

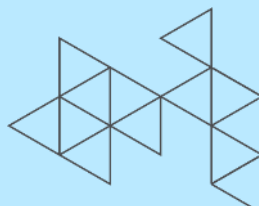
Bruhat Bengaluru Mahanagara Palike



Occupancy Certificate User Manual for BBMP Licensed Architect/Engineer



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Document Revision History

Sr. No.	Version	Date	Author
1.	1.0.20	20-01-2024	SEL



Table of Contents

1. Introduction	5
2. Intended Audience.....	5
3. RuleBuddy Integration	5
4. BBMP Login Page	6
5. Registration	7
4.1 LTP Registration Form.....	8
4.2 License Technical Person List	9
4.3 Owner Registration/ Developer Registration.....	10
6. Architect's Console	11
7. Applying for Occupancy Certificate	12
7.1. Creating new application	12
7.1.1. Occupancy Info.....	14
7.1.2. Attaching Documents.....	15
7.1.3. Site Visit Checklist.....	15
7.1.4. Site Progress.....	16
7.1.5. Drawing	16
8. Final Submission	17
8.1. Checking Proposal-Flow	18



Table of Figures

Figure 1: Login Page of BBMP Online Building Permission System application	6
Figure 2: Registration Form	7
Figure 3: LTP Registration Form	8
Figure 4: Registration Successful Message	8
Figure 5: List of LTP	9
Figure 6: Owner or Developer Registration form	10
Figure 7: Architect's Home Page	11
Figure 8: Creating Application	12
Figure 9: Selecting Project & Permission Type	12
Figure 10: Draft Application	13
Figure 11: Occupancy Info tab	14
Figure 12: Uploading Required Documents	15
Figure 13: Site Visit Checklist	15
Figure 14: Site Progress Tab	16
Figure 15: Final Submission of a Proposal	17
Figure 16: Submitted Application Message	17
Figure 17: Checking Proposal Status	18
Figure 18: Checking Proposal Flow	18

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 **Bruhat 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:

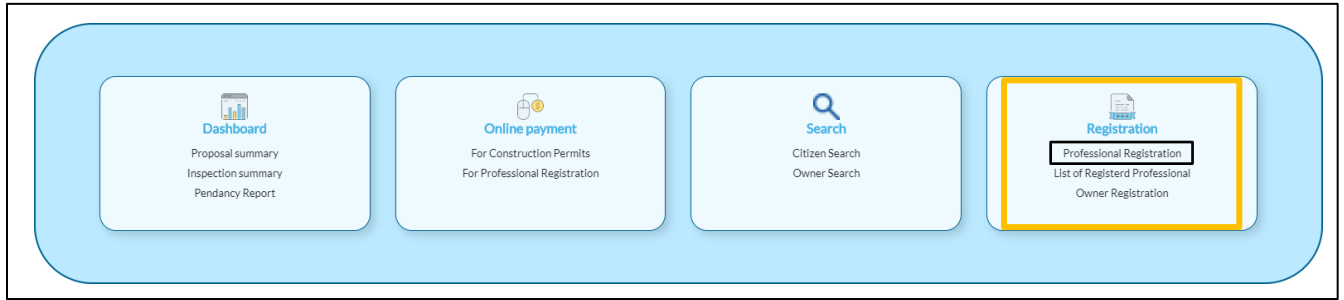


Figure 2: Registration Form

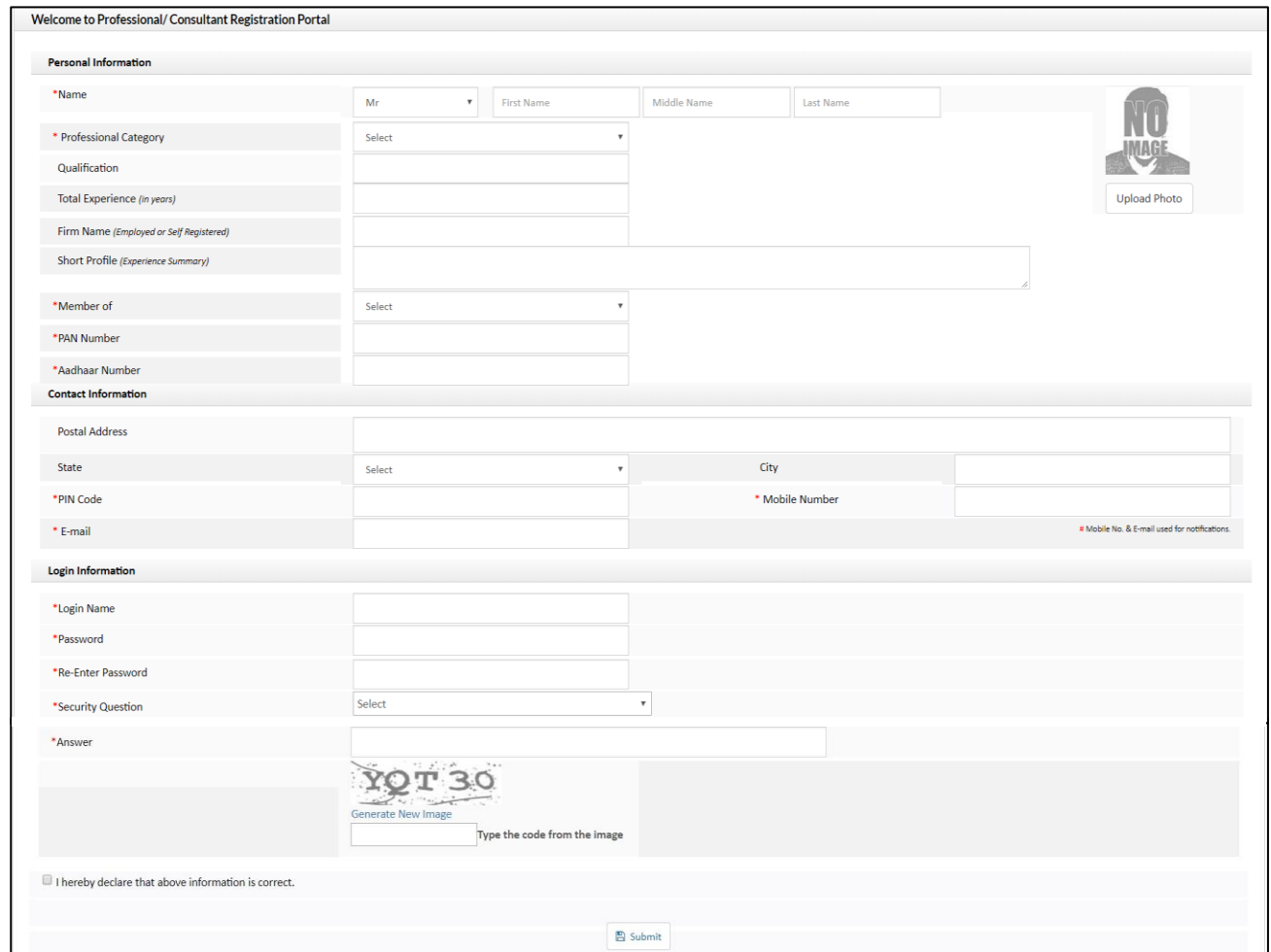
A brief description of the different items in the Registration box is mentioned below for reference:

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**.

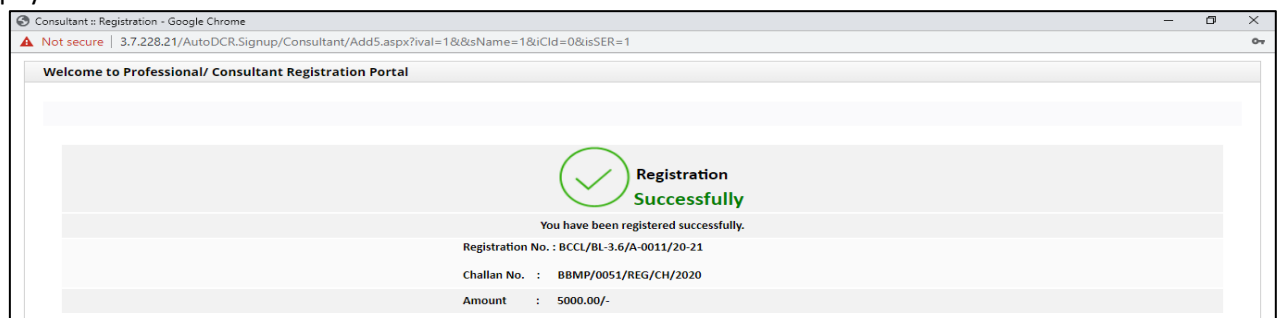


The screenshot shows the 'Welcome to Professional/ Consultant Registration Portal' form. It is divided into several sections: Personal Information, Contact Information, and Login Information. The Personal Information section includes fields for Name (Mr, First Name, Middle Name, Last Name), Professional Category, Qualification, Total Experience (in years), Firm Name (Employed or Self Registered), Short Profile (Experience Summary), Member of, PAN Number, and Aadhaar Number. The Contact Information section includes Postal Address, State, City, PIN Code, Mobile Number, and E-mail. The Login Information section includes Login Name, Password, Re-Enter Password, Security Question, and Answer. There is a 'Generate New Image' button and a 'Type the code from the image' field for captcha. A checkbox at the bottom states 'I hereby declare that above information is correct.' and a 'Submit' button is 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 the 'Registration Successfully' message. It features a green checkmark icon and the text 'Registration Successfully'. Below this, it states 'You have been registered successfully.' and provides the following details: Registration No. : BCCL/BL-3.6/A-0011/20-21, Challan No. : BBMP/0051/REG/CH/2020, and 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	ashokpacias@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, THIMMAIAH RD, MANJUNATHANAGAR, #371, 1ST STAGE, 2ND PHASE, THIMMAIAH 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 THIMMAIAH 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	prhkarthikassociates@gmail.com	NO-2240,4TH CROSS,SHIVANANDA NAGAR,NAGARA BHAVI MAIN ROAD,BANGALORE-560072	KARTHIK ASSOCIATES	B.E.CIVILFIV	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,JULLAL 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

*Type

Select

*PAN Card No.

AADHAAR No.

Contact No./ Telephone No.

*Email Id

*Address

*Pin Code

*Mobile No.

No. of Proprietors / Partners / Directors

1

^ 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.

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

Select Project: * Construction Permits Go

Project Action Applications

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 predcr" on the BBMP webpage (<http://218.248.45.162/BBMPClient/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 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 and Commencement Certificate from the higher authority, the file is ready to apply for Occupancy Stage. The steps to apply for occupancy is mentioned below.

7. Applying for Occupancy Certificate

7.1. Creating new application

After the Plan Approval and commencement your application is ready for applying for **Occupancy Certificate**. To apply for the Occupancy 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

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 – **Occupancy Certificate**. Refer to the table below for the details on the three permission types/approval stages.
4. Click **Create Application**.

Project: TEST PROJECT 2

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

☐ Plan Approval
☐ Commencement
☒ Occupancy

* Application Number: No Previous Approved File

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 Occupancy certificate.

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	32	0	12	0	7	5
Commencement	1	0	0	0	0	2
Occupancy	1	0	0	0	0	0

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

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

Occupancy Draft

Application No: PRJ/0017/23-24(NEW)
Ward-029
Occupancy Draft

Further CC Approved Draft In Process Occupancy Approved

Started on 04/05/2023

Enter file number

Figure 10: Draft Application

Dashboard → Project → Construction Permits → Occupancy → PRJ/0017/23-24/OC/01/New → Go

Application Summary ✓

- Project Info ✓
- Applicant Info ✓
- Plot Parameters ✓
- Building Details ✓
- Project Library ✓
- Occupancy Info ✓
- Apply NOC's ✓
- View NOC's ✓
- Document CheckList ✓
- Site Visit Checklist ✓

Application Details

Note: Application Type and Proposed Application will display only after application submission.

Application Type : Proposed Application :
Proposal Submission For : Case Type :
New (FRESH PLAN SANCTION)

Application Progress

Draft Payment Pending In Process Approved

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 **Occupancy Info** tab to the **Site Progress** tab, the information is required to be filled by the user.

7.1.1. Occupancy info

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

Dashboard → Project → Construction Permits → Occupancy → PRJ/0017/23-24/OC/01/New → Go

Occupancy Info

* Occupancy area (Sq.Mt.)
500

* Checking
Full

Save

Figure 11: Occupancy Info Tab

1. Select the option from the drop-down under the **Required (Full/Partial)**, 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.

Document's Name	Doc No.	Doc Issue Date	Attach Here	Preview	Remark
Kum_Occupancy- New					
Application for occupancy certificate as in Form VII					
Completion certificate signed by registered professional as in Schedule VIII.					
Commencement certificate obtained.					
Structural stability certificate issued by structural engineer on record as in Form IX.					
Photographs of buildings signed by owner and registered professional.					
Latest tax receipt.					
Latest Khatha extract and Khatha certificate.					
As built plan (deviations/additions) modifications if any shall be indicated clearly indifferent colors along with section/elevation/site plan.					
Area calculation sheet of each floor signed by the registered professional.					

Figure 12: Uploading Required Documents

1. Click to attach the document.
2. Click **Preview**, to view the attached document.
3. 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.

#	Description	As On Site	Value/Remark
1	Relinquishment of Road Widening area (As per Sanctioned Plan)	Select	✓
2	Width of existing road considered for determining FAR		0
3	Kharab area as per survey records / Sanction Plan	Select	✓
4	Reservation of areas made in the Plan / Development Plan approved by BMICAPA /BDA		
5	1)Park and OpenSpace;	Select	✓
6	2)CivicAmenity;	Select	✓

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 shows the 'Site Progress' form in the Bruhat Bengaluru Mahanagara Palike portal. The form is titled 'OC PRJ/0017/23-24/OC/01/New'. The left sidebar contains a list of application steps: Submit Application, Application Summary, Project Info, Applicant Info, Plot Parameters, Building Details, Project Library, Occupancy Info, Apply NOC's, and View NOC's. The main form area has the following sections:

- File Number:** PRJ/0017/23-24/OC/01/New
- Stage:** Current Stage :- Occupancy Proposal Submission
- Application:** NEW
- Version:** 1
- Site Progress till Date (for construction progress updates):** dd/mm/yyyy
- Photographs:** A table with columns for Front, Back, Side1, and Side2, each with an 'Attach More' link.
- Videos:** A table with columns for Front, Back, Side1, and Side2, each with an 'Attach More' link.

Figure 14: Site Progress

7.1.5 Drawing

Drawing tab is where you go and upload the As Built drawing and run scrutiny to generate the report and PDF for submission.

The screenshot shows the 'RuleBuddy' Drawing Tab interface. It features a progress bar with five steps: 1. Upload Drawing, 2. Scrutinize, 3. Convert CAD plan to PDF, 4. Preview & Confirm, and 5. Payment. Below the progress bar is a table of uploaded drawings:

Sr. No.	Attachment	Size in KB	Date Attached on	Delete	Download
1	SMITHA (1) OC.dwg	843301	5/4/2023 4:22:26 PM		

Below the table, there are buttons for 'Run scrutiny' and 'View Data'. At the bottom, there are 'Back' and 'Next' buttons.

Figure 15: Drawing 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

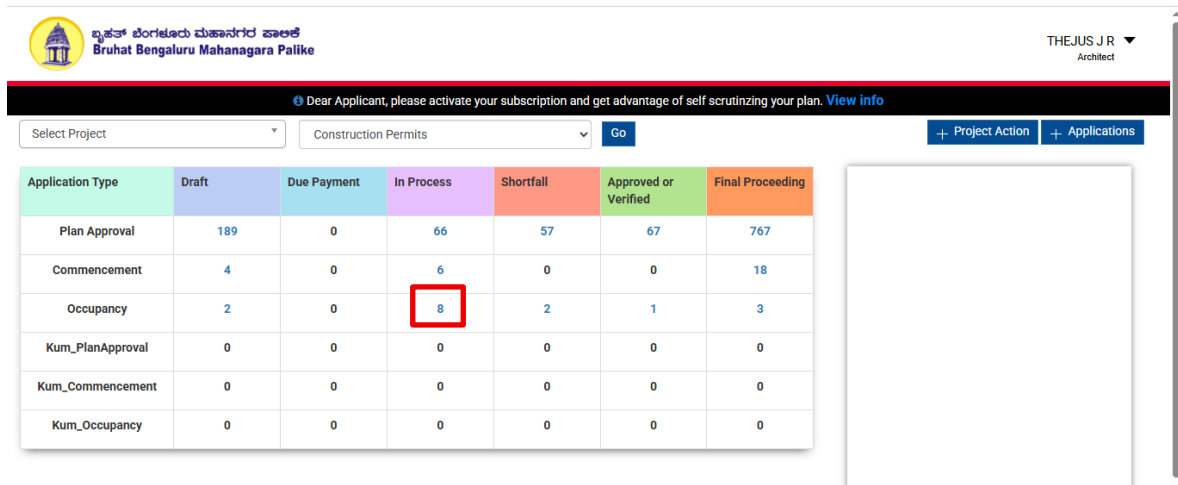
Now the proposal moves from **Draft** to **In Process** column as shown below.

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

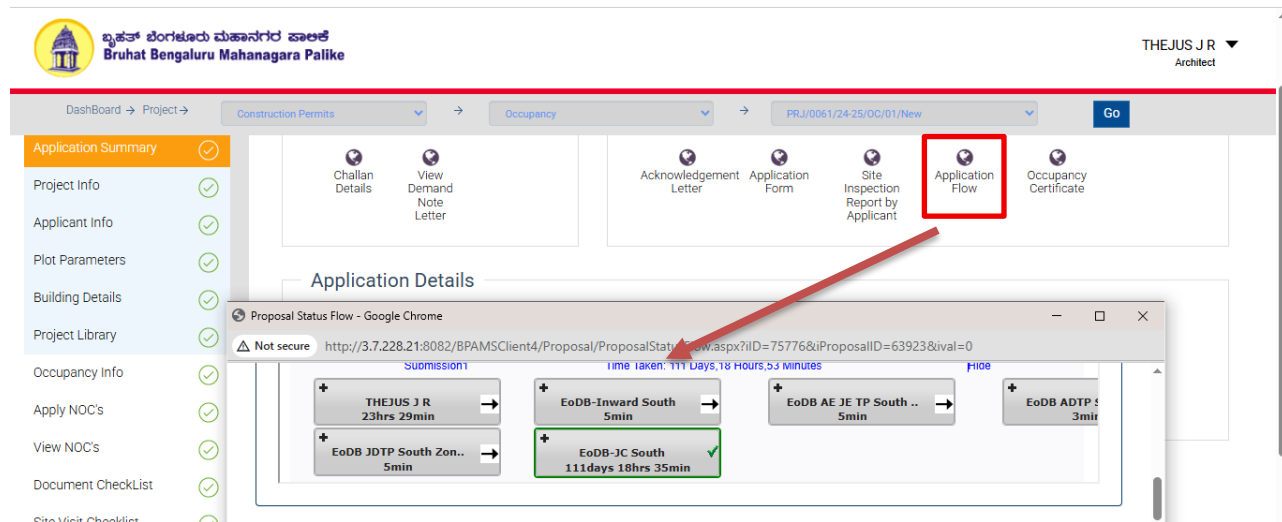
1. Click on the Number “8” (8- Represents eight proposal files is in the process), select the Proposal from the list, and then select the **Application Summary** tab.



Application Type	Draft	Due Payment	In Process	Shortfall	Approved or Verified	Final Proceeding
Plan Approval	189	0	66	57	67	767
Commencement	4	0	6	0	0	18
Occupancy	2	0	8	2	1	3
Kum_PlanApproval	0	0	0	0	0	0
Kum_Commencement	0	0	0	0	0	0
Kum_Occupancy	0	0	0	0	0	0

Figure 17: Checking Proposal Status

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



Dashboard → Project → Construction Permits → Occupancy → PRJ/0061/24-25/OC/01/New → Go

Application Summary (selected)

- Project Info
- Applicant Info
- Plot Parameters
- Building Details
- Project Library
- Occupancy Info
- Apply NOC's
- View NOC's
- Document CheckList
- Site Visit Checklist

Application Details

Proposal Status Flow - Google Chrome

Not secure http://3.7.228.21:8082/BPAMSCClient4/Proposal/ProposalStatus.aspx?iID=75776&iProposalID=63923&ival=0

Submission Time taken: 111 Days, 18 Hours, 53 Minutes

Flow Diagram:

- THEJUS J R (23hrs 29min)
- EoDB-Inward South (5min)
- EoDB AE JE TP South (5min)
- EoDB ADTP South (3min)
- EoDB JDTP South Zone (5min)
- EoDB-JC South (111days 18hrs 35min)

Figure 18: Checking Proposal Flow