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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.
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.

![Confirmation Message](image)

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.

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

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

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

For new registration, the following page which previews the application fee to be paid for the technical person will appear.

Click Proceed button to continue. The following Payment Options will appear, through which user can either make an online payment or upload the challan. Select the required payment option and enter the details.
• **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.

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.

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.

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

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

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.

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.
On successful login by the architect, following home page will appear.
Click on the **Pending Actions** to select the assignment to be accepted by the architect.

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

**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**.

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 – 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.

- **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.

- **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.

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.

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.
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.
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.

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.

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.
• **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.
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.

- **PROCEED**: Click on this button to continue the application process.
After payment, icon will be changed to ![Checkmark Icon](https://example.com/checkmark.png).

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

### Application Details

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>BLC-2014E</td>
<td>08/08/2018</td>
</tr>
</tbody>
</table>

### Applicant Details

**Applicants:**

Mr. Akshay Verma

### Land Owner Details

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>MOBILE</th>
<th>EMAIL</th>
<th>ID PROOF</th>
<th>ALLOTMENT LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Akshay Verma</td>
<td>Door 12/400, Kh, Haraya, Ambala, 133047</td>
<td>9446255537</td>
<td><a href="mailto:akshay@gmail.com">akshay@gmail.com</a></td>
<td></td>
<td></td>
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</table>

### Project Details

<table>
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<th>PROJECT CATEGORY</th>
<th>PROJECT COMPONENT</th>
<th>TOTAL AREA COVERED</th>
<th>NO OF FLOORS</th>
<th>NO OF DWELLING / PREMISES</th>
<th>BUILDING HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Construction</td>
<td>Industrial Building</td>
<td>Industrial Buildings</td>
<td>4000.00</td>
<td>0</td>
<td>0</td>
<td>0.60</td>
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<td>2</td>
<td>New Construction</td>
<td>Industrial Building</td>
<td>Industrial Buildings</td>
<td>5000.00</td>
<td>0</td>
<td>0</td>
<td>0.60</td>
</tr>
<tr>
<td>3</td>
<td>New Construction</td>
<td>Industrial Building</td>
<td>Industrial Buildings</td>
<td>1000.00</td>
<td>0</td>
<td>0</td>
<td>0.60</td>
</tr>
<tr>
<td>4</td>
<td>New Construction</td>
<td>Industrial Building</td>
<td>Industrial Buildings</td>
<td>4000.00</td>
<td>0</td>
<td>0</td>
<td>0.60</td>
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</table>

### Land Details

<table>
<thead>
<tr>
<th>#</th>
<th>VILLAGE</th>
<th>KHASRA NO.</th>
<th>PLOT NO.</th>
<th>AREA (IN ACRES / SQM)</th>
<th>TITLE DEED NO.</th>
<th>DATE</th>
<th>AREA UNDER POSSESSION (IN SQ. METERS)</th>
<th>CITY</th>
<th>STREET</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>ARWARPUR BAGOTA</td>
<td>ARWARPUR BAGOTA</td>
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</tr>
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</table>

### Checklist

**Building Parameters**

- EBlock A
- EBlock C
- EBlock D
- EBlock B
- Common

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IDSi Technologies India Pvt. Ltd.
**Application Summary:** Click on this button to view the summary of the application.

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 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.
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.

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

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

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 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.

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 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.

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](image)

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.
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.

- **More**: This option allows user to show more building permit applications.
- **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.
- ![Excel Icon](image) Click on this icon to export the application list to excel and save the page for reference purposes.
- ![CSV Icon](image) Click on this icon to export the application list to csv.
- ![PDF Icon](image) Click on this icon to export the application list to PDF.
- ![XML Icon](image) Click on this icon to export the application list to xml.