

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

1. Select and download the standardized pre-approved building plan from <http://www.urbanodisha.gov.in/BuildingPlanApprovalSystem>
2. Enter the applicant details, land details and site plan in the space provided in the downloaded pre-approved building plan.
3. Also, download the Common Application Form (CAF) from the above mentioned link and fill all the sections such as applicant details, land owner details and land details.
4. Attach the pre-approved building plan to the CAF and submit the application along with scrutiny fee and requisite documents as detailed in Annexure in the office of the Planning Authority or ULB.
5. The Planning Officer may request to submit additional forms such as NOC for clearances from AAI, NMA, NHAI and in case of eco-sensitive zone, MoEF, if applicable. An SMS will be send to the applicant to comply.
6. 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.
7. The applicant submits the additional forms and the fees as mentioned above.
8. Following successful submission, the Planning Officer provide the Permission letter to the applicant.

**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