

**LOCAL SELF GOVERNMENT**

**DEPARTMENT**



सत्यमेव जयते

Government of Rajasthan

# Government of Rajasthan

**STANDARD OPERATING PROCEDURE**

**STANDARD OPERATING PROCEDURE FOR  
SITE INSPECTION**

Documents check list:

1. Id proof of applicant (aadhar card,bhamashah card,PAN card,Voter's ID etc.)
2. Land reconstitution/subdivision map and approval letter(self attesdted copies).
3. Lay-out plan (approved copy)
4. Lease deed.
5. Photograph's of the plot.
6. Site plan
7. building plan approval in case of occupancy/completion certificate

**STEP 1 :**

**Portal Users :** The architect/applicant who wants to submit the building permission application for approval will visit the website <https://www.smartrajapp.urban.rajasthan.gov.in> and click on Building Permission on under SmartRaj Services (Direct URL : <https://www.smartrajapp.urban.rajasthan.gov.in/CitizenPortal/WebApps/AccountLogin.aspx?q3t=QxABsMpbSX83kyLGfpMxnb4NrzGaAMMn6EhKFWsEHO=> ), followed by clicking on 'Sign Up' to create an account for BPAS by entering the mandatory fields and verified through the registered email.

OR

<http://lsg.urban.rajasthan.gov.in> click on 'Applicants Corner' under Menu option ( Direct URL: <http://lsg.urban.rajasthan.gov.in/content/raj/udh/lsg-jaipur/en/stp-cell1/online-procedure-for-applications-.html> ). Through this, the applicant will click on 'I want to submit an application' and subsequently click on 'I will select the service(s)' and select the required service under 'Building Map Approval' under 'Local Self Government(LSG)'.

**STEP 2 :**

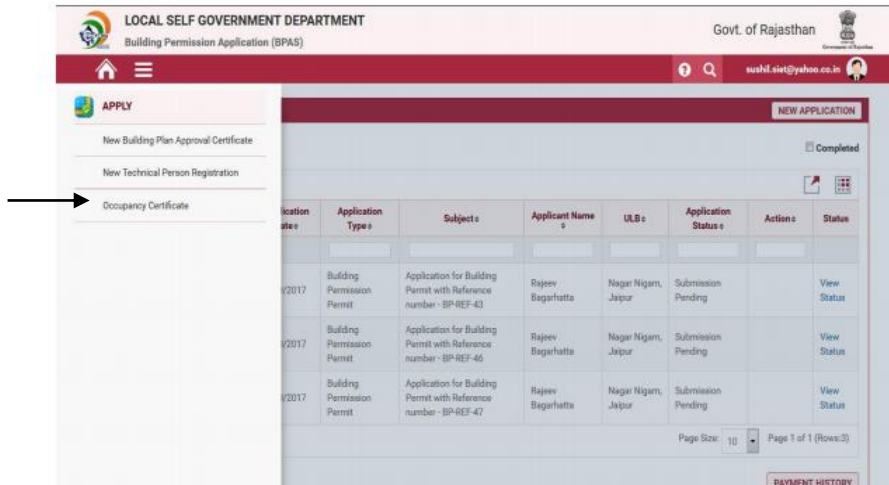
**Portal User :** After successful login, the user will be redirected to the client portal. There are three menu options – **New Building Plan Approval Certificate, New Technical Person Registration** and **Technical Person Home**.

1. Click **New Building Plan Approval Certificate** button to apply for a new building permission approval certificate or **occupancy link for completion and occupancy certificate(as shown in the screen shot image)** . Select the ULB type from the drop down list.

### 3. CLIENT PORTAL

#### 3.1. Menu Options

After successful login, the user will be redirected to the client portal. There are three menu options – **New Building Plan Approval Certificate**, **New Technical Person Registration** and **Occupancy Certificate**.



1. Read the instructions before applying and click **NEXT**.
2. Browse and select a Client utility File Generated from the Author Application, which contains the documents and details required for the approval certificate in a compressed format. Then, click **UPLOAD**.
3. Select the application services provided as '**Normal Application**' or '**Fast Track Application**' with written accomplished properties.
4. Select the integrated internal and external agencies services provided, I.e. '**Fire NOC**' with common application form with selection checkboxes as per required and click **NEXT**.
5. A window appears with the already uploaded APZ file details and user details. By clicking **NEXT**.
6. The summary of the application submitted will be displayed with the application payment details. The user can either click on **EXIT** or **PAY NOW**.
7. The applicant shall choose a **suitable online payment method** from the list of options available to him / her and proceed to make payment.
8. In case of challan payment mode, verified by the department will be enabled by the **SUBMIT** button to submit the application generating the unique **Application Number**.

9. FOR INSPECTION PROCESS THE APPLICANT CAN APPLY BY SETTING A WORK PLAN ENTERING THE START DATE AND END DATE CORRESPONDING TO EACH MILESTONE (PLINTH LEVEL COMPLETION AND COMPLETION OF CONSTRUCTION) AND CLICK ON SUBMIT.
10. THIS WORK PLAN CAN BE VIEWED BY THE DEPARTMENT USERS THROUGH THE VIEW WORK PLAN ACTION BUTTON.

**STEP 3 :**

**Department Users :**

**THIS WORK PLAN CAN BE VIEWED BY THE DEPARTMENT USERS THROUGH THE VIEW WORK PLAN ACTION BUTTON.**

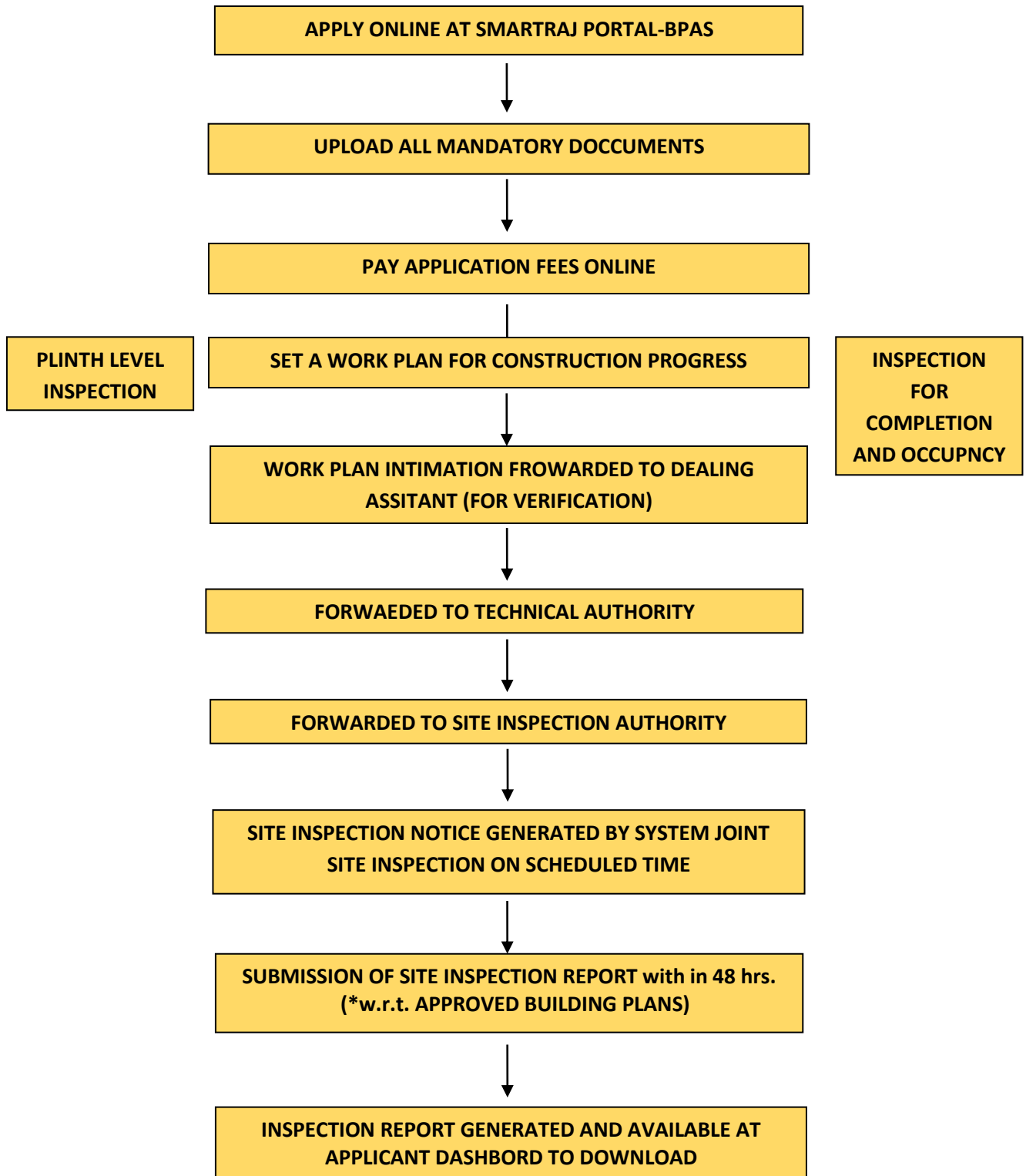
1. The application will be displayed in the inbox of the ULBs **Clerk Authority**, he/she will login from the sso.rajasthan.gov.in or smartrajapp.urban.rajasthan.gov.in who shall review the application details and the attachments submitted by the applicant. He/She may seek clarification from the applicant required in the documents required. Clicking **NEXT** will avail the automated allocation of the next user. On suitable decision, to **Forward, Revert** and **Back** with specified noting.
2. If forwarded, the application will be displayed in the inbox of the **Technical Authority** who shall review application specifications and details in the report for identifying building/area as per risk assessment. The application is inspected based on **risk category**. Clicking **NEXT** will avail the **automated allocation** of the next user by the technical authority .  
On suitable decision, to **Forward, Revert** and **Back** with specified noting.
3. If forwarded, the application will be displayed in the inbox of the **Inspection Authority**, who shall review the application received and assign site inspection schedule in the system, intimation of which shall be sent to the applicant as well. The **Inspection Authority** will jointly carry out inspection and upload its findings in the available report with the application number on system with his login again **WITH IN SCHEDULED TIME**. The generated report will be available to the applicant after submission of the report by the Authority. Clicking **NEXT** will avail the **next user**. On suitable decision, to **Forward, Revert** and **Back** with specified noting and if forwarded, will be **available to the applicant for downloading**.

**STEP 4 :**

**Portal Users :**

The inspected report with unique application number **will be available to the applicant for downloading on his dashboard** with the reference number in '**View Documents**'.

**Process flow chart for inspection Pre and Post construction.  
Department of Local Self Government**



**CHECK LIST FOR INSPECTION PRE APPROVAL:**

**Applicant Name :** .....

**Architect Name & Registration no.** .....

**Address (Proposed Building) :**                      **Khasra No. / Plot No. –**.....

**Village –**.....

**Area (Sq.mt) :** .....

S.No.	Details	Comments
1.	Size of Plot (Dimensions)	
2.	Risk Category	
	Low Risk	
	Medium Risk	
	High Risk	
3.	Width of existing approach road	
4.	HT / LT line	
5.	Underground services near proposed site.	
6.	Existing physical features (e.g. Existing Construction etc)	
7.	Any other observations	

**Revenue officers**  
**(Tehsildar / Patwari / Ameen)**

**A.E.N. / J.E.N.**

**CHECK LIST FOR INSPECTION AT PLINTH LEVEL:**

**Applicant Name :** .....

**Architect Name & Registration no.** .....

**Address (Proposed Building) :** Khasra No. / Plot No. –.....

Village –.....

**Area (Sq.mt) :** .....

S.NO.	Details	Comments	Available on Site
1	Size of Plot (Dimensions)	As per approval / Lease Deed	
2	Setbacks	Front	
		Side I	
		Side II	
		Rear	
3	Ground Coverage		
4	Basement (If approved)		
	(i) Ramp (Slope)		
	(ii) Staircase		
	(iii) Setbacks	Front	
		Side I	
	Side II		
	Rear		
5	Stilt Floor (If approved)		
	(i) Ramp (Slope)		
	(ii) Staircase		
6	Height of Plinth		
7	Any other observations		

**Commissioner /  
Deputy  
Commissioner**

**Deputy /  
Assistant  
Town Planner**

**A.E.N. / J.E.N.**

**Any other officer from Fire  
/ Revenue Engineering etc  
if required**

**CHECK LIST FOR INSPECTION AT FOR COMPLETION CERTIFICATE:**

**Applicant Name :** .....

**Architect Name & Registration no.** .....

**Address (Proposed Building) :**      **Khasra No. / Plot No. –**.....

**Village –**.....

**Area (Sq.mt) :** .....

S.NO.	Details	Comments	Available on Site
		As per approval / Lease Deed	
1	Size of Plot (Dimensions)		
2	Setbacks	Front	
		Side I	
		Side II	
		Rear	
3	Ground Coverage		
4	Basement (If approved)		
	(i) Ramp (Slope)		
	(ii) Staircase		
	(iii) Setbacks	Front	
		Side I	
		Side II	
		Rear	
5	Height (no. of floors)		
6	B.A.R.		
7	Parking (no. of ECU)		
8	Cut outs / Open to Sky / Ducts		
9	Projections / Balconies etc (Covered / extended)		
10	Certification for Fire Safety (Final)		
11	Certificate from Structural Engineer (Earthquake Resistant)		
12	Plantation on Site		
13	Rain Water Harvesting		
14	Waste water recycling		
15	Sewerage Treatment Plant		



<b>16</b>	<b>Provision of Solid Waste Disposals</b>		
<b>17</b>	<b>Provision of Solar Panels / Solar Water Heaters</b>		
<b>18</b>	<b>Provisions for Physically Challenged Persons</b>		
<b>19</b>	<b>Internal Changes / Deviation if any</b>		
<b>20</b>	<b>Any other observations</b>		

**Commissioner /  
Deputy  
Commissioner**

**Deputy /  
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**Any other officer from Fire  
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