

---

# **MEGHALAYA ONLINE BUILDING PERMISSION SYSTEM**

---

**USER MANUAL FOR STAKEHOLDERS  
(Draft)**

## Table of Contents

---

|                                                                |    |
|----------------------------------------------------------------|----|
| Introduction to Online Building Permission System (OBPS) ..... | 3  |
| Stakeholder Registrations .....                                | 4  |
| Application for Building Permits .....                         | 15 |
| Preparations of drawings for EDCR engine .....                 | 24 |
| General guidelines .....                                       | 24 |
| Unit Settings in Drawing System .....                          | 24 |
| How to Prepare Files for Scrutiny? .....                       | 25 |
| Parameters .....                                               | 25 |
| Data scrutiny reports .....                                    | 25 |
| Annexures .....                                                | 26 |
| A.Occupancy Colour Code .....                                  | 26 |
| B.Layers .....                                                 | 27 |
| i)Plan Info.....                                               | 27 |
| ii) Site Parameters .....                                      | 28 |
| iii) Building Parameters .....                                 | 31 |
| C.Samples of Errors .....                                      | 34 |

## **Introduction to Online Building Permission System (OBPS)**

The Online Building Permission System (OBPS) Portal for Meghalaya was launched on 11<sup>th</sup> August 2025 by the Honourable Chief Minister. OBPS is a single window clearance system, initiated under the AMRUT 2.0 mission reform. It is a Mission Mode Project under the Ease of Doing Business initiative of the Government of India, spearheaded by MoHUA. The system's development is led by NIC Meghalaya for all North Eastern States, as well as Jammu & Kashmir and Ladakh, in collaboration with NIC, MoUHA, the Town & Country Planning Organisation, eGov Foundation, and respective State Departments of Urban Affairs.

OBPS aims at providing an end to end solution to citizens, from online scrutiny of Building Plans, submission of applications for Building Permit, to online delivery of the Building Permission Certificate.

The system's core module, eDCR (Electronic Development Control Regulations), reads AutoCAD files and automatically scrutinizes building plans as per the Bye Laws. Hence, citizens can verify if their Building Plan drawings are prepared as per the notified Building Bye Laws of the State from the comfort of their homes and the process can be completed in a matter of seconds. Corrections required in the Building Plan Drawing, if any, will be mentioned in the Scrutiny Report which is generated after the citizens upload the Plan Drawing.

Once the building plan drawing has been accepted/ cleared, citizens can apply for Building Permit online itself. Once submitted, citizens can track the status of the application through the application portal. SMS notifications are being sent to the applicant regarding the status of their application.

The online application will also calculate the fees required to be paid by the applicant, and he/she may pay the same online in the Portal.

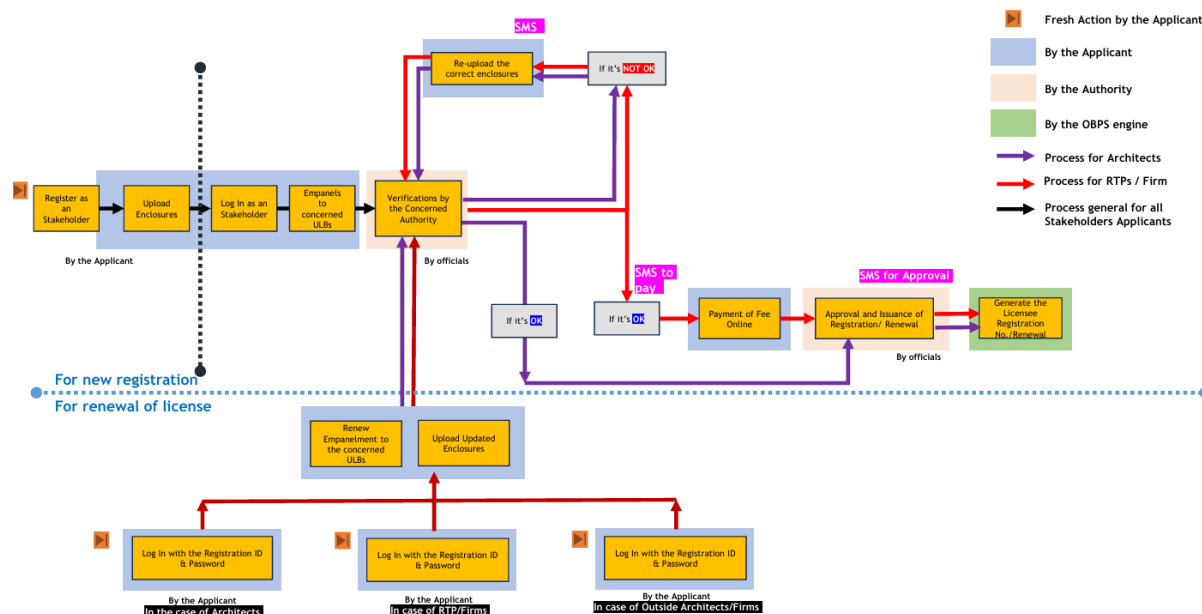
There are two types of Users –

- a) Department Officials: The users under Meghalaya Urban Development Authority (MUDA) and the District Councils who are authorised to do the verification and approval of the submitted building plans.
- b) Stakeholders : The Architects/ Registered Technical Personals (RTPs) Firms/ Architectural draftsman who can submit the building plan for approval

This User Manual has been designed for new and existing Stakeholders to on-board into the system i.e. to register and empanel themselves with Meghalaya Urban Development Authority (MUDA) to enable them to Apply for Building Permission Online.

## Registrations

The following figure shows the working mechanism of the registrations for the Stakeholders (Architects/ RTPs/ Firms/ Architectural Draftsman) -



## Registration Process

The following are steps to register as a Stakeholder

1. To Register as a stakeholder go to this URL <https://obps.meghalaya.gov.in>
2. Click on **Pre-Registrations of Architects/License Technical Persons** from the menu bar.

The screenshot shows the Online Building Permission System (OBPS) website. The header includes the Meghalaya Urban Development Authority logo and the text 'Online Building Permission System' and 'Meghalaya Urban Development Authority | Urban Affairs Department | Government of Meghalaya'. The main menu bar has 'Home' and 'Pre-Registrations of Architects/License Technical Persons' (highlighted with a red circle). The main content area displays a table of applications and a login form. The table has columns for 'Office Name', 'Received', 'Under Processing', and 'Approved'. The login form has fields for 'Username', 'Password', and 'Capcha' (with a captcha image showing '9LBABA'). There is a 'Forgot Password?' link and a 'Login' button. The footer contains links for 'About Us', 'Terms and Conditions', 'Fees Details / Price details', 'Products and Services', 'Privacy Policy', 'Contact Us', and 'Refund / Cancellation Policy'.

3. Fill all the mandatory fields and click on Submit

### Licensee Details

\* Firm/Individual

---Select Option---

\* Licensee Type/ Licensee Firm

Firm Name

Registration Date

dd-mm-yyyy

\* Applicant's Name

\* Gender

\* Email

\* Mobile No.

\* Password

\* Confirm Password

0%

### Present Address

\* Address Line - 1

\* Address Line - 2

\* Village/Town

\* State

\* District

\* Pin Code

### Permanent Address

☐ Same as Present Address

\* Address Line - 1

\* Address Line - 2

\* Village/Town

\* State

\* District

\* Pin Code

\* Captcha: CP9WNA

Enter Captcha

Register

Reset

4. An OTP will be sent to your registered mobile number and EmailID. Enter the OTP and click on Submit

#### Permanent Address

☒ Same as Present Address

\* Address Line - 1

Laban

\* Address Line - 2

Last Stop

\* Village/Town

shillong

\* State

MEGHALAYA

\* District

EAST KHASI HILLS

\* Pin Code

793002

#### Enter the OTP sent to your email and mobile

\* Email OTP

\* Mobile OTP

Re-Send OTP

\* Captcha: D88FNC

Enter Captcha

Register

Reset

91% Strong Password

**Present Address**

\* Address Line - 1  
Laban

\* Address Line - 2  
Last Stop

\* Village/Town  
shillong

\* State  
MEGHALAYA

\* District

\* Pin Code  
793002

**Permanent Address**

☒ Same as Present Address

\* Address Line - 1  
Laban

\* State  
MEGHALAYA

\* Village/Town  
shillong

\* Pin Code  
793002

**Enter the OTP sent to your email and mobile**

\* Email OTP

\* Mobile OTP

Re-Send OTP

\* Captcha: D88FNC

Enter Captcha



**Success**

Please enter the otp sent to your email/mobile!

OK

\* Mobile OTP  
122257

**Success**

The application has been submitted succesfully,  
please upload the required documents. Alternatively,  
you may login and upload at a later stage.

OK

[Privacy Policy](#)

[Contact Us](#)

[Refund / Cancellation](#)

## 5. Upload the enclosures and click on Submit.

[Home](#) / [Upload Enclosures](#)

### Instructions for uploading documents

- You may upload all the documents now or after [login](#).
- If you choose to upload now, you can either upload one or more documents. You can upload the remaining mandatory documents after [login](#).

### Upload Enclosures

- |                          |                                                             |             |                |
|--------------------------|-------------------------------------------------------------|-------------|----------------|
| <input type="checkbox"/> | * Passport Size Photograph (jpeg.jpg - upto 2 MB)           | Choose File | No file chosen |
| <input type="checkbox"/> | * BE/ B.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB)  | Choose File | No file chosen |
| <input type="checkbox"/> | * Specimen Signature (jpeg.jpg - upto 2 MB)                 | Choose File | No file chosen |
| <input type="checkbox"/> | Firm Registration Certificate (jpeg.pdf.jpg - upto 2 MB)    | Choose File | No file chosen |
| <input type="checkbox"/> | PhD/ME/M.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB) | Choose File | No file chosen |

\* Captcha: 68aP8u

Enter Captcha

Submit

Reset

### Upload Enclosures

- |                                     |                                                             |             |                |                                 |
|-------------------------------------|-------------------------------------------------------------|-------------|----------------|---------------------------------|
| <input checked="" type="checkbox"/> | * Passport Size Photograph (jpeg.jpg - upto 2 MB)           | Choose File | No file chosen | <a href="#">View Enclosures</a> |
| <input checked="" type="checkbox"/> | * BE/ B.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB)  | Choose File | No file chosen | <a href="#">View Enclosures</a> |
| <input checked="" type="checkbox"/> | * Specimen Signature (jpeg.jpg - upto 2 MB)                 | Choose File | No file chosen | <a href="#">View Enclosures</a> |
| <input type="checkbox"/>            | Firm Registration Certificate (jpeg.pdf.jpg - upto 2 MB)    | Choose File | No file chosen |                                 |
| <input type="checkbox"/>            | PhD/ME/M.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB) | Choose File | No file chosen |                                 |

\* Captcha: ACC88B

bfV99A

Submit

Reset

Documents uploaded successfully, please [login](#)

6. On Successful upload go back to login page and login with your **registered email address** and **password** to empanel as a stakeholder.



## Online Building Permission System

Meghalaya Urban Development Authority | Urban Affairs Department | Government of Meghalaya

[Home](#) [Pre-Registrations of Architects/License Technical Persons](#)

| Office Name                                     | No. of Applications |                  |          |
|-------------------------------------------------|---------------------|------------------|----------|
|                                                 | Received            | Under Processing | Approved |
| <b>Stakeholder Applications</b>                 |                     |                  |          |
| Meghalaya Urban Development Authority, Shillong | -                   | -                | -        |
| <b>Building Permit Applications</b>             |                     |                  |          |
| Meghalaya Urban Development Authority, Shillong | -                   | -                | -        |

### Log in

Enter your login credentials

**Username:**

**Password:**  
 

[Forgot Password?](#)

**Captcha:**



**OBPS**

- Home
- Upload Enclosures
- Application for ULB Empanelment

### Dashboard

Welcome to NIC OBPS

Logon as: **John Doe**

Home / Dashboard

This site is designed and developed by [National Informatics Centre\(NIC\), Meghalaya](#)

**John Doe**  
My Profile

7. Select the registering office you wish to empanel with and click on Register.



**OBPS**

- Home
- Upload Enclosures
- Application for ULB Empanelment

### ULB Registraion

Urban Local Body Registration

Logon as: **John Doe**

Home / ULB Registraion

**\* Select Registering Office:**

**Application Fees applicable :** ₹ 2500/-

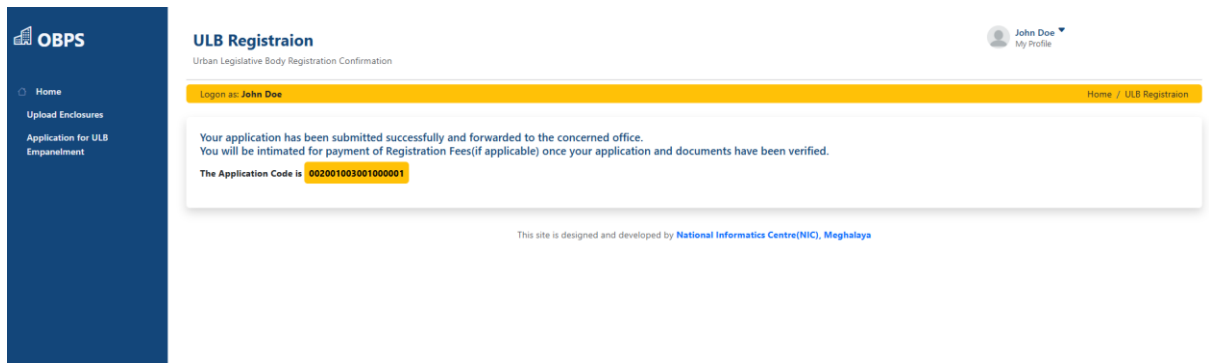
**Offices falling under this Registering office:**

1. Meghalaya Urban Development Authority

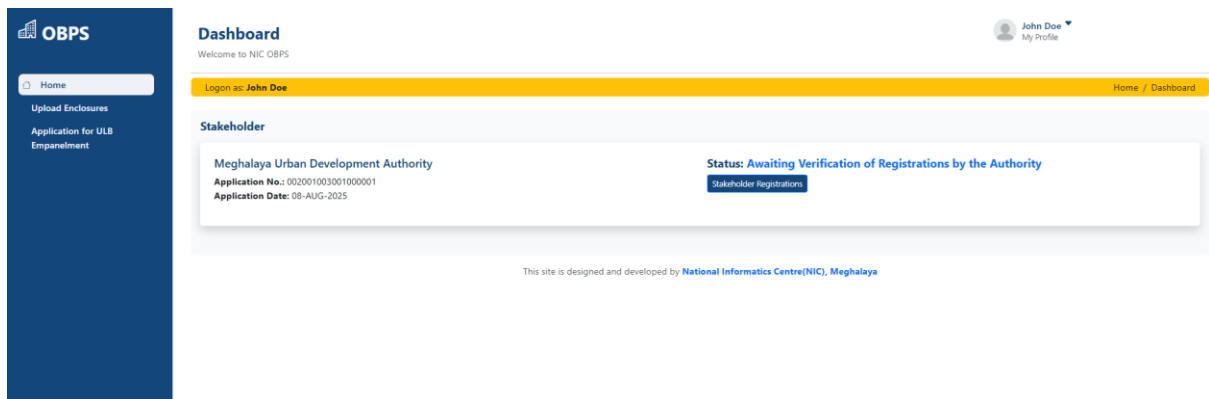
This site is designed and developed by [National Informatics Centre\(NIC\), Meghalaya](#)

**John Doe**  
My Profile





8. On successful registration wait for verification process by the concerned official.



## Processing by Concerned Authority

**\*\*\*Wait for Stakeholder Verification/Approval by the Concerned Authority\*\*\***

## Payment by Stakeholder

### 1. Login as a stakeholder and pay for the registration

The screenshot shows the OBPS Dashboard for a stakeholder. The left sidebar contains the OBPS logo and navigation links: Home, Upload Enclosures, Application for ULB Empanelment. The main content area is titled 'Dashboard' and 'Welcome to NIC OBPS'. A yellow banner at the top indicates 'Login as: John Doe' and 'Home / Dashboard'. Below this, the 'Stakeholder' section displays information for the 'Meghalaya Urban Development Authority', including 'Application No.: 002001003001000001' and 'Application Date: 08-AUG-2025'. The 'Status' is 'Payment of Registration Fees' and 'Remarks' are 'verified'. A 'Click to Pay' button is visible. The footer states 'This site is designed and developed by National Informatics Centre(NIC), Meghalaya'.

OBPS

Dashboard

Welcome to NIC OBPS

Login as: John Doe

Home / Dashboard

Stakeholder

Meghalaya Urban Development Authority

Application No.: 002001003001000001

Application Date: 08-AUG-2025

Status: Payment of Registration Fees

Remarks: verified

Click to Pay

This site is designed and developed by National Informatics Centre(NIC), Meghalaya

### 2. Make the payment and generate the receipt

The screenshot shows the OBPS Payment Confirmation page. The left sidebar contains the OBPS logo and navigation links: Home, Upload Enclosures, Application for ULB Empanelment. The main content area is titled 'Payment Confirmation'. A yellow banner at the top indicates 'Login as: John Doe' and 'Home / Payment Confirmation'. Below this, the 'Payment Details' section displays a table with the following information:

| Payment Details  |                                   |
|------------------|-----------------------------------|
| Application Code | :002001003001000001               |
| Applicant Name   | : John Doe                        |
| Fee Type         | : Stakeholder - Registration Fees |
| Fee Amount       | : INR 2,500.00                    |

A 'PAY' button is located below the table. The footer states 'This site is designed and developed by National Informatics Centre(NIC), Meghalaya'.

OBPS

Payment Confirmation

Login as: John Doe

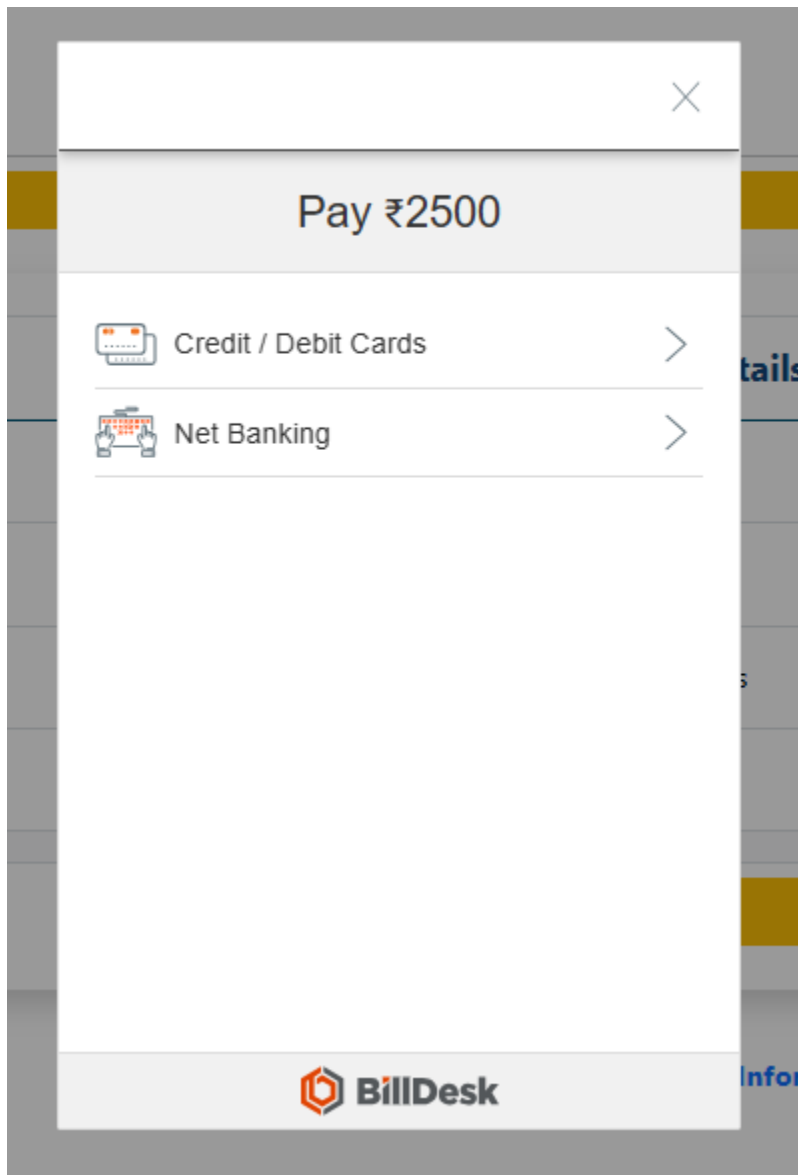
Home / Payment Confirmation

Payment Details

|                  |                                   |
|------------------|-----------------------------------|
| Application Code | :002001003001000001               |
| Applicant Name   | : John Doe                        |
| Fee Type         | : Stakeholder - Registration Fees |
| Fee Amount       | : INR 2,500.00                    |

PAY

This site is designed and developed by National Informatics Centre(NIC), Meghalaya



a) Sample output after Successful Payment.

| Payment Successful.                                 |                      |
|-----------------------------------------------------|----------------------|
| Transaction Details                                 |                      |
| Transaction Code                                    | 1753254406           |
| Paid By                                             | John Doe             |
| Payment Date                                        | 2025-07-23 12:38:26  |
| Bill Desk Reference No.                             | AR009343601202526P   |
| Bank Reference No.                                  | 10015092025072300925 |
| Amount                                              | ₹1                   |
| <a href="#">Print</a> <a href="#">Goto Homepage</a> |                      |
| <a href="#">Goto Homepage</a>                       |                      |

MEGHALAYA URBAN DEVELOPMENT  
AUTHORITY  
SHILLONG

PAYMENT RECEIPT

PAN NO : AAALM0411B

GSTIN : 17AAALM0411B1ZV

Receipt No: MEG/MUDA/1754650437

Application Code: 002001003001000001

Received from Mr/Miss/Mrs/M/s **John Doe** a sum of Rs. 2500/- ( Rupees. **Two Thousand Five Hundred** ) only by **Online Payment** dated **08-08-2025** towards **Stakeholder - Registration Fees** .



*This is a computer generated receipt, no signature is required.*

## Processing by Concerned Authority

---

**\*\*\*Wait for Stakeholder Verification/Approval by the Concerned Authority\*\*\***



# Online Building Permission System

Meghalaya Urban Development Authority | Urban Affairs Department | Government of Meghalaya

Home Pre-Registrations of Architects/License Technical Persons

| Office Name                                     | No. of Applications |                  |          |
|-------------------------------------------------|---------------------|------------------|----------|
|                                                 | Received            | Under Processing | Approved |
| <b>Stakeholder Applications</b>                 |                     |                  |          |
| Meghalaya Urban Development Authority Shillong  | 1                   | 0                | 1        |
| <b>Building Permit Applications</b>             |                     |                  |          |
| Meghalaya Urban Development Authority, Shillong | -                   | -                | -        |

## Log in

Enter your login credentials

Username:

johndoe@gmail.com

Password:

\*\*\*\*\*

[Forgot Password?](#)

Captcha: 26DQp8

Enter Captcha

Login

OBPS

Home

Building Permit

Application for ULB

Empanelment

Short Payment

OBPS

Home

Building Permit

Application for ULB

Empanelment

Short Payment

## Dashboard

Welcome to NIC OBPS

John Doe  
My Profile

Login as: John Doe

Home / Dashboard

### Stakeholder

Meghalaya Urban Development Authority  
Application No.: 002001003001000001  
Application Date: 08-AUG-2025

Status: **Approved**  
Remarks: **Approved**  
[Stakeholder Registrations](#)

This site is designed and developed by [National Informatics Centre\(NIC\), Meghalaya](#)

## My Profile

John Doe  
My Profile

Login as: John Doe

Home / My Profile

Name: John Doe  
User Name/Email: johndoe@gmail.com  
Mobile No.: (+91) 9862802534  
Present Address: Mawlai Mali Shillong, EAST KHASI HILLS, MEGHALAYA-793008  
Permanent Address: Mawlai Mali Shillong, EAST KHASI HILLS, MEGHALAYA-793008

### Licensee Certificates

| Sl No. | Applicants Name | Licensee Type    | Office Name                           | License Number               | Valid Upto | Print License                 |
|--------|-----------------|------------------|---------------------------------------|------------------------------|------------|-------------------------------|
| 1      | John Doe        | Engineer Grade I | Meghalaya Urban Development Authority | MBBL/RTP/2025/EG12025/100001 | 08-08-2026 | <a href="#">Print License</a> |

Showing 1 to 1 of 1 entries

Previous 1 Next

MEGHALAYA URBAN DEVELOPMENT AUTHORITY  
SHILLONG

Certificate of Registration

Issue Date.: 08-08-2025

This is to certify that SHRI. JOHN DOE has been enrolled as a Registered RTP with Meghalaya Urban Development Authority and the name has been entered in the Register.

The Registration No. is

MBBL/RTP/2025/EGI2025/100001

Validity is from 08-08-2025 to 08-08-2026 inclusive.



Secretary  
Meghalaya Urban Development  
Authority, Shillong.

This is an electronically generated certificate with a digital signature (equivalent to affixing of handwritten signature with a seal)  
QR Code can be scanned by any QR code scanning application. The URL on the QR Code will allow to access the digital version of this certificate

**SCOPE OF WORK**

- 1) The Engineer Grade I should be well informed about the contents of "Meghalaya Building Byelaws" and the subsequent amendments.
- 2) All drawings prepared are to be in accordance to this regulation within the respective jurisdiction.
- 3) Details of all structural drawings to be provided in all the revised, existing or proposed drawings of the structure as applicable.
- 4) The seal to be used on submission of drawings should mention the following: Engineer Grade I under the concerned authority. The registered number as written above to make correction in the Site plan or building permission plan as and when directed.
- 5) The drawing submitted must be factual as per the site condition and the relevant documents submitted are to ensure that the structure is built as per the approved drawings.

**TERMS AND CONDITIONS**

- 1) That the registration is valid for one year and is to be renewed annually.
- 2) The registration is subjected to review of performance every year by the concern authority.
- 3) Should it be found that the performance of the Engineer Grade I is not to the true spirit of the duties to be discharged/undertaken as a professional, action will be taken/penalty will be levied as decided by the authority.
- 4) That the responsibility along with all the liabilities of the Registered Engineer Grade I is till the completion of the building/structure.



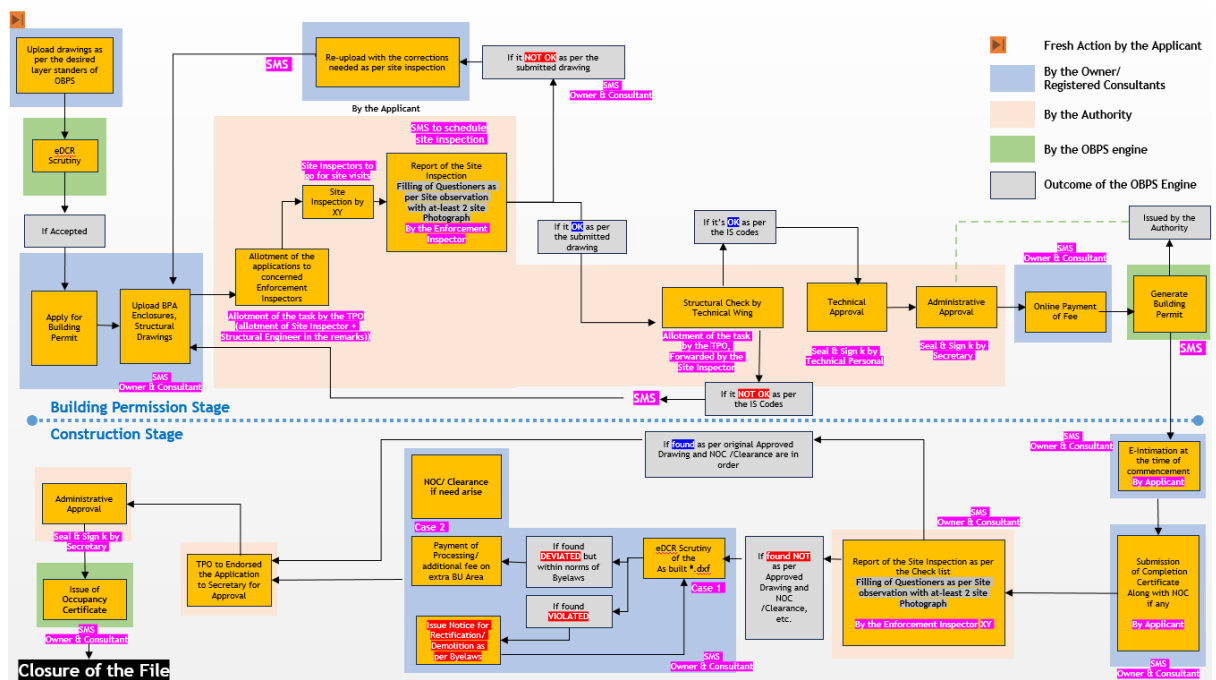
Meghalaya Urban Development  
Authority, Shillong.

This is an electronically generated certificate with a digital signature (equivalent to affixing of handwritten signature with a seal)  
QR Code can be scanned by any QR code scanning application. The URL on the QR Code will allow to access the digital version of this certificate

# Application for Building Permits

## Working Mechanism for Building Permit Process

The following figure discusses the working mechanism of the Building Permit process -



## Application Process for Building Permit

### I. EDCR Scrutiny by Stakeholder(Architect/RTP)

1. Login with your architect/engineer username and password
2. Select Building Permit →EDCR Scrutiny from the side menu
3. Select office and upload the dxf file to be scrutinized and click on scrutinize.

The screenshot shows the eDCR Scrutiny web application interface. The left sidebar contains the OBPS logo and a menu with options: Home, Building Permit, eDCR Scrutiny, BPA - Applications for Building Permit [Applicant], Print Permit, Archived Applications, Application Status, BPA - Rejected Applications, Application for ULB Empanelment, and Short Payment. The main content area is titled "eDCR Scrutiny" and includes a login bar for "John Doe". Below the login bar, there is a form to select the Office and upload a .dxf file. The form has fields for "Owner Name", "Office", and "Select .dxf file". The "Select .dxf file" field has a "Choose File" button and a "No file chosen" message. Below the form, there is a table titled "EDCR Scrutiny List" with columns: SI No, Office / ULBs, eDCR Number, DXF File, Uploaded On, Uploaded By, Status, Plan Report, and Action. The table is currently empty, showing "No data available in table".

4. Once the file is accepted, you can generate the scrutiny report and apply for Building Permit by clicking on the link below or select apply for building permit from the side menu.

Home

Building Permit

eDCR Scrutiny

BPA - Applications for Building Permit [Applicant]

Print Permit

Archived Applications

Application Status

BPA - Rejected Applications

Application for ULB Empanelment

Short Payment

eDCR Scrutiny

Logon as: John Doe

Home / eDCR Scrutiny

eDCR Scrutiny

Select the Office and Click on Browse and select a .DXF File.

\* Owner Name

owner name

\* Office

Meghalaya Urban Development Authority

\* Select .dxf file

(DXF File must be in 2004 or 2007 format)

Choose File

C8\_01\_17.dxf

SCRUTINIZE

Reset

EDCR Status: Accepted

EDCR Number: DCR82025NODBE

View Scrutiny Report

Apply for Building Permit

## 5. The sample of EDCR Reports -

MUDA, Shillong

AUTOMATED BUILDING PERMIT APPROVAL SYSTEM

PLAN DOCUMENT SCRUTINY REPORT

STATUS : Accepted

APPLICATION DETAILS

|   |                    |                  |   |                  |               |
|---|--------------------|------------------|---|------------------|---------------|
| 1 | APPLICANT NAME     | John Doe         | 2 | APPLICATION DATE | 08/08/2025    |
| 3 | APPLICATION NUMBER | 00558-2025-TT    | 4 | APPLICATION TYPE | Permit        |
| 5 | OCCUPANCY TYPE     | Commercial       | 6 | DCR NUMBER       | DCR82025NODBE |
| 7 | PROPOSAL           | New Construction |   |                  |               |

PLOT DETAILS

|    |                                      |             |    |                                      |             |
|----|--------------------------------------|-------------|----|--------------------------------------|-------------|
| 1  | PLOT NO                              | Not Defined | 2  | WARD NO                              | 05          |
| 3  | LOCALITY NAME                        | PYNTHOR     | 4  | CITY/TOWN                            | SHILLONG    |
| 5  | PLOT AREA (As per declaration) in m² | 4631.0      | 6  | PLOT AREA (As per measurement) in m² | 4631.6755   |
| 7  | AVERAGE WIDTH OF PLOT in m           | 55.0        | 8  | AVERAGE DEPTH OF PLOT in m           | 86.0        |
| 9  | ROAD TYPE                            | 2L          | 10 | SLOPE(DEGREES)                       | 0           |
| 11 | SEISMIC ZONE                         | 5           | 12 | AREA TO BE RETAINED                  | Not Defined |

Declaration in drawings

|   |                                                                                                   |             |
|---|---------------------------------------------------------------------------------------------------|-------------|
| 1 | Whether building near monument?                                                                   | NO          |
| 2 | Whether building near stream/water body?                                                          | NO          |
| 3 | Whether building surrounding office building and quarters of constitutional heads of government ? | NO          |
| 4 | Provisions for green building and sustainability?                                                 | NO          |
| 5 | NOC for construction from revenue department?                                                     | YES         |
| 6 | City Centre Zone                                                                                  | Not Defined |
| 7 | CBD TOD                                                                                           | NO          |

Overall Summary

|                     |                |
|---------------------|----------------|
| Total Area          |                |
| Built Up Area in m² | FAR Area in m² |
| 1383.54             | 1383.54        |

Block Wise Summary

1 of 8

Application No:00558-2025-TT, Scrutiny Date:08/08/2025 05:22 PM



6. Fill all the mandatory fields of the form and click on save and upload enclosures.

OBPS

Home

Building Permit

eDCR Scrutiny

BPA - Applications for Building Permit (Applicant)

Print Permit

Archived Applications

Application Status

BPA - Rejected Applications

Application for ULB Empanelment

Short Payment

Apply BPA

Apply for Building Permit

Login as: John Doe

Home / Apply BPA

Apply for Building Permit

Basic Details

\*Building Plan Scrutiny Number

DCR82025NODBE

\*Plot Area

4631

Name of Architect on Record

-Select Architect-

\*Occupancy

Commercial

\*Plot Uploaded By

John Doe

Name of RTP on Record

John Doe

Site Location Details

\*Address Line 1

Address Line 2

\*Town/Village

\*PIN Code

Latitude/Longitude:

0.0

\*Locality

---Select Ward/Block/Sub-District---

Open Map

Proposed Building Details

\*Building Typology

\*Building Type : Block 1

---Select Building Type---

\*Total Floors : G

Not High Rise Building

\*Total Building Estimation:

Owner Details

\*Owner Type

\*Type of Owner - Subtype

Owner Information: 1

\*Salutation

Select Salutation

\*Owner Name

\*Mobile No.

Email

\*Father's/Mother's/Guardian Name

\*Relationship

☐ Father ☐ Husband ☐ Mother

Present Address

\*Address Line 1

Address Line 2

\*Town/Village

\*State

\*District

\*PIN Code

Permanent Address

☐ same as Present Address

\*Address Line 1

Address Line 2

\*Town/Village

\*State

\*District

\*PIN Code

Reference

Have you applied for Building Permit for this Building earlier ?

Save and Next

This site is designed and developed by National Informatics Centre(NIC), Meghalaya

17

- Home
- Building Permit
- Application for ULB Empanelment
- Short Payment

Login as: John Doe

Home / Building Permit

### Apply for Building Permit: Upload Enclosures

#### Upload Enclosures

|                                                                                                                                                                                        |                            |                             |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Photograph of Owner *                                                                                                                                         | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Documentary evidence of plot ownership such as Title Right Certificate/ Patta/ Sale Deed/ Lease Deed, etc. *                                                  | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Site Plan with detailed Area statements *                                                                                                                     | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Building Plans *                                                                                                                                              | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Sections *                                                                                                                                                    | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Elevations *                                                                                                                                                  | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> General Specification *                                                                                                                                       | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Seismic Certificate *                                                                                                                                         | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Structural Sufficiency Certificate *                                                                                                                          | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Structural drawings *                                                                                                                                         | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Structural Design Basis Report *                                                                                                                              | (jpeg/png/jpg - upto 1 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> NOC from Revenue dept. in case of revenue plot                                                                                                                | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> NOC from Director Urban Affairs & Member Secretary, New Shillong Township Development Agency (NSTDA) in case of plot leased by Govt in New Shillong Township. | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> NOC from neighbors in case of proposal for reduced setback as per Byelaws                                                                                     | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> NOC or Clearance from MSPCB, F&ES dept, Forest dept, etc                                                                                                      | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Service plan (in case of high rise, special building/ special project)                                                                                        | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> F&ES plan (in case of high rise, special building/ special project)                                                                                           | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |
| <input type="checkbox"/> Any other information/ documents which may be sought by the Authority, etc                                                                                    | (jpeg/png/jpg - upto 2 MB) | <a href="#">Choose File</a> | No file chosen |

Captcha: fUBnbp

Upload

Reset

7. After successful upload check application status as shown below.

- Home
- Building Permit
- eDCR Scrutiny
- BPA - Applications for Building Permit (Applicant)
- Print Permit
- Archived Applications
- Application Status
- BPA - Rejected Applications
- Application for ULB Empanelment
- Short Payment

John Doe My Profile

Home / Application Status

### Application Status

List of BPA Applications

Login as: John Doe

#### List of all Applications

Show 10 entries

| Sl No. | Date       | Application Details                                                                                                 | Previous Process                                                            | Current Process                                                      | Remarks               | Tools                        | Status      | Tatkal | EDCR                                                                                                                                                | Archived Application |
|--------|------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------|------------------------------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1      | 08/08/2025 | <b>Applicant Name :</b> John Doe<br><b>Application Code :</b> 002020203001000002<br><b>Owner(s) Name:</b> James Doe | BPA - Uploading of Enclosures/Documents<br>By: John Doe<br>Date: 08/08/2025 | BPA - Verification and Forwarding to Concerned Enforcement Inspector | Application Submitted | <a href="#">View History</a> | In Progress | No     | <b>EDCR Number:</b> DCRB2025NODBE<br><b>Scrutiny Date:</b> 08/08/2025<br><b>Site Address:</b> Mawlai Mali Shillong<br><b>DXF File:</b> CB_01_17.dxf | No                   |

Showing 1 to 1 of 1 entries

Previous 1 Next

This site is designed and developed by [National Informatics Centre\(NIC\), Meghalaya](#)

## Processing by Concerned Authority

\*\*\*Wait for BPA Processing by the Concerned Authority\*\*\*

## Payment by Stakeholder

a. Login as **Stakeholder**, Pay the Permit Fee and generate the receipt.

OBPS

Home

Building Permit

Application for ULB Empanelment

Short Payment

Dashboard

Welcome to NIC OBPS

John Doe My Profile

Home / Dashboard

Stakeholder

Meghalaya Urban Development Authority

Application No.: 002001003001000001

Application Date: 08-AUG-2025

Status: Approved

Remarks: Approved

Stakeholder Registrations

Building Plan Applications

BPA - Permit Fee

1 Applications

This site is designed and developed by National Informatics Centre(NIC), Meghalaya

OBPS

Home

Building Permit

Application for ULB Empanelment

Short Payment

Fee Payment

Pay Permit Fee

John Doe My Profile

Home / Fee Payment

Building Permit Fees

Application Code

002002003001000002

Fee Estimate

| Sl No. | Fee Description                                                                                                                                           | Fee Amount (₹) |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1      | Building Permission Fee For Building Type : COMMERCIAL                                                                                                    |                |
|        | Total Builtup Area = 1383.54 m <sup>2</sup>                                                                                                               |                |
|        | Block 1<br>Building Type : Assam type Semi RCC<br>Occupancy : Commercial<br>Builtup Area : 1383.54 m <sup>2</sup>   14892.29 sqft<br>Rate per sqft : ₹ 14 | ₹184492.06     |
| 2      | Labour Cess<br>Total Building Estimate : ₹20,00,000.00<br>Above 10 lakh: 1% of Total Building Estimate<br>Below 10 lakh: N/A                              | ₹20000         |
|        | Total Amount                                                                                                                                              | ₹204492        |

Pay

OBPS

Home

Building Permit

Application for ULB Empanelment

Short Payment

Payment Confirmation

John Doe My Profile

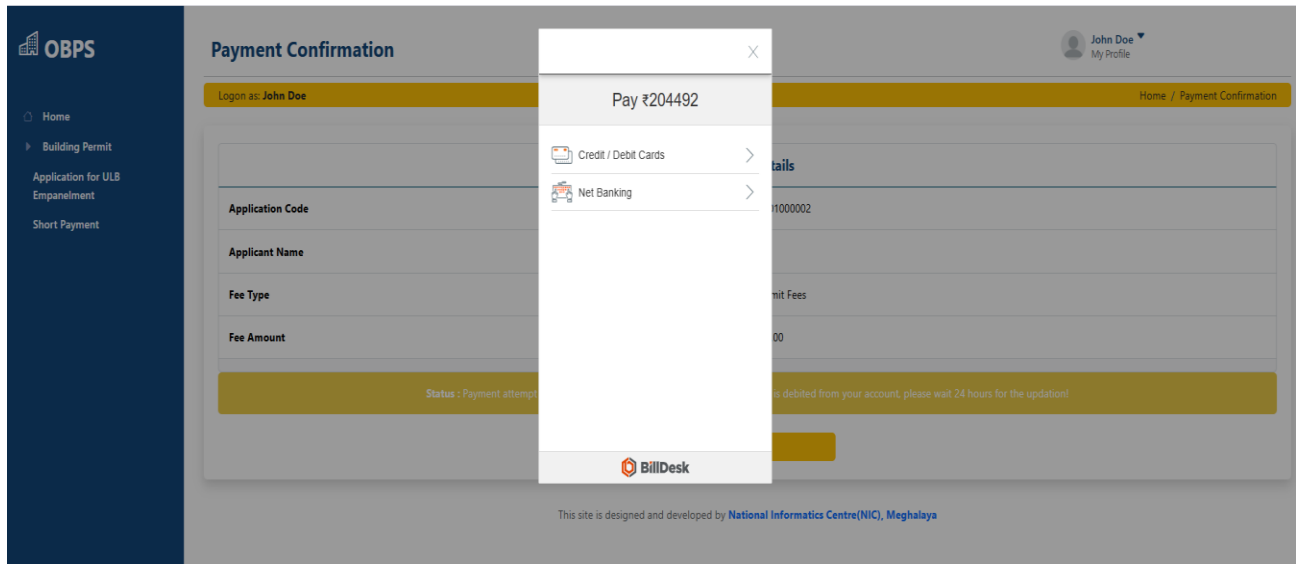
Home / Payment Confirmation

Payment Details

|                  |                        |
|------------------|------------------------|
| Application Code | :002002003001000002    |
| Applicant Name   | : John Doe             |
| Fee Type         | : Building Permit Fees |
| Fee Amount       | : INR 204,492.00       |

PAY

This site is designed and developed by National Informatics Centre(NIC), Meghalaya



b) Sample output after Successful Payment.

| Payment Successful.                                 |                      |
|-----------------------------------------------------|----------------------|
| Transaction Details                                 |                      |
| Transaction Code                                    | 1753259098           |
| Paid By                                             | John Doe             |
| Payment Date                                        | 2025-07-23 13:56:18  |
| Bill Desk Reference No.                             | AR009348281202526P   |
| Bank Reference No.                                  | 10015092025072301132 |
| Amount                                              | ₹1                   |
| <a href="#">Print</a> <a href="#">Goto Homepage</a> |                      |
| <a href="#">Goto Homepage</a>                       |                      |

| MEGHALAYA URBAN DEVELOPMENT<br>AUTHORITY<br>SHILLONG                                                                                                                                             |                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| PAYMENT RECEIPT                                                                                                                                                                                  |                         |
| PAN NO : AAALM0411B                                                                                                                                                                              | GSTIN : 17AAALM0411B1ZV |
| Receipt No: MEG/MUDA/1754657164                                                                                                                                                                  |                         |
| Application Code: 002002003001000002                                                                                                                                                             |                         |
| Received from Mr/Miss/Mrs/Ms John Doe a sum of Rs. 204492/- ( Rupees. Two Lakh Four Thousand Four Hundred and Ninety Two) only by Online Payment dated 08-08-2025 towards Building Permit Fees . |                         |
|                                                                                                               |                         |
| <i>This is a computer generated receipt, no signature is required.</i>                                                                                                                           |                         |

## Printing of the Building Permit.

- a. **Login as Stakeholder** and print the **Building Permit** and Signed and Sealed Document.
- b.

The screenshot shows the OBPS Dashboard for a user named John Doe. The dashboard includes a sidebar with navigation links: Home, Building Permit, Application for ULB, Empanelment, and Short Payment. The main content area displays the 'Stakeholder' information for the Meghalaya Urban Development Authority, with an application number 002002003001000001 and a date of 08-AUG-2025. The status is 'Approved' and the remarks are 'Approved'. A button for 'Stakeholder Registrations' is visible. Below this, the 'Building Plan Applications' section shows a count of 1 application. The footer indicates the site is designed and developed by the National Informatics Centre (NIC), Meghalaya.

The screenshot shows the 'Print Permit' page in the OBPS system. The page has a sidebar with navigation links: Home, Building Permit, eDCR Scrutiny, BPA - Applications for Building Permit (Applicant), Print Permit, Archived Applications, Application Status, BPA - Rejected Applications, Application for ULB, Empanelment, and Short Payment. The main content area includes search filters for Application Code, Permit Number, EDCR Number, Owner Name, and Permit Entry Date. The 'Search Results' section shows a table with 1 entry. The table columns are: SI No., EDCR Number, filename(.dxf), Application Code, Permit Number, Print, Owner Name, Ownership SubType, Site Address, Completed Process, and Current Status. The entry shows a permit for James Doe, with a status of 'Signed & Sealed Document'.

| SI No. | EDCR Number   | filename(.dxf) | Application Code   | Permit Number             | Print        | Owner Name | Ownership SubType | Site Address         | Completed Process | Current Status |
|--------|---------------|----------------|--------------------|---------------------------|--------------|------------|-------------------|----------------------|-------------------|----------------|
| 1      | DCR82025NODBE | CR_01_17.dxf   | 002002003001000002 | BP/MUDA/2025/08/223010002 | Permit Order | James Doe  | Single Owner      | Mawlai Mali Shillong | BPA - Permit Fee  | BPA - Buildi   |

## Sample of Building Permit Certificate

| MEGHALAYA URBAN DEVELOPMENT AUTHORITY<br>SHILLONG                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Building Permission Sanction Order</u>                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                           |
| Serial No. : BP/MUDA/2025/08/223010002                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                           |
| Issue Date : 08-08-2025                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                           |
| To,                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                           |
| Shri. James Doe<br>Mawlai,Mali,Shillong - 793008                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                           |
| Barik                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                           |
| <u>Subject: Building Permission Sanction under Byelaw A8 of the Meghalaya Building Bye Laws 2021.</u>                                                                                                                                                                                                                                                                |                                                                                                                                                           |
| Sir/ Madam,                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                           |
| With reference to your application No. 002002003001000002 Dated 08-08-2025, I am to inform you that sanction has been granted for erection/ re-erection of the building at Mawlai,Mali,Shillong - 793008 as per provisions of Meghalaya Town and Country Planning Act, 1973 and Meghalaya Building Bye-Laws, 2021 or as amended and as per the OBPS Scrutiny report. |                                                                                                                                                           |
| The proposed Building is approved for Commercial – 1 STOREY BUILDING, Locality – Barik, Plot measuring 4631.0 sq.m. (49847.6692 sq.ft.) having a Height of 4.57 metres, subject to the following conditions ;                                                                                                                                                        |                                                                                                                                                           |
| Enclosed: <EDCR Building Scrutiny Report and approved drawing>                                                                                                                                                                                                                                                                                                       |                                                                                                                                                           |
| Name of Architect and/or RTP on Record: John Doe                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                   | <br>Secretary<br>Meghalaya Urban Development<br>Authority, Shillong. |
| This is an electronically generated certificate with a digital signature (equivalent to affixing of handwritten signature with a seal)                                                                                                                                                                                                                               |                                                                                                                                                           |
| QR Code can be scanned by any QR code scanning application. The URL on the QR Code will allow to access the digital version of this certificate                                                                                                                                                                                                                      |                                                                                                                                                           |
| Application No : 002002003001000002                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                           |

The conditions of the building permission sanction are as follows: -

- 1 Commencement Notice & Certificate of Undertaking Form II shall be sent to the Authority 14 days before commencement of the construction of the building as per bye-laws.
- 2 The owner will not proceed with the construction without having the supervision of Architect/ RTP/ Firm as the case may be. If he/she changes his Architect /RTP / Firm, he/she shall inform the Authority about the appointment of a new Consultant within 48 hours, with a proper certificate from him.
- 3 The construction will be undertaken as per sanctioned plans only and no deviation from the Bye-laws will be permitted without prior sanction. Any deviation done against the bye-laws or Sanctioned plans is liable to be demolished and the supervising Consultant engaged on the job will run the risk of being black listed.
- 4 (a) The Consultant Architect/RTP/ Firm shall ensure that the alignment & setbacks of the building shall be as per the approved building plans.\n\n(b) The Consultant Architect/RTP/ Firm along with the owner will be held responsible for any kind of structural failure of the building.
- 5 This permission shall remain valid for a period of 3 years from the date of issue.
- 6 The building shall not be constructed within minimum distance as specified in Indian Electricity Rules from voltage lines running on the side of the plot.
- 7 Green and Sustainability Provisions shall be provided as per Section G of the MBBL 2021 or as amended.
- 8 Construction & Demolition Waste Management should be adopted & taken up with the Urban Local body concerned in accordance with the provisions of Rule 5 of the Construction & Demolition Waste Management Rules, 2016.
- 9 No deviation or change of use is permissible from approved drawings.
- 10 Completion & Certificate Form III shall be sent to the undersigned to issue Occupancy Certificate

Yours faithfully,



Secretary  
Meghalaya Urban Development  
Authority, Shillong.

This is an electronically generated certificate with a digital signature (equivalent to affixing of handwritten signature with a seal)

QR Code can be scanned by any QR code scanning application. The URL on the QR Code will allow to access the digital version of this certificate

Application No : 002002003001000002

## **Preparations of drawings for EDCR engine**

---

The drawings to be submitted for scrutiny are to be drawn in a particular format. Please refer the following guidelines to understand -

### **General guidelines**

---

- a) All drawings shall be drawn in 1:1 scale, in meter, in model space.
- b) All required details as per this guideline shall be submitted in a single drawing, drawn in model space.
- c) Detailed drawings (Floor plan, elevations, sections, site plan etc.) incorporating all specifics as per guidelines mentioned on Bye-laws and documents listed in the OBPS portal, set to scale and paper size specified in the guidelines in pdf format. These pdf files are to be separately uploaded after .dxf file scrutiny. The drawings shall be prepared by matching the various entries in the drawings with the properties of layers of the supplied layer matrix.
- d) The layer template file, which can be downloaded along with these guidelines, contains all the layers which are used by the system and can be made use while creating .dxf. Drawings required for rule validation.
- e) Wherever details are to be furnished as dimensions, these are to be incorporated using dimension tools, and shall not be exploded/edited.
- f) Wherever one or more polygons/ dimensions/ lines/ depicting different parameters are required to overlap, it shall be ensured that, no gaps/ spaces are left in between.
- g) The use of layers/ Texts/ colour conventions specified by these guidelines to designate a parameter shall be restricted to that entity only and shall not be used elsewhere in the drawing.
- h) The drawing may get aborted if it does not adhere to the guidelines mentioned in the document.

### **Drawing Preparation Format to be followed**

---

All details shall be furnished using closed polygon with polylines, lines, texts, dimensions etc. to be incorporated in layers, index colours as specified in this guideline. It is instructed to the architects to keep all the layers and details in the drawing as per MBBL Bye Laws standards. Over and above this, prepare drawing for features scrutiny in .dxf format as per this drawing manual. The layers drawn for Auto Scrutiny should be drawn overlaid/Superimposed on top of the base drawing. It is recommended to freeze the layers that may not be relevant while preparation of drawing.

The following file naming conventions are used in the OBPS toolkit:

dxf . - AutoCAD file (2004 or 2007 version)

jpg/ .pdf - photograph upload, Cadastral Map, COI, NOC, etc.

### **Unit Settings in Drawing System**

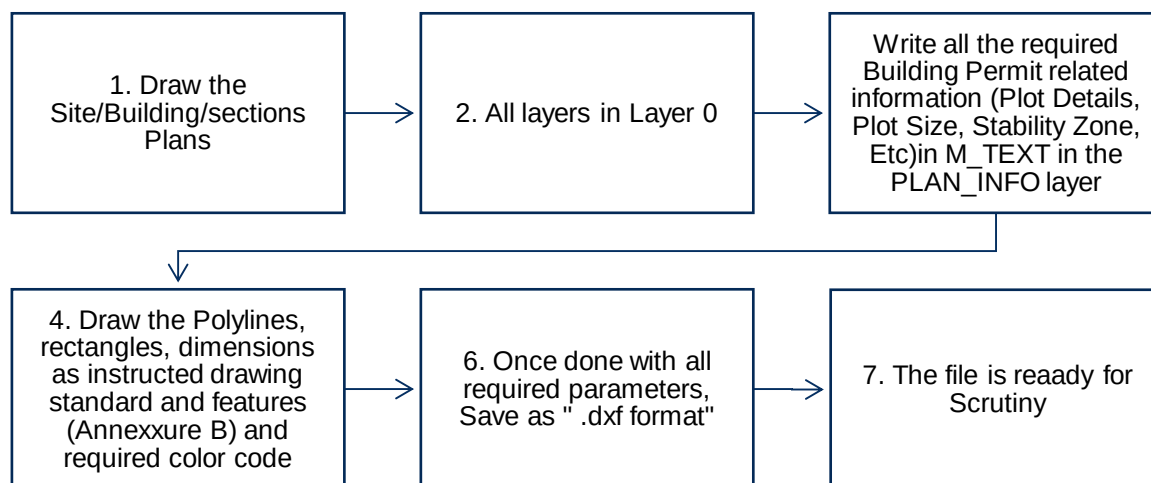
---

- a) Meter Put drawing unit length type - Decimal Put drawing unit angle type –
- b) Decimal Degrees Put dimension style unit format
- c) Decimal Use precision – 0.00 Deviation from above mentioned settings will get the drawing rejected by the scrutiny system.



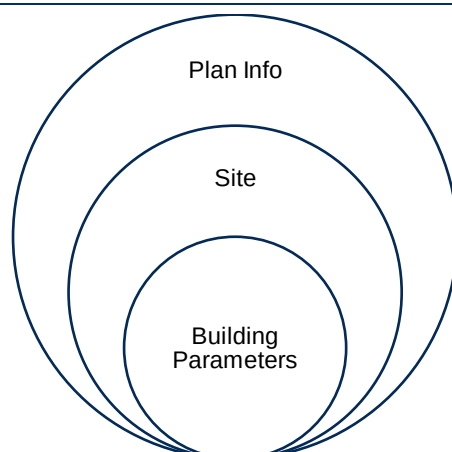
## How to Prepare Files for Scrutiny?

---



## Parameters

---



There are OBPS scrutiny is build up with three parameters – Plan info, Site features, Building Features. The detailed parameters are listed in Annexure 10 (Plan Information), 11 (Site Parameters), 12 (Building Parameters).

## Data scrutiny reports

---

The Table in Annexure C shows the different data sets scrutinised in the soft wares along with the expected errors. The most common errors found are related to the building and site parameters matching in AutoCAD. If there is mismatch between the plan information data and the site/building parameters, the software detects it as an error. The software also scrutinises on the basis on the Layer nomenclature defined in Annexure B (i), (ii), and (iii). After successful scrutiny report accepted by the software the GMC official still have the right to reject any files if the BPP file does not follow the building byelaws guidelines not covered in the software scrutiny, mistake in applications, COI, NOC, etc.

## Annexures

### A. Occupancy Colour Code

| S.No. | Occupancy            | Occupancy Code | Colour Code | Sub-Occupancy                                                                         | Code | Colour Code |
|-------|----------------------|----------------|-------------|---------------------------------------------------------------------------------------|------|-------------|
| 1     | Residential          | R              | 2           | Bungalow                                                                              | R1   | 50          |
| 2     |                      |                |             | Apartment                                                                             | R2   | 51          |
| 3     |                      |                |             | Affordable Housing                                                                    | R3   | 52          |
| 4     |                      |                |             | Homestay                                                                              | R4   | 53          |
| 5     | Commercial           | C              | 4           | Guest House                                                                           | C1   | 130         |
| 6     |                      |                |             | Parking Plaza/ Multilevel Car Facility                                                | C2   | 131         |
| 7     |                      |                |             | Retail Shops like Grocery /Barber/etc.                                                | C3   | 132         |
| 8     |                      |                |             | Multibrand Store/ Showrooms/ Shopping Complexes/Malls/Multiplex                       | C4   | 133         |
| 9     |                      |                |             | Wholesale Markets                                                                     | C5   | 134         |
| 10    |                      |                |             | Restaurants ,Food Courts and Eateries                                                 | C6   | 135         |
| 11    |                      |                |             | Fuel Stations                                                                         | C7   | 136         |
| 12    |                      |                |             | Private Business Houses/professional Establishment                                    | C8   | 137         |
| 13    |                      |                |             | Hotels                                                                                | C9   | 138         |
| 14    | Mixed - Use          | M              | 5           | Residential + Commercial                                                              | M1   |             |
| 15    |                      |                |             | Residential + Institutional                                                           | M2   |             |
| 16    |                      |                |             | Commercial + Institutional                                                            | M3   |             |
| 17    |                      |                |             | Commercial + Recreational                                                             | M4   |             |
| 18    |                      |                |             | Commercial + Storage                                                                  | M5   |             |
| 19    |                      |                |             | Residential + Storage                                                                 | M6   |             |
| 20    |                      |                |             | Residential + Industrial (Cottage / Light)                                            | M7   |             |
| 21    |                      |                |             | Commercial + Assembly                                                                 | M8   |             |
| 22    | Public & Semi-Public | P              | 1           | Public Utility Buildings like Water Treatment Plants/Electric Substations/Pump Houses | P1   | 240         |
| 23    |                      |                |             | Bank/ Financial Institutions/ Post Office                                             | P2   | 241         |
| 24    |                      |                |             | Govt. Offices/ Estate Offices/ Pvt Office                                             | P3   | 242         |
| 25    |                      |                |             | Slaughter House                                                                       | P4   | 243         |
| 26    |                      |                |             | Jail/Prison                                                                           | P5   | 244         |

|    |                      |           |           |                                                                    |     |     |
|----|----------------------|-----------|-----------|--------------------------------------------------------------------|-----|-----|
| 27 |                      |           |           | <b>Crematoriums/<br/>Graveyards/ Burial Grounds</b>                | P6  | 245 |
| 28 | <b>Institutional</b> | <b>In</b> | <b>12</b> | <b>School/College/Universities</b>                                 | In1 | 11  |
| 29 |                      |           |           | <b>kinder garden/Nursery School</b>                                | In2 | 12  |
| 30 |                      |           |           | <b>Hostel</b>                                                      | In3 | 13  |
| 31 |                      |           |           | <b>Orphanage/ Old-age Home</b>                                     | In4 | 14  |
| 32 |                      |           |           | <b>Mental Hospital / Therapy Centres</b>                           | In5 | 15  |
| 33 |                      |           |           | <b>Hospitals /Health Centres/ Nursing Home</b>                     | In6 | 16  |
| 34 |                      |           |           | <b>Research Institutes/Training Centres</b>                        | In7 | 17  |
| 35 | <b>Industrial</b>    | <b>In</b> | <b>6</b>  | <b>Industrial Standalone</b>                                       | I1  | 200 |
| 36 |                      |           |           | <b>Industrial Standalone &amp; Flatted Factories</b>               | I2  | 201 |
| 37 | <b>Storage</b>       | <b>S</b>  | <b>20</b> | <b>Warehouses</b>                                                  | S1  | 30  |
| 38 |                      |           |           | <b>Godowns/ Cold Storages</b>                                      | S2  | 31  |
| 39 |                      |           |           | <b>Freight Station</b>                                             | S3  | 32  |
| 40 |                      |           |           | <b>Logistics Hubs/ Distribution Centres</b>                        | S4  | 33  |
| 41 | <b>Assembly</b>      | <b>A</b>  | <b>22</b> | <b>Auditorium</b>                                                  | A1  | 90  |
| 42 |                      |           |           | <b>Assembly hall</b>                                               | A2  | 91  |
| 43 |                      |           |           | <b>Community Halls (Social gatherings,)</b>                        | A3  | 92  |
| 44 |                      |           |           | <b>Sports Complexes (Indoor/Outdoor)</b>                           | A4  | 93  |
| 45 |                      |           |           | <b>Exhibition Hall</b>                                             | A5  | 94  |
| 46 |                      |           |           | <b>Art Galleries</b>                                               | A6  | 95  |
| 47 |                      |           |           | <b>Museum</b>                                                      | A7  | 96  |
| 48 |                      |           |           | <b>Libraries</b>                                                   | A8  | 97  |
| 49 |                      |           |           | <b>Multipurpose Hall (Halls for hiring -marriage, party, etc.)</b> | A9  | 98  |
| 50 |                      |           |           | <b>Dramatics</b>                                                   | A10 | 99  |
|    |                      |           |           | <b>Theatre</b>                                                     | A11 | 100 |
| 51 |                      |           |           | <b>Cinema Hall</b>                                                 | A12 | 101 |
| 52 |                      |           |           | <b>Place of Worship</b>                                            | A13 | 102 |
| 53 | <b>Hazardous</b>     | <b>H</b>  | <b>45</b> | <b>Hazardous</b>                                                   | H1  | 45  |

## B. Layers

### i) Plan Info

| Sl. No. | Feature       | Drawing Guidelines   | Drawing Requirement |
|---------|---------------|----------------------|---------------------|
| 1.      | PLOT_NO       | Integer              | MANDATORY           |
| 2.      | LOCALITY_NAME | Name of the locality | MANDATORY           |

|     |                                                                                          |                                          |                                               |
|-----|------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------|
| 3.  | WARD_NO                                                                                  | Integer                                  |                                               |
| 4.  | CITY_TOWN                                                                                | Shillong/Tura/Jowai/Etc                  | MANDATORY                                     |
| 5.  | LONGITUDE                                                                                | Coordinates (e.g. 70.5656)               | MANDATORY                                     |
| 6.  | LATITUDE                                                                                 |                                          | MANDATORY                                     |
| 7.  | PLOT_AREA_M2                                                                             | Area of the plot                         | MANDATORY                                     |
| 8.  | AVG_PLOT_DEPTH                                                                           | Integer                                  | MANDATORY                                     |
| 9.  | AVG_PLOT_WIDTH                                                                           | integer                                  | MANDATORY                                     |
| 10. | SLOPE                                                                                    | Specify the slope gradient (only Number) |                                               |
| 11. | ROAD_TYPE                                                                                | NMP/1L/2L/4L                             | MANDATORY                                     |
| 12. | BUILDING_NEAR_MONUMENT                                                                   | YES/NO                                   |                                               |
| 13. | BUILDING_NEAR_TO_STREAM/WATERBODY                                                        | YES/NO                                   |                                               |
| 14. | BUILDING_SURROUNDING OFFICE BUILDINGS AND QUARTERS OF CONSTITUTIONAL HEADS OF GOVERNMENT | YES/NO                                   | MANDATORY                                     |
| 15. | PROVISION FOR GREEN BUILDINGS AND SUSTAINABILITY                                         | YES/NO                                   | MANDATORY                                     |
| 16. | NOC FOR CONSTRUCTION FROM REVENUE DEPARTMENT                                             | YES/NO                                   | MANDATORY                                     |
| 17. | CITY CENTRE_ZONE                                                                         | YES/NO                                   | Only if The plot lies in the city centre zone |
| 18. | CBD_TOD                                                                                  | YES/NO                                   | Only if The plot lies in the CBD/TOD          |
| 19. | SEISMIC_ZONE                                                                             | 5                                        | MANDATORY                                     |
| 20. | REDUCED_SETBACK                                                                          | YES/NO                                   | Only when reduced setback is applied          |

## ii) Site Parameters

| Sl.no. | Feature                         | Layer Name                 | Drawing Guidelines                                                     | colour code (ACI)                       |
|--------|---------------------------------|----------------------------|------------------------------------------------------------------------|-----------------------------------------|
| 1.     | Plot Area                       | PLOT_BOUNDARY              | Draw as Polygon around the plot boundary                               |                                         |
| 2.     | Ground Coverage Area            | BLK_n_COVERED_AREA         | Draw as Polygon around the coverage area                               |                                         |
| 3.     | Building Footprint              | BLK_n_LVL_n_BLDG_FOOTPRINT | Polyline showing building foot print. The i value should start with 0. |                                         |
| 4.     | Built Up Area of proposed block | BLK_n_FLR_i_BLT_UP_AREA    | Polyline showing built up area of floor                                | Color code of the Occupancy to be added |
| 5.     | Height of the Building          | BLK_n_HT_OF_BLDG           | Dimension showing the height of building                               |                                         |

|     |                                                                                    |                              |                                                                                                                                                                                                                                                                                                            |                                                                                                |
|-----|------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 6.  | Front Setback                                                                      | BLK_n_LVL_i_FRONT_SETBACK    | Polyline showing respective setback. Here i value should start with 0.                                                                                                                                                                                                                                     |                                                                                                |
| 7.  | Rear Setback                                                                       | BLK_n_LVL_i_REAR_SETBACK     |                                                                                                                                                                                                                                                                                                            |                                                                                                |
| 8.  | Side Setback1                                                                      | BLK_n_LVL_i_SIDE_SETBACK1    |                                                                                                                                                                                                                                                                                                            |                                                                                                |
| 9.  | Side Setback2                                                                      | BLK_n_LVL_i_SIDE_SETBACK2    |                                                                                                                                                                                                                                                                                                            |                                                                                                |
| 10. | RWH tank                                                                           | RWH                          | Polyline showing rain water harvesting                                                                                                                                                                                                                                                                     |                                                                                                |
| 11. | Septic Tank                                                                        | SEPTIC_TANK                  | Draw as polygon with Dimalign perpendicular to Plot Boundary                                                                                                                                                                                                                                               |                                                                                                |
| 12. | North                                                                              | NORTH_DIRECTION              | Define the North in the plan                                                                                                                                                                                                                                                                               |                                                                                                |
| 13. | Utility Supply line - Drain line, Sewerage line, eletrical line, Water supply line | UTILITY_SUPPLY_LINE          | 1) Polylines to show different supply utility lines, each supply line can be identified by color code. ex: Water Drain Line - 40, Sewerage Line - 48, Electricity Supply Line - 1, Water Supply Line - 2.<br>2)Dimension to show supply line distances, using color code can identify type of supply line. | Water Drain Line - 40, Sewerage Line - 48, Electricity Supply Line - 1, Water Supply Line - 2. |
| 14. | Solid Liquid Water Management                                                      | SOLID_LIQUID_WASTE_TREATMENT | Polyline                                                                                                                                                                                                                                                                                                   |                                                                                                |
| 15. | Recycling Waste Water                                                              | RECYCLING_WASTE_WATER        | Polyline                                                                                                                                                                                                                                                                                                   |                                                                                                |
| 16. | Construction near protected monuments                                              | DISTANCE_FROM_MONUMENT       | PLAN INFO                                                                                                                                                                                                                                                                                                  |                                                                                                |
| 17. | Construction near important buildings                                              | DISTANCE_FROM_GOV_T_BLDG     | PLAN INFO                                                                                                                                                                                                                                                                                                  |                                                                                                |
| 18. | Distance from electric line                                                        | OHEL_i                       | Polyline showing electrical line                                                                                                                                                                                                                                                                           |                                                                                                |
|     |                                                                                    | VOLTAGE_i                    | Mtext of VOLTAGE_KV=xyz ,to show voltage in voltage layer                                                                                                                                                                                                                                                  |                                                                                                |
|     |                                                                                    | HORIZ_CLEAR_OHEL_i           | Shortest dimension between electrical line and building                                                                                                                                                                                                                                                    |                                                                                                |

|     |                               |                          |                                                                                      |                                          |
|-----|-------------------------------|--------------------------|--------------------------------------------------------------------------------------|------------------------------------------|
|     |                               | VERT_CLEAR_OHEL_i        | Shortest dimension between electrical line and highest point of building             |                                          |
| 19. | Distance between blocks       | DIST_BETWEEN_BLK_n_BLK_m | Dimension to show distances between the blocks                                       |                                          |
| 20. | Parking for Differently Abled | DA_PARKING               | Polyline to show Parking area for the physically challenged persons                  | Color code of the Occupancy to be added  |
| 21. | Open Parking                  | OPEN_PARKING             | Polyline showing open parking                                                        | Colour code of the Occupancy to be added |
| 22. | Solar Panel                   | SOALR_PANEL              | Polyline showing solar panel                                                         |                                          |
| 23. | Solar Water Heater            | SOLAR_WATER_HEATER       | Polyline showing solar water heater                                                  |                                          |
| 24. | Waste Management              | WASTE_MANAGEMENT         | Polyline showing waste management                                                    |                                          |
| 25. | Distance from Canopy          | DIST_CANOPY              | Dimension to show distance from plot boundary to canopy                              |                                          |
| 26. | Waste Disposal                | WASTE_DISPOSAL           | Polyline to show waste disposal and using colour codes existing or new is identified |                                          |

|     |                    |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|-----|--------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 27. | Basement Footprint | BLK_n_LVL_i_BSMNT_FOOT_PRINT | <p>1) Polyline to show building basement footprint. The i should be negative value like -1,-2, etc.</p> <p>2) Dimension with colour code 1 is to show height from the floor to the soffit of the roof slab(Clear height of basement) or ceiling in the BLK_n_LVL_1_BSMNT_FOOT_PRINT layer only</p> <p>3) Dimension with colour code 2 is to show minimum height of the ceiling of upper basement above ground level in the BLK_n_LVL_1_BSMNT_FOOT_PRINT layer only</p> <p>4) Dimension with colour code 3 is to show the level of basement under the ground in the BLK_n_LVL_1_BSMNT_FOOT_PRINT layer only</p> |  |
|-----|--------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### iii) Building Parameters

| S.No. | Feature                | Layer Name                       | Drawing Guidelines                    | Layer Code                                                  |
|-------|------------------------|----------------------------------|---------------------------------------|-------------------------------------------------------------|
| 1     | Staircase              | BLK_n_FLR_i_STAIR_k              | Polyline showing stair                | Colour code 1 to show height<br>Colour code 2 to show width |
| 2     | Staircase Flight       | BLK_n_FLR_i_STAIR_k_FLIGHT_m     | Polyline showing flight               |                                                             |
| 3     | Stair case landing     | BLK_n_FLR_i_STAIR_k_LANDING_m    | Polyline showing Landing              |                                                             |
| 4     | Fire Stair case        | BLK_n_FLR_i_FIRESTAIR_k          | Polyline showing fire stair           |                                                             |
| 5     | Fire Stair case Flight | BLK_n_FLR_i_FIRESTAIR_k_FLIGHT_m | Polyline showing flight of fire stair |                                                             |
| 6     | Fire Stair             | BLK_n_FLR_i_FIRESTAIR_k_LAND     | Polyline showing                      |                                                             |

|    |                      |                                                               |                                                                                                                                                       |                                                                                                                                     |
|----|----------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|    | case<br>landing      | ING_m                                                         | Landing of stair                                                                                                                                      |                                                                                                                                     |
| 7  | Spiral<br>Stair Case | BLK_n_FLR_i_SPIRAL_FIRE_STAIR<br>_k                           | Circle showing the spiral<br>stair                                                                                                                    | Circle showing<br>the spiral stair                                                                                                  |
| 8  | Open<br>Projection   | BLK_n_FLR_i_OPEN_PROJECTIO<br>N                               | Polyline showing Open<br>Projection                                                                                                                   | Colour code 1<br>to show front<br>Colour code 3<br>to show side1<br>Colour code 5<br>to show side2<br>Colour code 7<br>to show rear |
| 9  | Closed<br>Projection | BLK_n_FLR_i_CLOSED_PROJECTI<br>ON                             | Polyline showing Closed<br>Projection                                                                                                                 | Colour code 2<br>to show front<br>Colour code 4<br>to show side1<br>Colour code 6<br>to show side2<br>Colour code 8<br>to show rear |
| 10 | Covered<br>Parking   | BLK_n_FLR_i_COVERED_PARKING<br><br>_____<br>BLK_n_FLR_i_STILT | Polyline showing<br>covered parking in<br>corresponding floor<br><br>_____<br><br>Polyline showing stilt<br>parking in<br>corresponding<br>floor      | Colour code of<br>Polyline to be<br>added as per<br>occupancy<br>colour code                                                        |
| 11 | Open<br>Parking      | MECHANICAL_LIFT<br><br>_____<br>DA_PARKING                    | Polyline showing<br>mechanical lift parking<br>in corresponding floor<br><br>_____<br><br>Polyline showing da<br>parking in<br>corresponding<br>floor | Colour code of<br>Polyline to be<br>added as per<br>occupancy<br>colour code                                                        |



|    |                   |                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                           |
|----|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | Regular room      | BLK_n_FLR_i_REGULAR_ROOM_k                                                                                                                                             | <p>1. Polyline showing Regular Room. Here k means room number like 1, 2.etc...</p> <p>2. Dimension with colour code 1 showing Height of Room</p> <p>3. Dimension with colour code 2 showing Width of Room</p>                                                                                      | <p>Colour Code To Specify Type of Rooms</p> <p>1 - Flat slab ,</p> <p>2 - sloping room,</p> <p>3 - Puja Room</p> <p>4, Store Room,</p> <p>5 - Stair cabin</p> <p>6- Guest Room</p> <p>7 - Guest room with sloping Room</p> <p>8- Shop</p> |
| 13 | Kitchen           | BLK_n_FLR_i_KITCHEN                                                                                                                                                    | Polyline to show area of kitchen                                                                                                                                                                                                                                                                   | <p>Colour code 1 to show height</p> <p>Colour code 2 to show width</p>                                                                                                                                                                    |
| 14 | Sanitation        | <p>BLK_n_FLR_i_BATH</p> <p>BLK_n_FLR_i_BATH_HT</p> <hr/> <p>BLK_n_FLR_i_WC_BATH</p> <p>BLK_n_FLR_i_WC_BATH_HT</p> <hr/> <p>BLK_n_FLR_i_WC</p> <p>BLK_n_FLR_i_WC_HT</p> | <p>Polyline to show Bathroom</p> <p>Dimension to show height of bathroom</p> <hr/> <p>Polyline to show Bathroom With Water Closets</p> <p>Dimension to show height of Bathroom With Water Closets</p> <hr/> <p>Polyline to show Water Closets</p> <p>Dimension to show height of Water Closets</p> | <p>Colour code 2 to show width</p>                                                                                                                                                                                                        |
| 15 | Provision of Lift | BLK_n_FLR_i_LIFT_k                                                                                                                                                     | Polyline showing lift in corresponding floor                                                                                                                                                                                                                                                       | <p>Normal Lift - 1,</p> <p>Service lift - 2,</p> <p>All Dimension of Width are colour code 2</p>                                                                                                                                          |
| 16 | Ramp              | BLK_n_FLR_m_RAMP_k                                                                                                                                                     | <p>1) Polyline to show Ramp</p> <p>2) MTEXT "FLR_HT_M=" to show slope of DA Ramp</p>                                                                                                                                                                                                               |                                                                                                                                                                                                                                           |

|    |                |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |
|----|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 17 | DA Ramp        | BLK_n_DA_RAMP_k                                                                                                                         | 1) Polyline to show DA Ramp<br>2) MTEXT "FLR_HT_M=" to show slope of DA Ramp                                                                                                                                                                                                                                                                                                                                                               |                                             |
| 18 | Vehicle ramp   | BLK_n_FLR_m_VEHICLE_RAMP_k<br><br>_____<br>BLK_n_FLR_i_VEHICLE_RAMP_k_FLI<br>GHT_m<br><br>_____<br>BLK_n_FLR_i_VEHICLE_RAMP_k_WI<br>DTH | Polyline to show Vehicle Ramp<br>MTEXT FLR_HT_M= to show floor height of Vehicle Ramp present<br><br>_____<br>1) Define ramp with multiple flights inside single ramp layer.<br>2) MTEXT "RAMP_HT_M=" to show the ramp height in same layer<br>3) Define a polyline to show length of vehicle ramp.<br>Use colour code 1 to show straight ramp and colour code 2 for circular ramp<br><br>_____<br>_____<br>_____<br>Width of vehicle ramp |                                             |
| 19 | Roof Area      | BLK_n_FLR_m_ROOF_AREA                                                                                                                   | Polyline to show roof area                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |
| 20 | Floor Units    | BLK_n_FLR_i_UNITFA                                                                                                                      | Polyline with colour code showing a unit area                                                                                                                                                                                                                                                                                                                                                                                              | Colour code of the Occupancy to be added    |
| 21 | Soft roofing   | BLK_n_SOFT_ROOF                                                                                                                         | Polyline with colour code showing soft roofing                                                                                                                                                                                                                                                                                                                                                                                             | Dimension with colour code 1 to show height |
| 22 | Residual Floor | BLK_n_RESIDUAL                                                                                                                          | Polyline with colour code showing Residual Floor                                                                                                                                                                                                                                                                                                                                                                                           | Dimension with colour code 1 to show height |
| 23 | Miscellaneous  | BLK_n_FLR_i_MICELLENIOUS                                                                                                                | Polyline with colour code showing Miscellaneous                                                                                                                                                                                                                                                                                                                                                                                            |                                             |

#### A. Samples of Errors

| S. No. | Occupancy | Errors | Summary |
|--------|-----------|--------|---------|
|--------|-----------|--------|---------|

|    | Type                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                          |
|----|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Residential Bungalow                 | <p>BLK_1_LVL_0_BLDG_FOOT_PRINT layer, more than one polyline defined in the plan. Expected one polyline in this layer. 2. BLK_1_LVL_0_SIDE_SETBACK1 layer, more than one polyline defined in the plan. Expected one polyline in this layer. 3. Room height is not defined in layer BLK_1_FLR_1_REGULAR ROOM 4. Room height is not defined in layer BLK_1_FLR_3_REGULAR ROOM 5. Room height is not defined in layer BLK_1_FLR_4_REGULAR ROOM Room height is not defined in layer BLK_1_FLR_5_REGULAR ROOM 6. Rainwater Harvesting is Not defined in the plan. Required for all buildings having roof area of 185sqm or more</p> | <p>Error 1, 2 -The software is unable to detect any polygon, thus unable to calculate the area. Error 3, 4, 5 - The minimum height of the habitable room is not provided. Error 6 - According to the Sikkim Building Byelaws, Rain water harvesting must be provided for roof area more than 185 sq.m. In the following file, rain water harvesting is not provided.</p> |
| 2. | Residential Apartment                | <p>1. Rear Setback for Block 1 not defined in the plan. 2. Side Setback 1 for Block 1 not defined in the plan. 3. Side Setback 2 for Block 1 not defined in the plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Error 1, 2,3 – The minimum setback in the given BPP is either not provided or the polygon is not closed, thus software is unable to calculate the area.</p>                                                                                                                                                                                                           |
| 3. | Residential Homestay                 | <p>1. Block 1 roof area Not defined in the plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>The roof area in the BPP is not defined properly. The software is unable to detect the area.</p>                                                                                                                                                                                                                                                                      |
| 4. | Commercial                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | Mixed Use (Residential + Commercial) | <p>2. Septic Tank not defined</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>The expected error is that the polygon made for the road reserve setback is not closed.</p>                                                                                                                                                                                                                                                                           |