Online Development Permission Management System

User Manual For Building Permissions
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1 Introduction

This help manual designed for new users and existing users, by helping them with the step by step process involved while applying for a new proposal or to know the present status of their applications and what are the steps to be taken while applying.

Some (or all) of the details provided in this manual may not be the same in website, as the website updates regularly, to provide you a hassle-free experience and easy user interface. Small changes may occur to the process after update but the process flow is same.

Before applying, please refer to GO’s & Acts, procedures for submission of building and layout permissions through DPMS system, guidelines for submission of building and layout plans.

ULBs and UDAs are not responsible for the incorrect information entered by the applicant / when the application is rejected due to insufficient requirements

To avoid mistakes & to apply successfully, please check notifications and latest updates provided in DPMS website.
2 Getting Started

- Open your web browser
- In the address bar at the top, type [www.apdpms.ap.gov.in](http://www.apdpms.ap.gov.in)

- Eservice – provides relevant information such as G.Os, Circulars, guidelines etc of online DPMS
- Dashboards – displays the statewide analytics of building permissions, Layout permissions and occupancy certificate of all 110 Ulbs and UDAs
- Feedback – displays feedback form for user suggestions/grievances
- Search application – verify the status of your application without Login
- Find your local body – directs to the selected ULBs to apply for permissions
- DTCP, CRDA and UDA – directs to the selected UDA to apply for permissions
3 User Login

1. Select **District** from the dropdown list. All ULBs for the selected district will be displayed under Local body.

2. Select **ULB name** from Local body.

3. Click on **“Start your application”**

4. Navigates to the Login page.

5. Enter **User Name**, Password and captcha.

6. Click on **“Login”** button.

   *Note: User cannot login until their account is successfully activated*

7. After successful login the LTP will be directed to his console/dashboard to submit application, view status, make payments etc.
3.1 After login

- Separate console/dashboard is provided to the User to apply, view application status & make payments for the applications and download approval letters and plans.
- By default, draft applications page will be displayed.

To the left side of the page you can see menu options.

- Application Submission
- Application status
- Proceeding status
- occupancy files

4 Apply for Building Permissions

4.1 Online submission of Application

1. In the left side menu options
   - Go to application submission >Draft applications
   - select “Create New” button at Top Right Corner
   - Select “Building Permission”
2. Directs to the application – Proposal Info page

- **Case type**: should select the case type as mentioned below
  - **New** – for construction of new building
  - **Revision** – if user wants to make any changes in the approved drawing
  - **Alteration addition exiting** – Building exists but proposes to construct additional floors
  - **Demolition and reconstruction** – demolish existing building and construct new building

- **Permission type**: For the information of your permission type such as Building Permission/Open Layout/Group Development.

- **Application type**:  
  - **Private** – To apply the Permission for site falls under other than Government Land
  - **Govt Land** – To apply the permission for site falls under Government Land.

- **Locality/Village**
If Site falls under Local Bodies - Select the site location as per Master Plan
If Site Falls under UDAs – Select the site Village & Gram panchayat as per ZDP/Master Plan.

- Nature of site – select correct nature of site as rules and fee are generated on this input.
  Note: application may be revoked due to wrong input of data
- **Land usezone**: Select the correct land use as per ZDP/Master Plan
- **Land sub use zone**: Select the sub use zone if applicable as per ZDP/Master Plan
- **Proposed use**: Select the proposed use as per Land use zone & Zoning Regulation.
  (Example: if Land use is residential, must be selected residential proposed use).  
- **Proposed activity**: Proposed activity to be shown depend upon proposed use.
- Click on **Save&Continue**, a temporary BA number will generate.
- Once the Proposal Info got saved then other tabs are enabled

3. Enter **Plot Details** tab and Click on **Save** button after filling the correct information of Plot/Site Details

**Proposed Construction(sq.mtr)**
- Proposed plotArea - Enter the proposed site area for building permissions, ensure that proposed site area should be same as on document and ground.
- Total area as per documents– Enter the site area as mentioned in Ownership document.
- Total area as on ground - Enter area as on ground
- Plot structure – Proposed Structure size and Height should be selected
- Proposed Built-up Area - same area as mentioned in the drawing should be provided
- Is compound wall proposed (yes/No) – If yes should be provided in Running meter
- Is TDR applicable for the proposal? yes /No
- If you want to utilize the tdr bonds then you can select as Yes.
- Window will popup to add TDR details.

- Enter bond details and extent you are using for drawing and payment adjustment.
- after entering details TDR, close the pop up window

  o **Site details**
  - Whether site abuts any existing road? yes /No. – Select the
  - Status of road – Select the road whether public/private as per site condition.
  - Nature of Road – Select the nature of road as per abutting to the site.
  - Width of approach Road – Enter the width of Existing road width in Mtr.
  - Is plot nearby religious structure? yes /No. if yes, Should get the NOC from National Monument Authority.
  - Is plot in the vicinity of aerodrome? yes /No. If Yes, You can apply to NAAI.
  - Is buildings which are in the vicinity of waterbodies/railways? yes /No. NOC needs to be upload as required.

  o **Schedule of boundaries**
  - Should be Selected the Site boundaries type such as Vacant Land/Plot No./Existing Building/Road for 4 Directions ( North/South/East/West ).

4. **Fill Applicant info** Details and click on **Save** button
Provide the applicant information such as name/firm's name, Address and contact details. This tab is divided into three sections named, Licensed technical personnel's information, applicant's information and structural engineer information.

**Note:** This name is going to be reflected on all the letters which will be issued by the corporation. This information will not be changed once application is submitted.

- **LTP Information** – these details are fetched from the system and displayed for your information
- **Applicant information**
5. Attach building drawing in **Drawing Tab**

Here you can submit the preformatted (pre-DCR) AutoCAD drawing file of your proposal. It accepts only file formats with .dwg type extension. This file is issued to verify your proposal plan, whether it meets all the requirements or it is violating rules. To submit your drawing:

- Click **Select files**. A popup window appears, click **Select**.
- Choose the respective file (.dwg) from your computer and click **Open**.
- The drawing gets uploaded and the date of upload is displayed to the right of your attachment.
- Please refer Predcr manual for any clarifications on AUTOCAD drawing.

6. Fill **Application checklist** and click on **save and continue**

This section consists of questions (Yes/No) related to submission of NOCs based on vicinity (area around or surrounding) of the proposal site. If the proposal site is near to any government property, Natural resources, water bodies, Monuments, Gas/pipelines, High Tension lines, etc., the applicant/owners should obtain NOC (No objection certificate) from their specific authorities and submit a copy (PDF format only) in **Documents** section.
• Ensure correct details are provided as application is processed based on the inputs provided by the User.

• Document checklist is generated based on values selected in the checklist

   Note: Application can be revoked if wrong data is entered

7. Attach Primary and additional documents from Documents Tab submittherequireddocumentsonline(inpdfformatonly). The documents required are based on the type of your proposal and the information/details you have provided in previous sections. If you wish to change the details provided, you can go back, edit and save the changes.

   • Attach Primary and additional documents and click on Save
Note: please ensure valid documents are uploaded in the system

8. Apply for NOCs
   In this section, you can apply for required NOCs.
   Please refer NOC integration section 4.2 of this document

9. Enter mortgage details in **others tab** and click “Save and Continue” button
   If Proposal has the contactors risk policy details and is applicable for mortgage, then you can fill the details in the others tab. One can fill this tab before the drawing is passed in rules or even after the drawing is passed in rules
4.2 NOC integrations

In this section, you can apply for required NOCs.

4.2.1 External Fire NOC:

- After Scrutiny, AutoDCR identifies that this proposal attracts NOC from fire department basing on building height and proposed activity
- upload NOC if you have it, else you can apply from DPMS system for NOC from Fire Department

- To obtain NOC online select “No” button
- Click on ‘Apply for fire NOC permission’ button
• Application automatically redirects to Fire Department Portal where you can fill remaining details and submit the application for Provisional NOC.

• Once the Fire Department officials have issued NOC then it will be visible in your console automatically. Also Status and Remarks of Fire Department are updated.

• On clicking the View NOC Letter, LTP can check and download the Provisional Fire NOC.
4.2.2 Airport Authority of India (AAI) NOC:

You can apply for NOC from AAI from DPMS system.

This NOC option is enabled when you select a question “whether the plot is in the vicinity of Aerodrome as Yes” in site details section of application form.

- Once Drawing Scrutiny is passed in AutoDCR, then a module to apply for AAI NOC is enabled.

- Enter the Site Elevation (AMSL) in Mtr.

  *Note: AAI has provided a NOCAS Map module to help you get accurate elevation details.*

- Enter the Latitude & Longitude Coordinates of 4 corners of the plot.
For any query, he can directly access the AAI home page for more clarity.
Once NOC is issued by AAI, then the Status, Reference Document, AAI Application No., Remarks, etc., are visible in DPMS Portal.

4.3 Initial fee payment

- LTP/applicant has to pay an initial payment depending upon the site area.
  - Rs. 3000/- for site area <= 300 sq. Mts
  - Rs. 10,000/- for site area >300 sqmts.
- System will generate the Challan for Initial fee which can be viewed in payment tab

  - Click on “Pay now” to make the payment
  - Page directs to online payment gateway

Online payments

- User can make payment through ICICI or CFMS gateway
  - Payment can be made through
    - Net banking
    - Debit/credit card
• NEFT/RTGS
10. Submit application

- Once the payment is done then you can proceed the file to send for scrutiny.

- **Click on Send for scrutiny** button to submit the drawing for AutoScuriny

  - BA Number will be generated. This number is used for future communication purposes
  - File will be displayed under “Submitted Applications” menu option of LTP console

**4.4 Drawing Scrutiny**

After drawing is scrutinized LTP and Applicant will receive an SMS Alerts to their registered mobile number

**Drawing Failed**

In case, the scrutiny is unsuccessful/failed,

- Application is displayed under left menu option - **Objected Files** says that “Drawings has failed in rules”
- Select the application and Click scrutiny report to verify the details
- Correct the drawing and resubmit the application
**Drawing Passed**

When drawing is passed in rules, system generates drawing pdf and scrutiny report

- View /download scrutiny report and building plan

- Verify all details, upload pending documents (if any) and submit application for final payment
4.5 Payments

Fee (budget head wise) will be generated automatically and can be viewed in payments tab

- Note: please verify the fee details before making the payment. For any changes/corrections in fee request has to be raised in RTS.
- Separate challans are generated for separate department. Part payment option is also available in the system.

Online Payments

Please Refer section 4.3 online payments of this document.

4.6 Proceeding Letter

- After total payment is done, Proceeding is generated automatically and file is forwarded to the concerned Town planning staff for verification.
- In TP staff dashboard/console the application is displayed under left side menu- “Received/Proceeding Issued”
- In LTP console file is displayed under left side menu - “Proceeding issued”
- LTP can select the application and download/print the proceedings.
5  Post verification

5.1  Application verification by TP Staff

After proceeding is generated, application is automatically forwarded to the concerned Town Planning Staff as per the mapped location.

5.1.1  APDPMS Mobile App for Site Inspection by BI/TPS/ADM/AADM

- APDPMS app can be downloaded from Play store.
- Find your local body/CRDA/UDAs & Enter the login credentials to access the Mobile Application.
- To inspect/View the applications tap on the due for visits from Mobile Dashboard.
- To start the Inspection, tap on the required Building Application No.
- Click on Attach Photo → Select the Direction → Click on take photo → Select the default camera application → Capture the Photo → there after click on Upload.
- For all directions the same procedure has to be carried out.
After attaching the photos if you click on “View Photo” you can able to get the Lat-Long information for all the directions.

You can fill the inspection report from the mobile app or else can be done through Browser.

5.1.2 Submission of Site inspection report & remarks

5.1.2.1 Login to User Console:

Click on this link: http://www.apdpms.ap.gov.in:8085/BPAMSClient/

Enter the ULB/UDA Name to get the login page

Enter User Name, Password and captcha

Click on “Login” button

Note: User cannot login until their account is successfully activated

After successful login the Officers will be directed to his console/dashboard to review the applications, recommendations, Endorsement, etc.,
To get the applications list, click on the “Received/Proceeding Issued” Tab from the left side menu of Application Status.

Click on Required Building Application no. to start the post verification.

After clicking the Building Application No, you will get all the action buttons & Application Tabs.

If you click on the “Application Form” you will get all the details of application submitted by the Applicant.

You can get the Basic information from the “Proposal info” tab such as Proposed Use, Proposed Activity, etc.,
Click on “Plot Details” tab to verify the entire details of site which was filled by the applicant.
5.1.2.2 Drawing Tab

- Click on the *****.dwg to download the AutoCAD drawing in the column of Drawing Name.
- To view the scrutiny report click on the view link from the column of report.
- To download the Approved Drawing Pdf click on the view link from the column of Drawing Pdf.
- Remarks & Recommendation
  
  - Recommendation – After completion of drawing verification you should give the recommendation Approval/Shortfall/Revoke.
  
  - Any other observation (Remarks) – You can fill the observation note/Remarks for your recommendation.
  
  - Click on “Save Recommendation” to save the remarks.
Click on Application checklist to get the questionnaires for required additional documents which was filled by the applicant.

<table>
<thead>
<tr>
<th>Description</th>
<th>Letter</th>
<th>Nof. Intended</th>
<th>Proposal Flow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whether the size of the plot is above 390 sq. mt. Only for Municipal Corporations</td>
<td>1</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the size of the plot is above 200.00 sq. mt. Only for Municipal Corporations</td>
<td>2</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the Commercial building height is greater than 12.00 m?</td>
<td>3</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the condition/Restriction/Exception &amp; other Assy. buildings where plot area is greater than 250 sq. mt or height is greater than 12.00 m?</td>
<td>4</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the height of the building is greater than 15.00 or Open housing?</td>
<td>5</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the plot is affected by road widening?</td>
<td>6</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the proposed site falls under an approved layout in which building approval given?</td>
<td>7</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the proposed site is located in the vicinity of Defence establishment within the distance of 500 m?</td>
<td>8</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the proposed site is located within the distance of 500 m and 200 m from the protected monuments as specified under FRA 2005.</td>
<td>9</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the proposed site falls within 300 m from the boundary of the River outside the R.B. limit in the Open Peripheral limits and 50 m with in the R.B. limit in Municipal or Nagar Panchayat limits.</td>
<td>10</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the edge of the proposed building is within 300 m distance from the existing property boundary?</td>
<td>11</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether Proposed site is located in the vicinity of OL? Does you have?</td>
<td>12</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Whether the site falls under approved layout and any building plan approved is given or any building work prior to 1980 on the site?</td>
<td>13</td>
<td>E &amp; N</td>
<td></td>
</tr>
<tr>
<td>Is vacant connection available?</td>
<td>14</td>
<td>E &amp; N</td>
<td></td>
</tr>
</tbody>
</table>
5.1.2.3 Documents Tab

- Primary Documents – Mandatory documents for all Building Permission applications.
  
  - Click on “View files” to download the attached documents.
  - After verifying the each document select the action Approved/Short as required and then after click on “Verify Primary” to save the Primary document verification.
  - Alert window “Document(s) Saved Successfully !” will be displayed.
  - Each Document needs to be verified with recommendation whether the attached documents are valid or not.
  - Remarks – You can write the remarks for each document if required.

- Additional Documents – Documents has been generated based on Application Checklist.
  
  - Same Procedure has to be carried out to verify the additional documents.

- Conditional Documents – Conditional documents can be used to raise the shortfall Additional documents which was not submitted the documents in Primary/Additional Documents.
  
  - Conditional Documents option will be displayed after saving the document Remarks & Recommendation as shortfall.
  - Click on Conditional Document & Enter the document name as required & then after click save button.
Click on “Apply for NOCs” to view the Fire/Irrigation NOCs if applicant has applied.

5.1.2.4 Payments

- Click on challan number to get the challan details with calculation help which was generated by the system.
- Click on Endorsement challan to raise the shortfall amount.
- Enter the value in the column of amount by authority & click on “Save Challan”.

Click on “Apply for NOCs” to view the Fire/Irrigation NOCs if applicant has applied.
5.1.2.5 Site Inspection

![Site Inspection Diagram]
- Site Inspection Checklist-Select/Fill the all the checklist as on site.
- Observation: Recommend the whether all the fields are satisfied & select Ok/Shortfall/ShowCause/Revoke.
- To save the checklist click on “Save” button.
- Select the Recommendation Approve/Revoke/ShowCause.
- Click on “Sign & Submit” to publish the inspection report
  Note: Signed Reports cannot be modified.

5.1.2.6 Letter
- All type of letter will be shown here such as Proceeding Letter/Stop Work Order/Endorsement Letter, etc.,
- Stop Work Order – SWO Will be generated any objections are found from the recommendations.


- Sign in to letter to publish Endorsement letter.

- Same Procedure has to be carried out to all the objection letters.
5.1.2.7 Notesheet

- Describe the overall recommendations for the required Building Application.

- After filling the Notesheet click on Save button.
- You can attach the any documents for reference to higher officers in Attachment.
- Click on Publish button to generate the Notesheet.

- Click on View enlarge to download the notesheet.
5.2 Approval by the commissioner/VC

- After recommendations from officers, the file is forwarded to the commissioner.

- Select “Review Proceeding” from left menu option.
- Displays the list of files pending for approval.
- Select the file from the list.
Verify the recommendations/remarks given by his officers and selects

- “Approve” – proceedings are verified
- “Revoke” – to reject the TLP proceedings
- “Showcause” - Generate the show cause letter before revoking the permission
- “Shortfall” – Generate the shortfall letter if any shortfalls identified in application
- After verify the all the Recommendations, if need to approve, click on “Verify Proceeding”.
- Once Verified the application, Status will be Updated as Verified.

Approved files will be shown in Verified Tab from the left side Menu of Proceeding Status.