



Operation Manual of Building Plan Approval System **For all Municipal Corporations and RRDA**

Building Plan Approval System for all Municipal Corporation and RRDA 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 Municipal Corporations (Ranchi Municipal Corporation, Dhanbad Municipal Corporation, Deoghar Municipal Corporation, Adityapur Municipal Corporation, Chas Municipal Corporation, Hazaribagh Municipal Corporation) and Development Authority (Ranchi Regional Development Authority (RRDA)).

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	Applicant is expected to submit following documents to counter clerk to avail the construction permit such as <ol style="list-style-type: none">1. Owner ship documents2. Four / Eight set of building Plan3. Supervision certificate in Form V4. Affidavit or peaceful procession of land5. Structural stability certificate6. Noc Form from lease case of leasehold7. Noc from fire authority8. Noc from airport authority9. Environment clearance10. Details fees11. Mutation Paper12. Checklist of proposed building13. Any other certificate / NOC 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.

Operation Manual of Building Plan Approval System

(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	
	Send the file to Town Planner with recommendation	
	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 7 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 / Additional Municipal Commissioner with recommendation including attachment	
	Write remarks , note sheet , attached other note sheet (if required on his/her dashboard)	



--	--	--

Executive officer / Additional Municipal Commissioner	Site visit optional	Max 9 days
	Send the file to applicant / registered applicant to rectify the proposal / layout	
	Send the file for approval with recommendation to municipal commissioner if more than G+4	
	Approve the project if G+2 or G+3 and issue the construction permit	
	Reject the project and file send to TP/Applicant / Registered Architect	



Municipal Commissioner /	Approve the project and issue the construction permit	Max 5 days
Additional Municipal Commissioner	Reject the project and file send to TP/Applicant / Registered Architect	