



Operation Manual of Building Plan Approval System

For Municipal Councils/Nagar Parishads and Municipal Panchayats/Nagar Panchayats and Municipality

Building Plan Approval System have involved three layers of stages i.e. primary verification, ownership verification and higher authority approval process after submitting BPA form and its required documents.

The above said three layers hierarchy have been being followed at all Nagar Parishads / Municipal Councils (Bishrampur Nagar Parishad, Chatra Nagar Parishad, Chakradharpur Nagar Parishad , Chaibasa Nagar Parishad, Dumka Nagar Parishad, Giridih Nagar Parishad, Gumla Nagar Parishad, Garhwa Nagar Parishad, Jhumritilaiya Nagar Parishad, Lohardaga Nagar Parishad, Medininagar Nagar Parishad Madhupur Nagar Parishad , Pakur Nagar Parishad, Phusro Nagar Parishad, Ramgarh Nagar Parishad, Simdega Nagar Parishad ,Sahibganj Nagar Parishad) and Municipal Panchayats / Nagar Panchayats (Nagar Uttari Nagar Panchayat, Basukinath Nagar Panchayat, Bundu Nagar Panchayat, Chakulia Nagar Panchayat, Chirkunda Nagar Panchayat, Godda Nagar Panchayat, Hussainabad Nagar Panchayat, Jamtara Nagar Panchayat, Khunti Nagar Panchayat, Koderma Nagar Panchayat, Latehar Nagar Panchayat, Mihijham Nagar Panchayat, Manjhiaon Nagar Panchayat, Rajmahal Nagar Panchayat, Seraikela Nagar Panchayat.) and Municipality (Jugsalai Municipality)

Particular	Guidelines to avail construction permit
Primary Information for Applicant	To avail the construction permit , applicant submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal or Registered architect who are assigned to avail the construction permit on behalf of applicant, submit his/her building plan approval application form on BPA(Building Plan Approval) System available on the portal
Building plan approval	Applicant / concerned architect is expected to fill up correctly
Required document to be produced/upload for avail of building plan approval	<p>Applicant is expected to submit following documents to counter clerk to avail the construction permit such as</p> <ol style="list-style-type: none"> 1. Owner ship documents 2. Four / Eight set of building Plan 3. Supervision certificate in Form V 4. Affidavit or peaceful procession of land 5. Structural stability certificate 6. Noc Form from lease case of leasehold 7. Noc from fire authority 8. Noc from airport authority 9. Environment clearance 10. Details fees 11. Mutation Paper 12. Checklist of proposed building 13. Any other certificate / NOC <p>Note: Concerned architect is expected to guide the applicant to arrange the relevant document and submit the proposal along with the documents according to nature of proposal.</p>

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(Time required availing the approved plan within 60 days)

First Stage: Primary Verification

Concerned Official	Duties and Responsibility	Expected Timeline
Dealing Assistant / Counter Clerk	Check challan generation by system	Max 5 days
	Check payment received or not via online payment system	
	Verify manual submitted documents vs online submitted documents	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Second Stage: Ownership Verification

Concerned Official	Duties and Responsibility	Expected Timeline
Tax daroga/collector	Check the ownership verification checklist generated by system through project submission	Max 5 days
	Verify manual submitted documents vs legal documents available with him/her	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Third Stage: Higher Authority approval Process

Concerned Official	Duties and Responsibility	Expected Timeline
Junior Engineer / Assistant Engineer	Site visit and fill up predefined check list generated by system	Max 14 days
	Upload site photo	
	Upload manual sketch of plot	
	Raise objection based on physical site inspection	
	Return the file to Town Planner if some major issue is there	
	Send the file to assistant engineer for proceed	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Town planner	Site visit optional	Max 14 Days
	Run AutoDCR to generate verification report on plan technically	
	Raise the demand note for covering differential if any in layout as per Bye-Laws	
	Send the file to Junior engineer / assistant engineer for rectify the proposal	
	Send the file to Executive officer with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



Executive officer	Site visit optional	Max 9 days
	Approve the project and issue the construction permit	
	Reject the project and file send to TP/Applicant / Registered Applicant	