting approval takes no responsibility for the same.		
Confirm Password <input type="password"/>		
<input type="button" value="Submit"/> <input type="button" value="Exit"/>		

Click on the **Submit** button to submit the application. On submitting, an acknowledgement receipt will appear. This will go to the workflow for approval.



Department of Town & Country Planning, Govt. of Haryana

GOVERNMENT OF HARYANA

ACKNOWLEDGEMENT RECEIPT

DTP GURUGRAM

APPLICATION FOR BUILDING PERMIT

Date 08/06/2018 02:36 PM

Application Number : BLC-2016E
Name : Mr Akshay Varma
Subject : Application for Building Permit
Description : Building Permit application (BLC-2016E) submitted by Mr Akshay Varma for Plot No. AKBARPUR BAROTA, with Property ID XYZ , Survey No. 99/6,15/1,15/2,92/10,9,8/2,13/1/1,12/1,12/2,11/1,11/2
Diary Number : TCP-OFA/528/2018

Generated on 08/06/2018 at 02:36 PM by AutoPlan BPAS

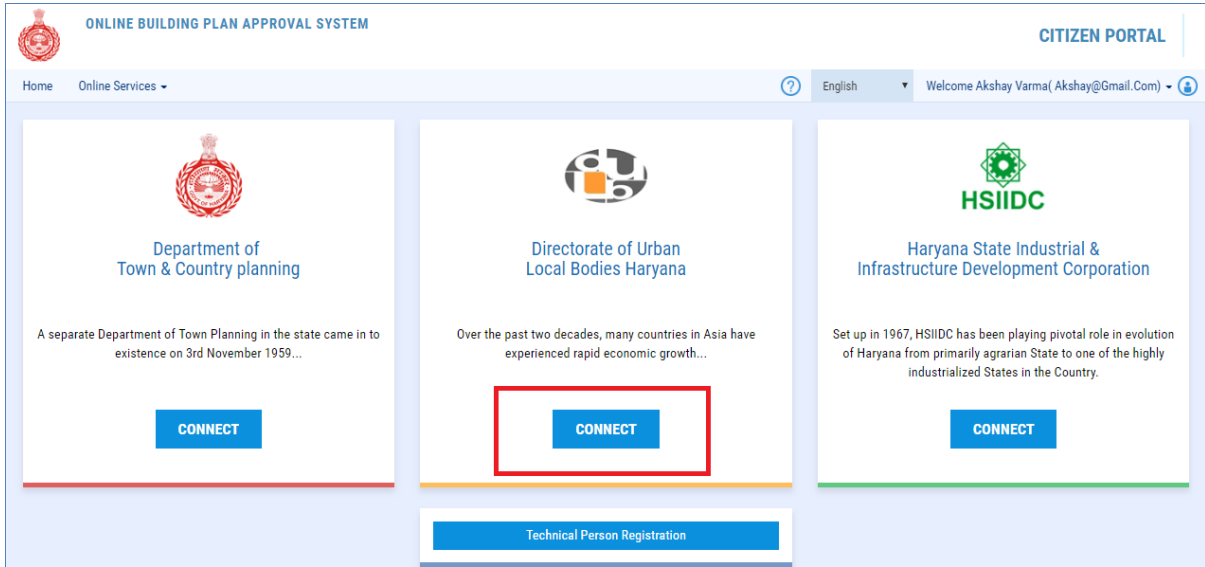
Print Preview

Exit

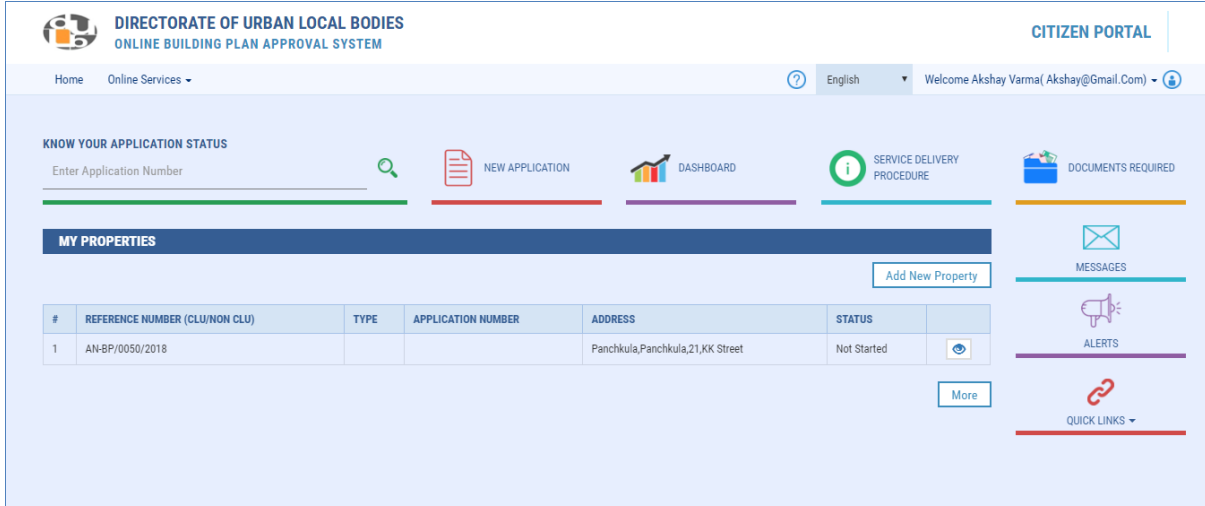
After submitting the form, the department users will verify the documents and the plan. If everything is found satisfactory, then they will approve the application and a commencement certificate will be received by the portal user

5.2. How to apply BP application against Directorate of ULB Haryana?

In order to submit building permit application for **Directorate of Urban Local Bodies Haryana**, click on the **Connect** button corresponding to Department of Town & Country planning option.

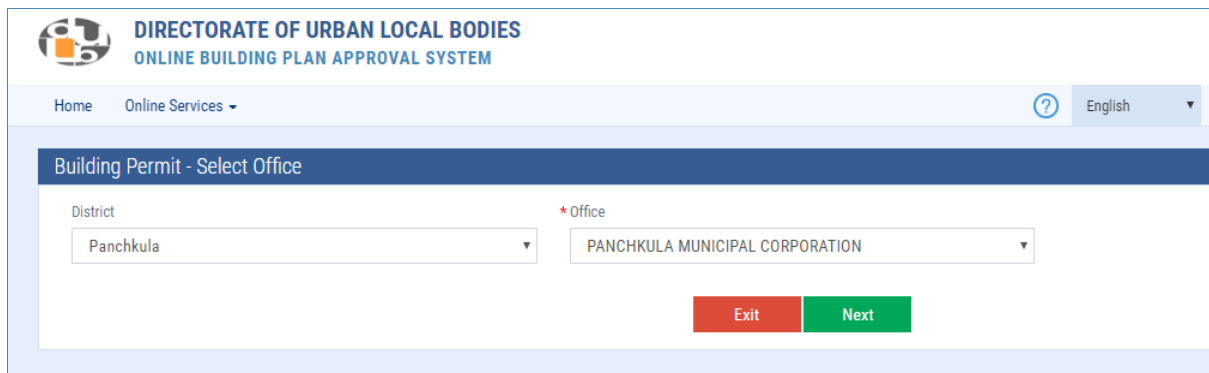


The following home page will appear.



Click on **Add New Property** button to add property details of the user.

The following page will appear.



DIRECTORATE OF URBAN LOCAL BODIES
ONLINE BUILDING PLAN APPROVAL SYSTEM

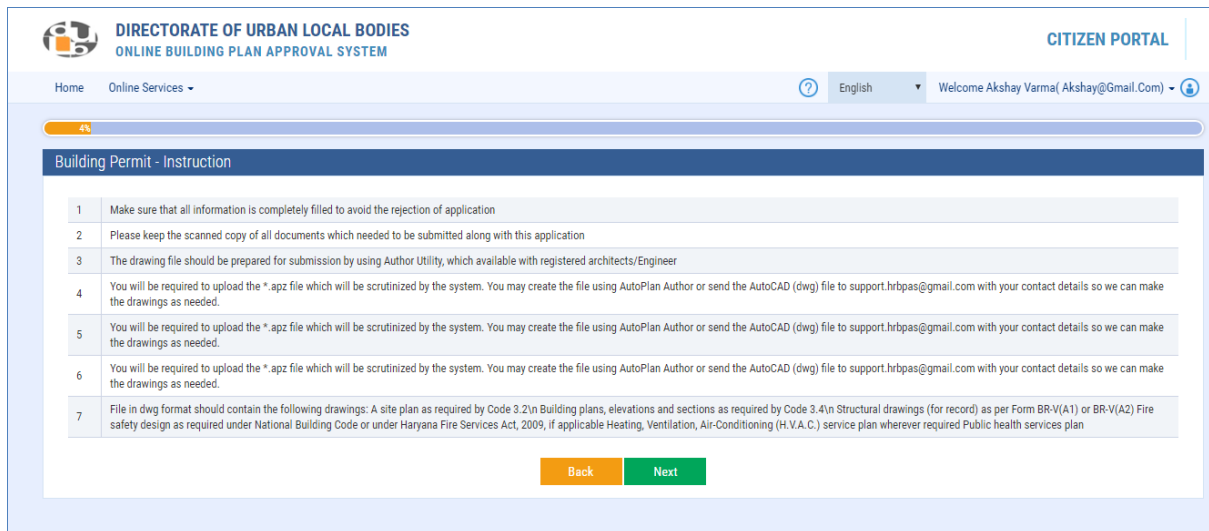
Home Online Services ▾ English ▾

Building Permit - Select Office

District: Panchkula ▾ * Office: PANCHKULA MUNICIPAL CORPORATION ▾

Exit Next

User can select the District and Office to which building permit application is to be submitted. Click **NEXT** to continue.



DIRECTORATE OF URBAN LOCAL BODIES
ONLINE BUILDING PLAN APPROVAL SYSTEM

Home Online Services ▾ English ▾ Welcome Akshay Varma(Akshay@Gmail.Com) ▾

Building Permit - Instruction

- 1 Make sure that all information is completely filled to avoid the rejection of application
- 2 Please keep the scanned copy of all documents which needed to be submitted along with this application
- 3 The drawing file should be prepared for submission by using Author Utility, which available with registered architects/Engineer
- 4 You will be required to upload the *.apz file which will be scrutinized by the system. You may create the file using AutoPlan Author or send the AutoCAD (dwg) file to support.hrbpas@gmail.com with your contact details so we can make the drawings as needed.
- 5 You will be required to upload the *.apz file which will be scrutinized by the system. You may create the file using AutoPlan Author or send the AutoCAD (dwg) file to support.hrbpas@gmail.com with your contact details so we can make the drawings as needed.
- 6 You will be required to upload the *.apz file which will be scrutinized by the system. You may create the file using AutoPlan Author or send the AutoCAD (dwg) file to support.hrbpas@gmail.com with your contact details so we can make the drawings as needed.
- 7 File in dwg format should contain the following drawings: A site plan as required by Code 3.2 in Building plans, elevations and sections as required by Code 3.4 in Structural drawings (for record) as per Form BR-V(A1) or BR-V(A2) Fire safety design as required under National Building Code or under Haryana Fire Services Act, 2009, if applicable Heating, Ventilation, Air-Conditioning (H.V.A.C.) service plan wherever required Public health services plan

Back Next

Read the instructions for applying building permit approval certificate and click **NEXT**.

User will be redirected to the **Land Selection** page as shown below.

Building Permit - Land Selection

Application Number Non CLU

DETAILS OF THE LAND OWNER -

Owner Name Mobile No Email

CORRESPONDING ADDRESS

House No Street No Ward No

Sector No Landmark City

Pin Code District

Add additional correspondence address

Add

PLOT DETAILS -

Plot No Rectangle No Killa No

Gali/Street No Ward No Sector No

Landmark City Pin Code

District Area of Plot Square Metre

Add

FEE DETAILS

FEE TYPE	RECIPT NO	AMOUNT(INR)
Scrutiny Fee	<input type="text" value="0"/>	<input type="text" value="0"/>
Development Charges (EDC/ IDC)	<input type="text" value="0"/>	<input type="text" value="0"/>
Conversion charges	<input type="text" value="0"/>	<input type="text" value="0"/>

Certified that the plot number, plot boundary, approach road, gate position etc., as approved in the zoning plan by DULB, Haryana has been adopted without any modification, whatsoever.

In case any discrepancy is noticed at any point in time, I understand that the building plan approved shall be liable for revocation and its restoration to its original form and hereby bear the entire responsibility for such revocation intended by the Department officers/ officials regarding any loss suffered by any one in this regard.

By affixing the password, I confirm the above

Confirm Password

Proceed

This page helps to enter the details of land owner, plot, fee etc. After entering the details, accept the declaration and enter the Password and click **Proceed** to continue.

The following page will appear.

The screenshot displays the 'CITIZEN PORTAL' interface for the 'DIRECTORATE OF URBAN LOCAL BODIES ONLINE BUILDING PLAN APPROVAL SYSTEM'. The user is logged in as 'Akshay Varma (Akshay@Gmail.Com)'. The application ID is 'AN-BP/0050/2018'. The interface is divided into several sections:

- DETAILS OF THE LAND OWNER:** A table with columns: #, OWNER NAME, PHONE, EMAIL, ADDRESS DETAILS, and ADDITIONAL ADDRESS. Row 1: 1, Akshay, 944620556, akshay@gmail.com, 234,sss,432,434,School,Panchkula,682589,Panchkula.
- PLOT DETAILS:** A table with columns: #, PLOT NO, KHASRA NO, KILLA NO, STREET NO, WARD NO, SECTOR NO, LANDMARK, CITY, PINCODE, DISTRICT, and PLOT AREA. Row 1: 1, 345, 111, 33, KK Street, 345, 21, Temple, Panchkula, 682589, Panchkula, 12000.00.
- Building Permit:** A section with two tabs: 'Building Permit' (selected) and 'Occupancy'. It contains several options:
 - BP Consultants(Architect/Firm) with a 'View' button.
 - Application with a 'View' button.
 - Fee with a 'Pay' button.
 - Scrutiny Report with a 'View' button.
 - Certificate with a 'View' button.
- An 'Exit' button is located at the bottom center.

At this step, only the **View** button corresponding to the **BP Consultants (Architect/Firm)** will be enabled. Click on this button to assign the building permit consultant.

From this step onwards, the building permit application process is same for all the departments. Refer [Assign BP Consultants \(Architect/Firm\) and Submit Building Permit Application](#) to continue the building permit application submission.

5.3. How to apply BP application against HSIIDC?

In order to submit building permit application for **HSIIDC (Haryana State Industrial & Infrastructure Development Corporation)**, click on the **Connect** button corresponding to HSIIDC.

The screenshot shows the 'ONLINE BUILDING PLAN APPROVAL SYSTEM' CITIZEN PORTAL. The header includes 'Home', 'Online Services', 'English', and 'Welcome Karanjoshi@Mailinator.Com'. The main content area has three cards:

- Department of Town & Country planning:** Includes a 'CONNECT' button.
- Directorate of Urban Local Bodies Haryana:** Includes a 'CONNECT' button.
- HSIIDC (Haryana State Industrial & Infrastructure Development Corporation):** Includes a 'CONNECT' button highlighted with a red box.

At the bottom, there is a 'Technical Person Registration' button.

The following home page will appear.

The screenshot shows the 'HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION' CITIZEN PORTAL dashboard. The header includes 'Home', 'Online Services', 'English', and 'Welcome Akshay Varma(Akshay@Gmail.Com)'. The main content area includes:

- KNOW YOUR APPLICATION STATUS:** Search bar for application number.
- Navigation:** NEW APPLICATION, DASHBOARD, SERVICE DELIVERY PROCEDURE, DOCUMENTS REQUIRED.
- MY PROPERTIES:** A table with columns: #, ALLOTTEE ID, TYPE, APPLICATION NUMBER, ADDRESS, STATUS. A red box highlights the 'Add New Property' button.
- Right Sidebar:** MESSAGES, ALERTS, QUICK LINKS.

#	ALLOTTEE ID	TYPE	APPLICATION NUMBER	ADDRESS	STATUS
1	123				Not Started

Click on **Add New Property** button to add property details of the user.

The following page will appear.



HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION
ONLINE BUILDING PLAN APPROVAL SYSTEM

Home Online Services English

Building Permit - Select Office

District Panchkula * Office Panchkula

Exit Next

User can select the District and Office to which building permit application is to be submitted. Click **NEXT** to continue.



HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION
ONLINE BUILDING PLAN APPROVAL SYSTEM

Home Online Services English Welcome Akshay Varma(Akshay@Gmail.Com)

CITIZEN PORTAL

4%

Building Permit - Instruction

- 1 Make sure that all information is completely filled to avoid the rejection of application
- 2 Please keep the scanned copy of all documents which needed to be submitted along with this application
- 3 The drawing file should be prepared for submission by using Author Utility, which available with registered architects/Engineer
- 4 File in dwg format should contain the following drawings: A site plan as required by Code 3.2\n Building plans, elevations and sections as required by Code 3.4\n Structural drawings (for record) as per Form BR-V(A1) or BR-V(A2) Fire safety design as required under National Building Code or under Haryana Fire Services Act, 2009, if applicable Heating, Ventilation, Air-Conditioning (H.V.A.C.) service plan wherever required Public health services plan

Back Next

Read the instructions for applying building permit approval certificate and click **NEXT**.

User will be redirected to the **Land Selection** page as shown below.

Building Permit - Land Selection

Allottee ID		
<input type="text"/>	<input type="button" value="GO"/>	
District	Estate	Cluster Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phase	Sector	Plot No
<input type="text"/>	<input type="text"/>	<input type="text"/>
Plot Status	Covered Area	Property Area
<input type="text"/>	<input type="text"/>	<input type="text"/>
Road Width	Road Direction	Property Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Remarks	Plot Sub Status	Corner Plot
<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Facility Completion Date	Plot Verification Date	Zoning Plan Date
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Zone Plan Pdf Name	EAR Marking Status	Create Date
<input type="text"/>	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>
Update Date	Emcumbrances Status	Detail Of Emcumbrances
<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text"/>
Transferred	Allottee Id	Allottee Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Application Status	Allottee Address	Constitution
<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Type	Case Title	Ready For Physical
<input type="text"/>	<input type="text"/>	<input type="text"/>
Default Plot Cost	Default Enhance Cost	Default Other Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Plot Cost	Total Enhance Cost	Total Other Due
<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total Cost	Allotment Rate	Water Connection Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer Connection Status	Leased	Implementation Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation Cer Date	Area Occupation Certificate	Unit Area Occupation Certificate
<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text"/>
Physical Possession Certificate Date	Site Type	Construction Cost
<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text"/>
Industry Type	Possession Date	Total Outstanding Dues for Fully Paid Up
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>
Outstanding Dues	Applicant Status	
<input type="text"/>	<input type="text"/>	

Enter the **Allottee ID** and click on **GO** button. The system will automatically fetch the land details based on the allottee ID entered.

After entering the details, accept the declaration and enter the Password and click **Proceed** to continue. The following page will appear.

The screenshot displays the 'CITIZEN PORTAL' interface for the 'ONLINE BUILDING PLAN APPROVAL SYSTEM'. The user is logged in as 'Akshay Varma'. The page features a navigation bar with 'Home' and 'Online Services'. The main content area is titled '23' and contains a form with the following fields: District, Sector, Cluster Name, Estate Name, Plot No, Plot Status, and Area. Below these fields, there are two tabs: 'Building Permit' (selected) and 'Occupancy'. Under the 'Building Permit' tab, there are several options, each with a 'View' button: 'BP Consultants(Architect/Firm)', 'Application', 'Fee', 'Scrutiny Report', and 'Certificate'. A 'Pay' button is also present.

At this step, only the **View** button corresponding to the **BP Consultants (Architect/Firm)** will be enabled. Click on this button to assign the building permit consultant.

From this step, the building permit application process is same for all the departments. Refer [Assign BP Consultants \(Architect/Firm\) and Submit Building Permit Application](#) to continue the building permit application submission.

6. Home Page

After submission of the application form, the user can view the list of all the submitted applications in the home page.

ONLINE BUILDING PLAN APPROVAL SYSTEM
LAND & BUILDING PLAN APPROVAL SYSTEM

CITIZEN PORTAL

Home Online Services ▾ English ▾ Welcome Kumar@Gmail.Com ▾

KNOW YOUR APPLICATION STATUS
Enter Application Number

MY APPLICATION

#	TYPE	APPLICATION DATE	APPLICATION NUMBER	STATUS	DESCRIPTION
20	Occupancy Certificate	20/09/2017 3:36 PM	HOBPAS-50/17-18	In Progress	Occupancy Certificate (HOBPAS-50/17-18) submitted by kumar@gmail.com for Plot Number 2121-25546, with Property ID 1212
19	Building Permit	20/09/2017 2:49 PM	HOBPAS-49/17-18	In Progress	Building Permit application (HOBPAS-49/17-18) submitted by Mr Kumar for Plot Number 2121-25546, with Property ID 234

More

MESSAGES
ALERTS
QUICK LINKS ▾

My Application

MY APPLICATION

#	TYPE	APPLICATION DATE	APPLICATION NUMBER	STATUS	DESCRIPTION
20	Occupancy Certificate	20/09/2017 3:36 PM	HOBPAS-50/17-18	In Progress	Occupancy Certificate (HOBPAS-50/17-18) submitted by kumar@gmail.com for Plot Number 2121-25546, with Property ID 1212
19	Building Permit	20/09/2017 2:49 PM	HOBPAS-49/17-18	In Progress	Building Permit application (HOBPAS-49/17-18) submitted by Mr Kumar for Plot Number 2121-25546, with Property ID 234

More

- **More:** This option allows user to show more building permit applications.

My Application





Enter Application Number/Application Type

List All

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

#	APPLICATION NO.	APPLICATION DATE	APPLICATION TYPE	APPLICANT NAME	STATUS	DESCRIPTION
20	HOBPAS-50/17-18	20/09/2017	Occupancy Certificate	kumar@gmail.com	In Progress	Occupancy Certificate (HOBPAS-50/17-18) submitted by kumar@gmail.com for Plot Number 2121-25546, with Property ID 1212
19	HOBPAS-49/17-18	20/09/2017	Building Permit	Mr Kumar	In Progress	Building Permit application (HOBPAS-49/17-18) submitted by Mr Kumar for Plot Number 2121-25546, with Property ID 234

< < 1 > >| Page Size: 20 Page 1 of 1 (2 Rows)

- **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.
- **List All:** This button allows user to list all the applications of the user irrespective of the status.
-  Click on this icon to export the application list to excel and save the page for reference purposes.
-  Click on this icon to export the application list to csv.
-  Click on this icon to export the application list to PDF.
-  Click on this icon to export the application list to xml.