

Standard Operating Procedure for obtaining Building Plan Approval in Bhubaneswar for low-risk buildings (using pre-approved standardized building plans)

1. Create an account in the Bhubaneswar.me citizen services portal using this link (<https://citizenservices.bhubaneswar.me/login?followlink=signup>)
2. Login into the portal using this link (<https://citizenservices.bhubaneswar.me/login>) and after successful login click on Apply BPAS.
3. Provide basic plot details such as Plot Area, Building Height, Plot dimension, etc. A preview of standardised pre-approved building plans will appear for low-risk buildings if the plot dimension matches with the standard plot sizes.
4. Select an option from the preview of standardized pre-approved building plans.
5. Fill all the sections in the Common Application Form (CAF) such as approved layout details/ government scheme details, upload the required documents and submit your application.
6. The submitted file will be verified by Document Verifying Officer at respective ULB/ Planning Authorities. If all documents are correctly uploaded, then the applicant will be provided with a link to pay the initial scrutiny fees as per the Odisha Development Authorities (CAF) Rules, 2016.
7. The Planning Officer may request to submit additional forms such as General Affidavit and NOC for Clearances from AAI, NMA, NHAI and in case of eco-sensitive zones, MoEF, if applicable. An SMS and e-mail will be sent to the applicant to comply in the e-BPAS portal.
8. If there are no compliances required, then the Planning Officer generates the Demand Notice for fees payment such as Sanction fees, Construction Workers Welfare Cess, Retention fees, as applicable.
9. The applicant is provided with a link to pay the said fees.
10. Following successful payment, Planning Officer generate the Permission letter and fill the applicant details in the pre-approved drawing. Then, he/she signs both the documents with digital signature and upload the PDF files in the e-BPAS portal.

Document Checklist for applying Building Plan Application for Low-Risk Buildings:

1. Record of Right
2. Kisam Gharabari
3. Self-attested Site Plan with plot dimensions and road width
4. Copy of approved layout
5. General affidavit (as provided in CAF)
6. Photograph of the site/ extract copy of the google maps showing the location of the site