

Housing Department – Building Plan Approval

1	Name of Approval / NOC / License / Registration	Building Plan Approval
2	Competent Authority	Housing Department
3	Applicability Criteria	○ Development Authority
4	Stage	Pre-Establishment
5	SLA/ Number of Days	30 Days
6	Documents Required	<p style="text-align: center;"><u>Mandatory Documents :</u></p> <ul style="list-style-type: none"> (i) Sale Deed/Gift Deed/Will Deed/Any other Deed (ii) Architect/Engineer Registration Certificate (iii) Common Affidavit (iv) Mutation Document/Possession Letter (v) Calculation sheet of Estimate with Affidavit <p style="text-align: center;"><u>Conditional Documents (Required depending on Site/Plot) :</u></p> <ul style="list-style-type: none"> (i) NOC from Acquisition Section (ii) NOC from Nazool Department (iii) NOC from Trust Section (iv) NOC from Property Section (v) NOC from Ceiling Department (vi) Planning Department Certificate (vii) NOC from Tehsil (viii) NOC from Municipal Corporation (ix) NOC from S.P. Traffic (x) NOC from Airport Authority/ Defence airport (xi) NOC from Irrigation Dept (xii) NOC from Public Work Dept (xiii) NOC from Metro (xiv) NOC from Railways

		<p>(xv) NOC from Army</p> <p>(xvi) NOC from Forest Dept</p> <p>(xvii) NOC from NHAI (Highway)</p> <p>(xviii) NOC from Safe Zone</p> <p>(xix) NOC from Additional District Magistrate</p> <p>(xx) NOC from UPAVP</p> <p>(xxi) NOC from Regional Tourist office</p> <p>(xxii) NOC from NCRTC</p> <p>(xxiii) NOC from Jail</p> <p>(xxiv) NOC from Mining</p> <p>(xxv) NOC from Ministry of Road Transport and Highways</p>
7	Form Submission	http://niveshmitra.up.nic.in/
8	Fee	Variable Fee (Auto calculated based on inputs, check Fee Description link)
9	Mode of Payment	Online
10	Procedure for getting license	<p>Step- 1 :</p> <p>a) The applicant shall open the Online Single Window Portal using the address.</p> <p>b) Register in Online portal using their personal Details and Contact Details.</p> <p>c) A password is generated and sent thru SMS/Email. Using the User id and Password to log into the online Web portal.</p> <p>Step – 2 :</p> <p>After logging into the web portal, the Applicant shall fill the common application form and create Unit.</p> <p>Step – 3 :</p> <p>Select apply for permission, choose unit, select Department “Housing Department” and service “Building Plan Approval” then click on proceed. The applicant will go ahead and submit the application form for service “Building Plan Approval”</p>

		<p>Step – 4 : Once the application is filled, Pay Scrutiny Charges & Building Permission Fee.</p> <p>Step – 5 : Submit Predcr converted CAD drawing in online system.</p> <p>Step – 6 : Predcr converted CAD drawing pass in Auto Scrutiny.</p> <p>Step – 7 : Once Drawing pass, apply for Post Approval.</p> <p>Step – 7 : Development Authority Scrutinizes the Application and raised query (if required) within 7 days by sanctioning officer.</p> <p>Step – 8 : Applicant corrects queries raised by sanctioning officer & resubmit.</p> <p>Step – 9 : Plan sanction by sanctioning officer of D.A. on the basis of NOCs, Corrected drawing and Documents .</p> <p>Step – 10 : Plan sanction Document generated by System with condition & digitally signed by sanction officer of DA.</p> <p>Step – 11 : Applicant can download the Document from online system.</p>
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