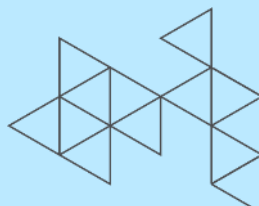


Bhurat Bengaluru Mahanagara Palike

User Manual for Licensed Architect



SoftTechTM
Empowering Transformation





Document Revision History

Sr. No.	Version	Date	Author
1.	1.0	10-09-2020	SEL

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1. Introduction

Building Construction Permit plays one of the major roles in the city like Bengaluru. Bengaluru also commonly known as Silicon city of India is the IT hub, where start-ups have sprouted up over the last couple of years and seeing more progress towards the same. In such a rapidly developing business filled city, this department which is made up of enthusiasts' looks forward to make sure that the need of every resident is fulfilled.

The whole process of Building Construction Permit requires a total of 10 plus department's clearance is to make sure all the emergencies and requirements are dealt with the utmost care by following the rules and regulations. However, approaching so many departments in one stretch when time might be less can prove to be very difficult. As a solution to this, this particular reform aims to bring all these departments into one segment making the process quicker, better and hassle-free, thereby, looking forward to improving the service in the best possible way.

2. Intended Audience

This manual is for an architect or a user, who wants to know about **Online Building Permission System (OBPS)** application and how to apply for the proposal through the OBPS portal.

3. RuleBuddy Integration

RuleBuddy Portal offers instant and easy online access to DC rules and compliance requirements. RuleBuddy works to provide specific rules related to your project just by providing basic keywords and/or project information.

RuleBuddy saves the crucial time that is spent by you in rework, giving you ample time for creative energies in designing better buildings, thereby gaining revenue and customer satisfaction.

The integration of RuleBuddy Plan Check Service with the **Online Building Permission System (OBPS)** in **Bhurat Bengaluru Mahanagara Palike (BBMP)** will bring transparency into the system, which will make the entire process interruption-free for end users. The auto-scrutiny feature aids an architect to save time and in a quick generation of scrutiny reports.

4. BBMP Login Page

This Architect's User Manual will illustrate the basic steps to be followed for the submission of a proposal in the Online Building Permission System (OBPS).

The below page is the login page for an architect and officers, where both can enter his/her user-name and password and enter the captcha to login into the system.

Figure 1: Login Page of BBMP Online Building Permission System application

The other features available for the user on the login page of BBMP, as shown in the above figure 1.

1. Dashboard
2. Online Payment
3. Search
4. Registration

5. Registration

For a New architect, you need to register first (**one time process**) with BBMP, and only then you can apply for building permission. After successful registration, you will get login credentials to log in to the OBPS system.

For the Registration of new architects, follow the given steps:

Select **Professional Registration** (Licensed technical person), in the Registration box as shown in the below figure:

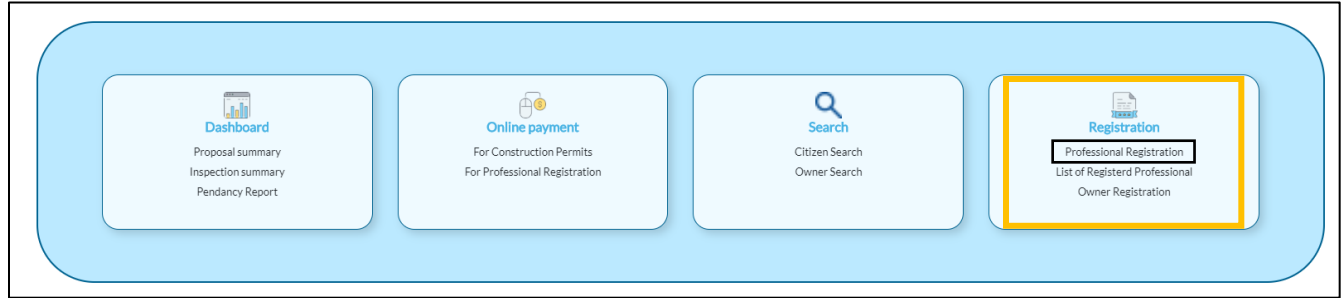


Figure 2: Registration Form

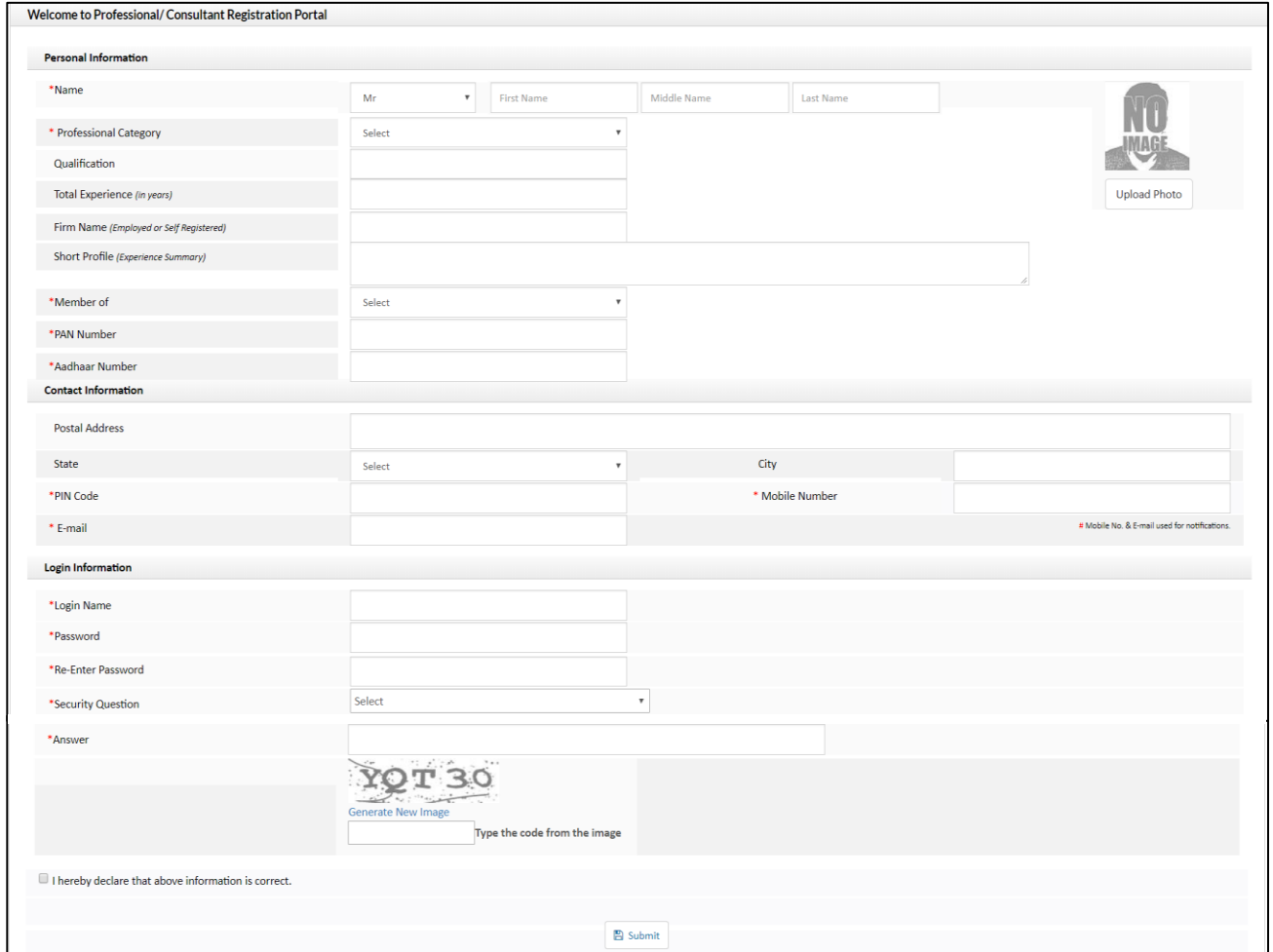
A brief description of the different items in the Registration box is mentioned below for reference:

S. No.	Options Button	Description
1.	LTP/ Professional Registration	Select the option, when you are a new Architect or Licensed technical person (LTP) who wants to register yourself with BBMP.
2.	LTP List/ Registered Professional	Select the option, when you want to check the details of an existing Architect, Licensed Engineer, and Structural Engineer.
3.	Owner Registration	Select the option, when you are a developer (as an owner) of the land. Fill the form and acquire login credentials to log in into the OBPS system.

The new tab opens, the form needs to be filled by the user/applicant. The form is shown below for reference:

4.1 LTP Registration Form

Fill all the mandatory fields, and select the checkbox and enter the captcha and then click **Submit**.



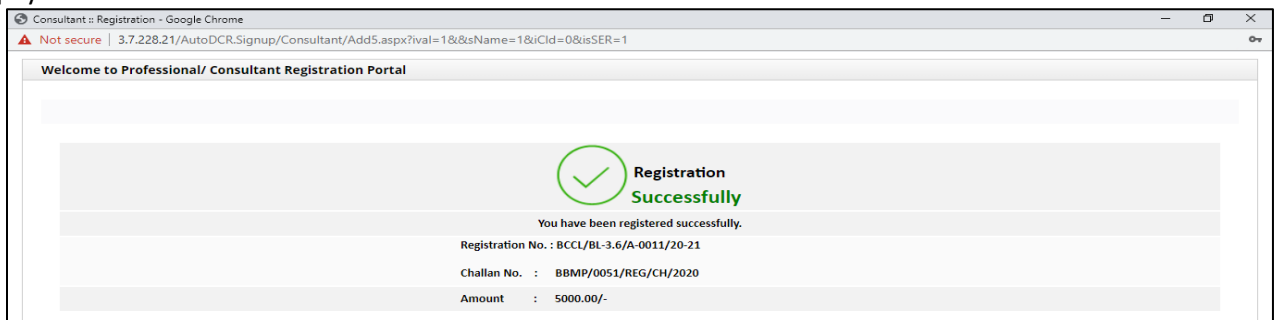
The screenshot shows the 'Welcome to Professional/ Consultant Registration Portal' form. It is divided into several sections:

- Personal Information:** Includes fields for Name (Mr, First Name, Middle Name, Last Name), Professional Category (Select), Qualification, Total Experience (in years), Firm Name (Employed or Self Registered), Short Profile (Experience Summary), Member of (Select), PAN Number, and Aadhaar Number.
- Contact Information:** Includes Postal Address, State (Select), City, PIN Code, Mobile Number, and E-mail. A note states: 'Mobile No. & E-mail used for notifications.'
- Login Information:** Includes Login Name, Password, Re-Enter Password, Security Question (Select), and Answer.
- Captcha:** A section with a 'YQT 30' image, a 'Generate New Image' link, and a text input field to 'Type the code from the image'.
- Declaration:** A checkbox labeled 'I hereby declare that above information is correct.'
- Submit:** A button at the bottom right.

Figure 3: LTP Registration Form

Note: Asterisk (*) fields in the form are mandatorily filled by an architect.

After the Successful registration, a certain amount will be generated, to which the professional needs to pay online.



The screenshot shows a 'Registration Successfully' message in a web browser window. The message includes:

- A green checkmark icon and the text 'Registration Successfully'.
- The text 'You have been registered successfully.'
- The Registration No.: BCCL/BL-3.6/A-0011/20-21
- The Challan No.: BBMP/0051/REG/CH/2020
- The Amount: 5000.00/-

Figure 4: Registration Successful Message

4.2 License Technical Person List

LTP List shows the list of Structural Engineers, Architects, and License Engineers registered with BBMP.

 ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ Bruhat Bengaluru Mahanagara Palike										
Architect License Engineer Structural Engineer Enter keywords to search for Filter Clear										
NAME	REG. NO.	VALID UPTO	MOBILE NO.	EMAIL ID	ADDRESS	FIRM NAME	QUALIFICATION	CITY	STATE	PANCARD
Ashok Kumar.P	BCC/BL-3.6/StrLE:47-08-09	30 Mar 2014	9346101097	ashokpacas@yahoo.in	#60, 1st cross, 2nd main, dollars colony, J.P.Nagar 4th phase, #60, 1st cross, 2nd main, dollars colony, J.P.Nagar 4th phase.	-	-	Bangalore	Karnataka	
DERICK ROLPHY DSOUZA	BCC-BL-3.6/SE-235/2016-17	02 Mar 2022	9886838384	albinaconsultants@gmail.com	#371, 1ST STAGE, 2ND PHASE, THIMMIAH RD, MANJUNATHANAGAR, #371, 1ST STAGE, 2ND PHASE, THIMMIAH RD, MANJUNATHANAGAR.	-	-	BANGALORE	Karnataka	
DERICK ROLPHY DSOUZA	BCC/BL-3.6/SE-235/16-17	18 Feb 2020	9886838384	albinaconsultants@gmail.com	NO-371, 1ST STAGE 2ND PHASE THIMMIAH ROAD MANJUNATHA NAGAR RAJAJINAGAR	ALBINA CONSULTANTS	M.TECH	BANGALORE	Karnataka	
Divakar Y	BCC/BL-3.6/SE/282/2018-19	13 Sep 2020	9686665676	sun@sundesigners.co.in	19.20th main road, West of chord road, Rajajinagar	Sun Designers	M tech	Bangaluru	Karnataka	
GIRISH R PATIL	SE-0327/2019-2020	17 Sep 2020	9886731825	GIRISHRPATIL@GMAIL.COM	K906, PURVA HIGHLANDS, HOLIDAY VILLAGE ROAD, OFF KANAKAPURA ROAD, MALLASANDRA, BANGALORE SOUTH	DIXCONS CONSULTING ENGINEERS	BE CIVIL	BANGALORE	Karnataka	
K MANJAPPA	BCC/BL-3.6/SE-0312/2018-19	21 Mar 2024	9844083296	prhikarthikassociates@gmail.com	NO-2240, 4TH CROSS, SHIVANANDA NAGAR, NAGARA BHAVI MAIN ROAD, BANGALORE-560072	KARTHIK ASSOCIATES	B.E.CIVIL FIV	BANGALORE	Karnataka	
KV.R.D PRASAD	BCC/BL-3.6SE-192/2015-16	07 Jul 2020	7022997900	kvrdprasad@gmail.com	NO.28, 1ST MAIN, 1ST STREET, BHAVANI NAGAR, RAILWAY LAYOUT, LULLAL MAIN ROAD NO.28, 1ST MAIN, 1ST STREET, BHAVANI	-	-	BANGALORE	Karnataka	

Figure 5: List of LTP

4.3 Owner Registration/ Developer Registration

If you are the owner or a developer, select the **Owner Registration** option, it opens the registration form and after successful registration, you will get login credentials for login into the OBPS system.

Developer Registration

^ Firm Information
Items marked with * are mandatory.
☐ Owner As Developer ☐ Developer As Firm

* Firm/Developer Name

* PAN Card No.

Contact No./ Telephone No.

* Address

* Mobile No.

No. of Proprietors / Partners / Directors

* Type

Select

AADHAAR No.

* Email Id

* Pin Code

^ Bank Information

Name of Bank

Select

Branch

A/C No.

^ Login Information

* Login Name

* Password

* Re-Enter Password

☐ I hereby declare that above information is correct.

Save

Figure 6: Owner or Developer Registration form

6. Architect's Console

On entering your user-name and password, which you have received after registration, the below screen appears.

The screenshot shows the Architect's Home Page. At the top, there is a header with the BBMP logo and name. Below the header, there is a navigation bar with a dropdown menu for 'Select Project' and a 'Construction Permits' section. A 'Go' button is next to the 'Construction Permits' dropdown. To the right of the navigation bar, there are links for 'Project Action' and 'Applications'. The main content area features a table with the following columns: Application Type, Draft, Due Payment, In Process, Shortfall, Approved or Verified, and Final Proceeding. The table contains three rows: Plan Approval, Commencement, and Occupancy. To the right of the table, there is a message box with text about the latest updated predictor and a link to the user manual. At the bottom right, it says 'Developed on AutoOCR Platform'.

Application Type	Draft	Due Payment	In Process	Shortfall	Approved or Verified	Final Proceeding
Plan Approval	1	0	0	0	0	0
Commencement	0	0	0	0	0	0
Occupancy	0	0	0	0	0	0

Dear professionals please find the document "Enhancement in the latest updated predictor" on the BBMPAS webpage (<http://218.248.45.142:8090/BBMPASClient/login.aspx>). To ease the usage of predictor certain changes are incorporated in the predictor, the user manual contains the detail description on the updation and the process to be followed, the latest updated predictor will be live shortly

Developed on AutoOCR Platform

Figure 7: Architect's Home Page

In the above table, the first column represents the stages of building permission in **BBMP** and all other columns represent the stages of the file process.

After successfully login into the architect console, the message appears where an architect can activate the account for a self-scrutiny of submitted drawing for an interruption-free process. Or can skip for now and can activate it later, which is explained in "User Manual for BBMP Professionals".

After getting a Plan Approval from the higher authority, the file is ready to apply for Commencement Stage. The steps to apply for commencement is mention below.

7. Applying for Commencement Certificate

7.1. Creating new application

After the Plan Approval, your proposal is ready to apply for commencement. To apply for the commencement stage follow the below steps.

1. Click **Applications** and then select **Create Application**.

Application Type	Draft	Due Payment	In Process	Shortfall	Approved or Verified	Final Proceeding
Plan Approval	20	0	11	0	1	0
Commencement	0	0	0	0	1	0
Occupancy	0	0	0	0	1	0

Dear professionals please find the document "Enhancement in the latest updated predor" on the ABPAS webpage (<http://218.248.45.162:8090/BPAMSCClient/login.aspx>). To ease the usage of predor certain changes are incorporated in the predor, the user manual contains the detail description on the updation and the process to be followed, the latest updated predor will be live shortly

Figure 8: Creating Application

1. Select the **Department** (Select **Construction Permit** option).
2. Select the project from the drop-down. (Select the proposal that got an acceptance of plan approval)
3. Select the permission type - **Commencement Certificate**. Refer to the table below for the details on the three permission types/approval stages.
4. Click **Create Application**.

Select Department: Construction Permits

Project: New Project BBMP009 [BBMP/Ad.Com./WST/1207/19-20]

Permission type: Select the type of permission you want to apply for

☐ Plan Approval ☒ Commencement ☐ Occupancy

* Application Number: BBMP/Ad.Com./WST/1207

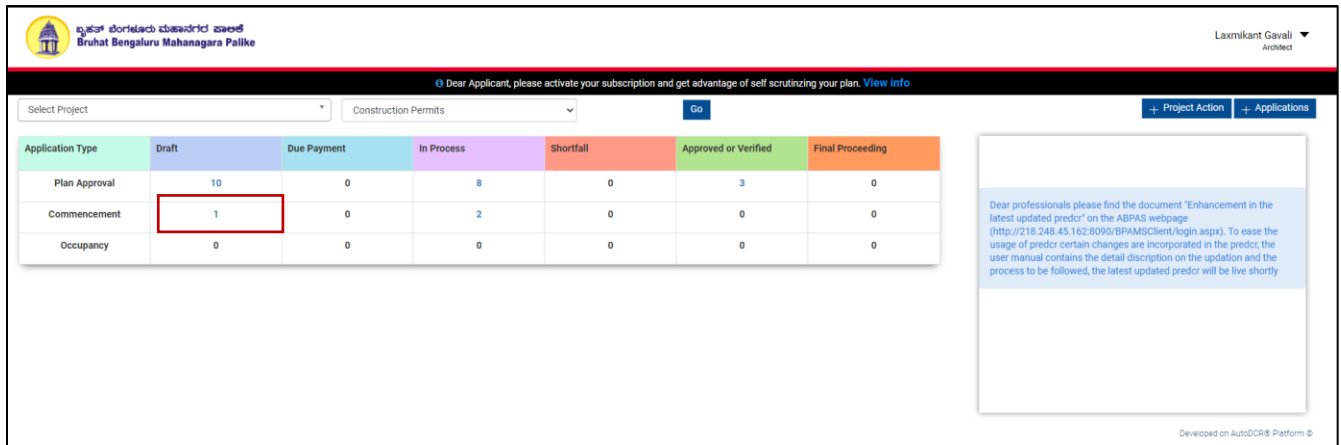
Create Application

Figure 9: Selecting Project & Permission Type

Sr.No.	Permission Type	Description
1.	Plan Approval	Select the option if your proposal is new, and it is mandatory to get the approval of the plan first.
2.	Commencement	Select the option, if your plan is approved and you want the commencement certificate.
3.	Occupancy	Select the option, if you have already received plan approval and commencement certificates. The building construction has been completed and you want the occupancy certificate approval.

After clicking the create application, the below page appears. The message will appear for applying the commencement certificate.

Click on “1” which means one proposal-file available in the draft.



Dear Applicant, please activate your subscription and get advantage of self scrutinizing your plan. [View info](#)

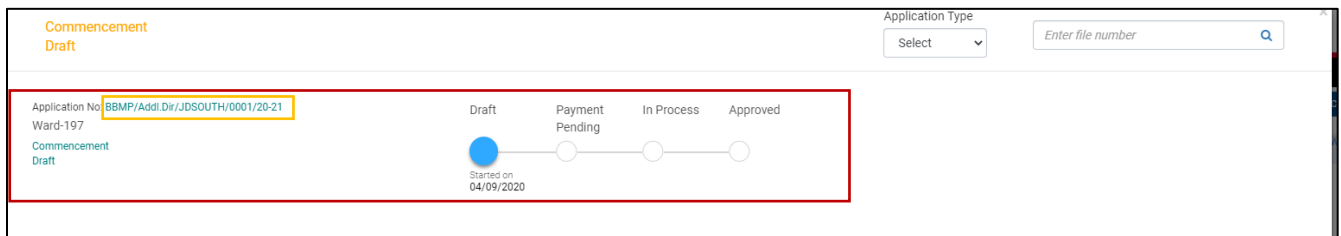
Select Project: [Dropdown] Construction Permits: [Dropdown] Go

Application Type	Draft	Due Payment	In Process	Shortfall	Approved or Verified	Final Proceeding
Plan Approval	10	0	8	0	3	0
Commencement	1	0	2	0	0	0
Occupancy	0	0	0	0	0	0

Dear professionals please find the document "Enhancement in the latest updated predcr" on the ABPAS webpage (<http://218.248.45.162:8090/BPAMSCClient/login.aspx>). To ease the usage of predcr certain changes are incorporated in the predcr, the user manual contains the detail description on the updation and the process to be followed, the latest updated predcr will be live shortly

Developed on AutoCDR® Platform

Now select the file by clicking on the application number from the list as shown below. The home screen appears.



Commencement Draft

Application Type: [Select] Enter file number: [Search]

Application No: **BBMP/Addl.Dr./JDSOUTH/0001/20-21**

Ward-197

Commencement Draft

Draft Payment Pending In Process Approved

Started on 04/09/2020

Figure 10: Draft Application

The screenshot shows the BBMP Developer 004 application dashboard. The top navigation bar includes 'Dashboard', 'Project', 'Construction Permits', 'Commencement', and a 'Go' button. The left sidebar lists various tabs: 'Application Summary' (selected), 'Project Info', 'Applicant Info', 'Plot Parameters', 'Building Details', 'Project Library', 'Plinth Info', 'Document Checklist', 'Site Visit Checklist', and 'Site Progress'. The main content area displays 'Your application is in Draft' and 'Risk Category: Low Level: 82'. It includes sections for 'Proposal Summary' (Demand Note), 'Application Summary' (Drawing Scrutiny Report, Site Inspection Report by Applicant), and 'Application Details' (Proposed Application: Plan Approval only, Application Type: Environment Clearance, Case Type: NEW). An 'Application Progress' bar shows stages: Draft (selected), Payment Pending, In Process, and Approved. A timeline indicates the application was shared on 04-09-2020.

The above page shows the status of the proposal file and the **Risk Category**. The menus are on the left-hand side of the page from the **Application Summary** tab to the **Project Library** tab is already filled by the user while creating a new project.

The remaining tabs i.e. from the **Plinth Info** tab to the **Site Progress** tab, the information is required to be filled by the user.

7.1.1. Plinth Info

Select the **Plinth Info** tab as shown in the page below. Fill in the required fields.

The screenshot shows the BBMP Developer 004 application dashboard with the 'Plinth Info' tab selected. The left sidebar is the same as the previous screenshot. The main content area displays the 'Plinth Info' form. It includes a 'Required(Full/Part)' dropdown menu with 'Part' selected. Below this is a 'Part' dropdown menu with 'Building 1' selected. There is a 'Plinth area (Sq. M.)' input field with the value '560'. A 'Building name' input field contains 'Padmavat Heights'. A 'Save' button is located at the bottom right of the form.

Figure 11: Plinth Info Tab

1. Select the option from the drop-down under the **Required (Full/ Part)**, as the selected option, the other options get changes.
2. Click **Save**, to proceed further.

7.1.2. Attaching Documents

Based on the information that you have provided in the proposal-file, the list of required documents gets generated.

Figure 12: Uploading Required Documents

1. Enter the Doc. No., and Document issue Date.
2. Click , to attach the document.
3. Click **Preview**, to view the attached document.
4. Click **View/Add**, to add the remark on the attached document.

7.1.3. Site Visit Checklist

Select the Site Visit Checklist Tab and fill in all the required information as per the given questionnaires.

Figure 13: Site Visit Checklist

1. After filling up all the information click **Save** and then click **Submit** to finalize the report.

7.1.4. Site Progress

Select the **Site Progress** tab to provide information related to the site. Attach the latest site photographs and videos and save the information.

The screenshot displays the 'Site Progress' tab in the BBMP Developer 004 portal. The sidebar on the left contains a 'Submit Application' button and a list of application components with status indicators: Application Summary, Project info, Applicant info, Plot Parameters, Building Details, Project Library, Plinth info, Document CheckList, Site Visit Checklist, and Site Progress (highlighted in orange). The main form area includes fields for File Number, Stage, Application, Site Progress till Date, and Version. Below these are sections for attaching Photographs and Videos, each with a table listing Front, Back, Side1, and Side2 views, and an 'Attach More' button. A 'Save' button is at the bottom left of the form. A note at the bottom states: 'Note: Once you Save site progress, you are not allowed to attach Photographs & Videos.'

Figure 14: Site Progress Tab

8. Final Submission

After completing all the above steps now an architect can be able to submit the proposal for final submission.

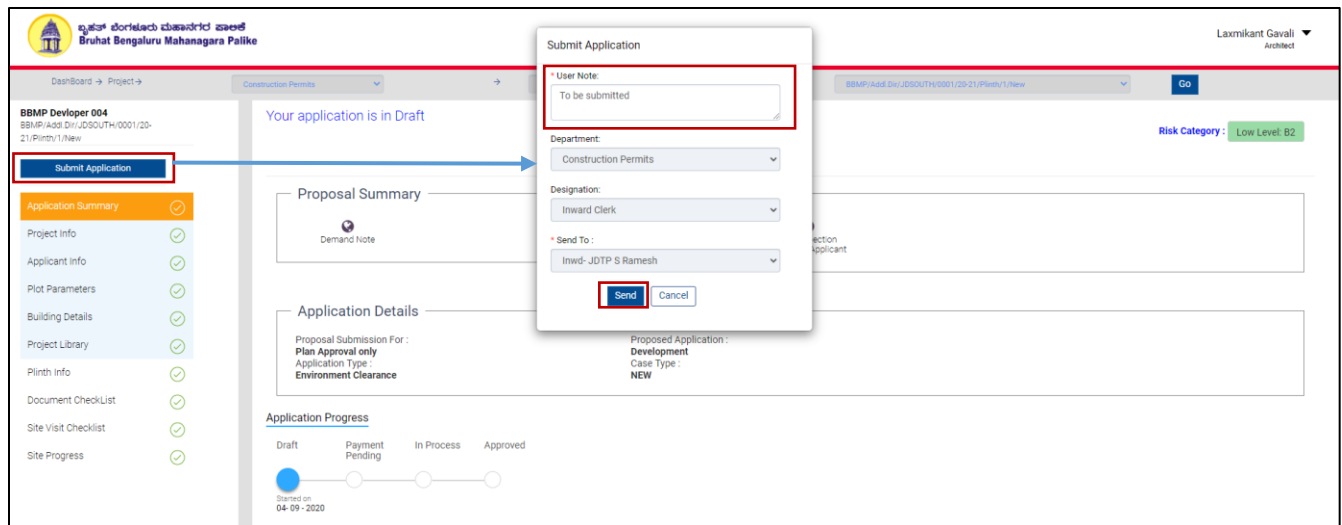


Figure 15: Final Submission of a Proposal

1. Click **Submit Application**, the prompt message appears, and then click **Send**, to send the proposal file to the higher authority for further approval.
2. Users can able to write the remark under the User Note text box field (if required).
3. Click **Ok**, to close the message.

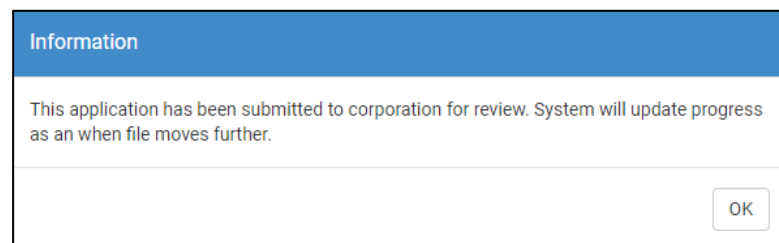


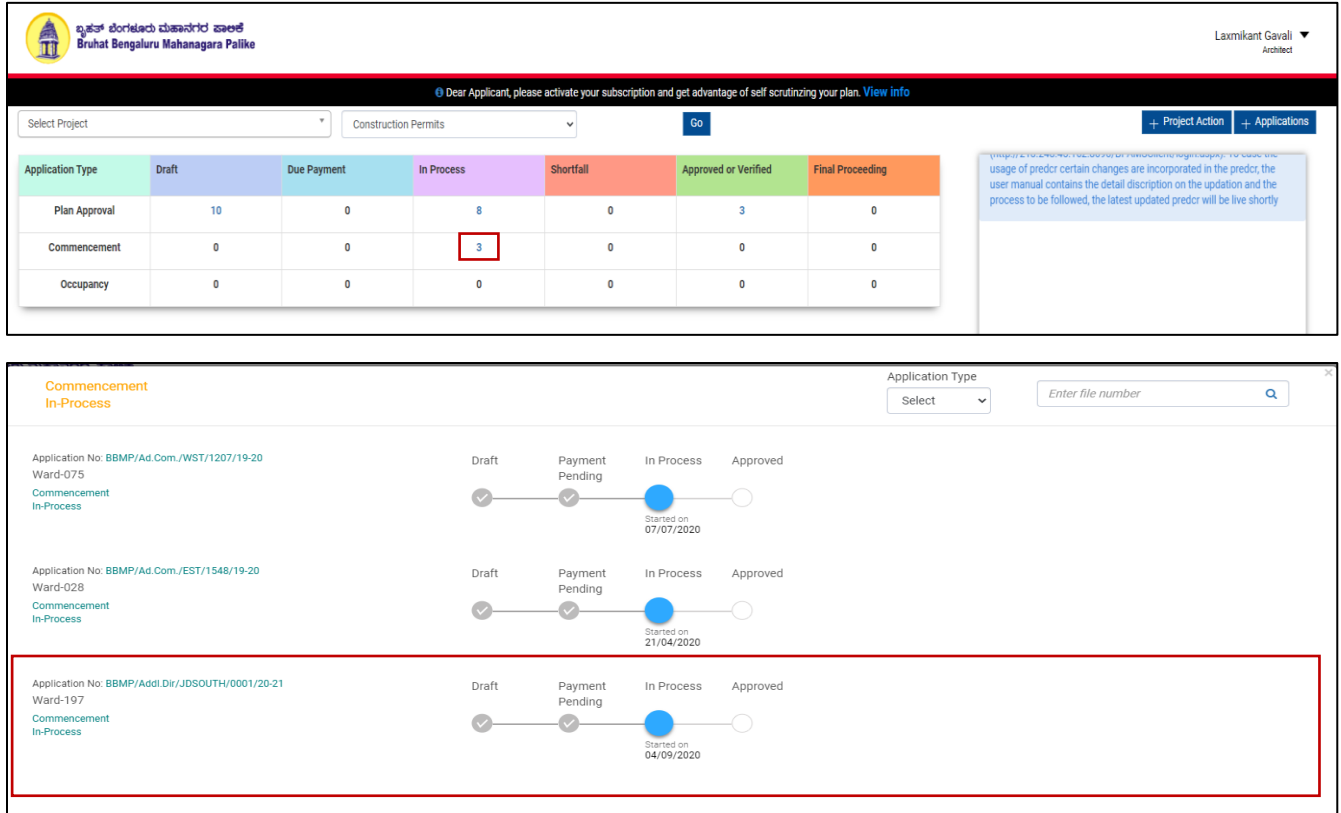
Figure 16: Submitted Application Message

Now the proposal moves from **Draft** to **In Process** column as shown below. Now an architect can check the flow of the proposal, and can see which officer is holding the file.

8.1. Checking Proposal-Flow

To check the proposal-flow

1. Click on the Number “3” (3- Represents three proposal files is in the process), select the Proposal from the list, and then select the **Application Summary** tab.



Dear Applicant, please activate your subscription and get advantage of self scrutinizing your plan. [View info](#)

Select Project: Construction Permits [Go](#) [+ Project Action](#) [+ Applications](#)

Application Type	Draft	Due Payment	In Process	Shortfall	Approved or Verified	Final Proceeding
Plan Approval	10	0	8	0	3	0
Commencement	0	0	3	0	0	0
Occupancy	0	0	0	0	0	0

Application Type: Select

Application No: BBMP/Ad.Com./WST/1207/19-20
Ward-075
Commencement In-Process

Application No: BBMP/Ad.Com./EST/1548/19-20
Ward-028
Commencement In-Process

Application No: BBMP/Adl.Dir./DSOUTH/0001/20-21
Ward-197
Commencement In-Process

Draft Payment Pending In Process Approved

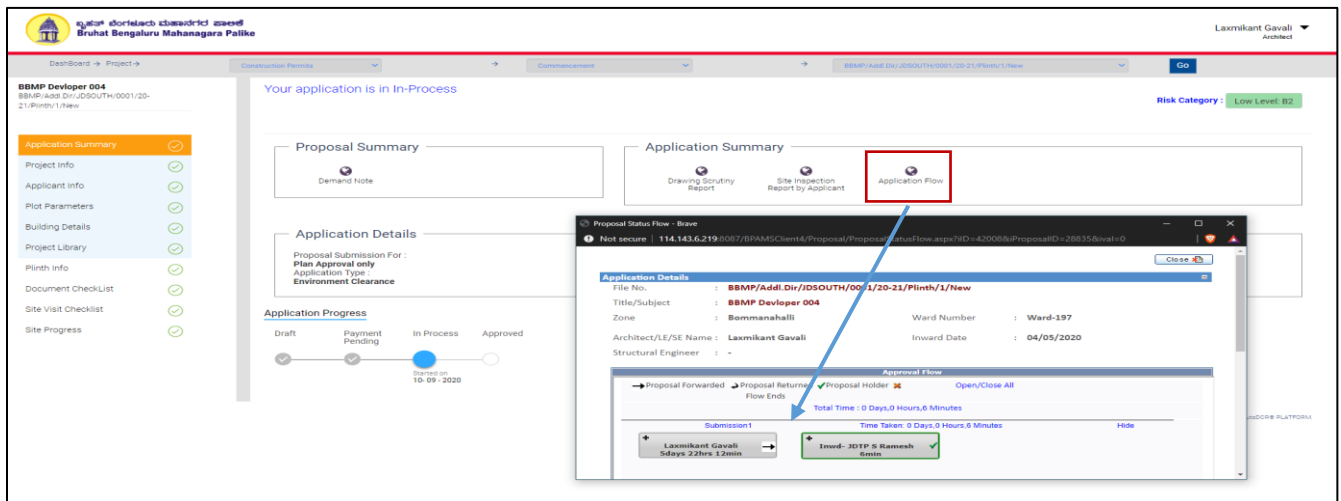
Started on 07/07/2020

Started on 21/04/2020

Started on 04/09/2020

Figure 17: Checking Proposal Status

2. Click **Application Flow** as shown in the below image.



BBMP Developer 004
BBMP/Adl.Dir./DSOUTH/0001/20-21/Plinth/1/New

Application Summary

Project Info ☒ Applicant Info ☒ Plot Parameters ☒ Building Details ☒ Project Library ☒ Plinth Info ☒ Document Checklist ☒ Site Visit Checklist ☒ Site Progress ☒

Your application is in In-Process

Risk Category: Low Level: B2

Proposal Summary

Demand Note

Application Summary

Drawing Scrutiny Report Site Inspection Report by Applicant **Application Flow**

Application Details

Proposal Submission For: Plan Approval only
Application Type: Environment Clearance

Application Progress

Draft Payment Pending In Process Approved

Started on 10-09-2020

Proposal Status Flow - Brave

Not secure | 114.143.6.219:8087/BBMPClient/Proposal/ProposalFlow.aspx?ID=42008&ProposalID=28815&val=0

Application Details

File No: BBMP/Adl.Dir./DSOUTH/0001/20-21/Plinth/1/New
Title/Subject: BBMP Developer 004
Zone: Bommanahalli
Architect/LE/SE Name: Laxmikant Gavali
Structural Engineer: -

Ward Number: Ward-197
Inward Date: 04/05/2020

Proposal Forwarded Proposal Return Proposal Holder Open/Close All

Submission 1

Laxmikant Gavali 5days 2hrs 12min

Invod: JOTP S Ramesh 6min

Total Time: 0 Days, 0 Hours, 6 Minutes
Time Taken: 0 Days, 0 Hours, 6 Minutes

Figure 18: Checking Proposal Flow