

# **Building Plan Approval & Inspection Procedure**

**Step1.** Citizens can fill online form at URL <https://www.jkhuddobps.in> and attach their photograph, land documents etc in a PDF format. A confirmation SMS & e-mail will be send to the applicant on the spot. Computer generated application form for building permission will be automatically generated and send to the concerned Officer/Officials online.

The checklist of documents required for building permission case were published online at our website. The following are the documents required for building plan approval: -

- i. Site plan
- ii. Building plan
- iii. Service Plan
- iv. Parking & Circulation plan
- v. Landscape plan
- vi. General Specifications Plan
- vii. Ownership Title plan
- viii. CLU certificate in case of commercial establishment
- ix. Other documents if any.

**Step 2.** The online application then scrutinized by concerned officials and if accepted then the case file will be sent online for NOC to the concerned departments. If application form is having any deficiencies, then the application shall be reverted back to the applicant to provide the requisite documents. The following line departments are empanelled in the online building permission for granting NOC's online: -

- i. Jammu Development Authority
- ii. Srinagar Development Authority
- iii. Town Planning Organization
- iv. Revenue Department
- v. Nazool Department
- v. Public Health & Engineering
- vi. Power Development Department
- vii. Sewerage & Drainage

- viii. Fire & Emergency Services
- ix. Airport Authority

**Step 3. Inspection of Site by the Concerned Field Staff.**

**Step 4. Submission of Inspection Report by Concerned Field Staff.**

**Step 5.** Once the NOCs are received online from the line departments the case is forwarded online to higher authorities for final approval. There after the applicants were informed via registered e-mail regarding acceptance & rejection of their cases.

**Step 6.** For the cases which are approved by the approving authority, online building permission fee link shall be sent to the applicants via registered e-mail for depositing the fee online.

**Step 7.** Once the requisite fee received then PDF of building plan approval shall be issued online to the applicant.