

Procedure for submission of Online Building Application:

- Visit GHMC website (www.ghmc.gov.in) and click on “DPMS – Submission of Building Applications Online”
- Registered user can login with credentials.
- New user can register himself in the link “Click Here For Architect / Engineer / Surveyor Registration or Citizen Registration (as the case may be)”
- Complete the registration process duly entering the required fields
- After completion of the registration process, the entered User-Id and Password will be sent through SMS/email that is provided at the time of registration
- Login through the credentials received.
- Select New application from Applications Tab

Submission of details:

- Fill in the details in General Information Tab (Proposal Information and Site Details) then Applicant Information Tab (Architect/Engineer/Surveyor Information, Applicants, Structural Engineer and Developer Information) and then Application Checklist Tab. Finally after checking the details entered save the page.
- A Temporary File Number will be generated
- Enter the details in Plot Details Tab, Land Details Tab and Building Details Tab and save the data entered in each Tab (Each page data should be saved separately).
- Next Select the Geo Location Tab and select the Plot co-ordinates in the displayed Google Map. The Latitude and Longitude coordinates are updated automatically. Then enter the Plot measurements with reference to the coordinates and save the page.
- Once the filling of Application Form procedure is completed then Select the Documents Tab and upload the documents.
- Upload the Auto Cad drawing of the proposals in Pre DCR format and submit the proposals.

- Go to Payment page and pay the processing fee of application through Online Integrated Payment Gateways.
- File number will be generated and SMS will be sent to the Citizen / Architect to the registered mobile number (entered in application form)
- You can check the applications in the Submitted Applications folder.
- Status of the file is automatically updated on the website and SMS message will be sent on periodical process of stage wise approval i.e inspection, shortfall letter/rejection letter, fees intimation letter, permission plan & proceedings.
- After final approval, the building permission order and sanction plan will be sent through Email and also will be available in Architect/Owner login for view and download purpose.

DOCUMENTS TO BE SUBMITTED (for buildings upto 10 mtrs height)	
Sl. No.	Document details
1	Building Application duly signed by the Owner, Architect, Engineer. (Sec.429 (aa) of HMC Act, 1955 & 4.2 of Building Bye-laws,1981)
2	Building Plans through Auto CAD drawings in PreDCR format, with Location Plan, Contour Plan, Site Plan, Detailed Drawings of each floor, Detailed Drawings of Parking Floors, Terrace Plan, Building Elevations, Cross Section, Longitudinal Section, Plan showing rainwater harvesting pits & Mortgage Plan duly signed by Owner, Builder, Architect/Engineer/Surveyor, Structural Engineer containing (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye- laws,1981)
3	Building Permit / License Fee Rs.10,000/- (initial fee) through online payment
4	Declaration forms duly signed by the owner and attested by Gazetted Officer.
5	Licence copy of Architect renewed by CIA (or) Licence copy of the Engineer / Surveyor issued by GHMC attested by Gazetted Officer.
6	Ownership documents (attested by Gazz. Officer) (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye-laws,1981)
7	Link documents (Attested by Gazz. Officer)
8	Latest Encumbrance Certificate issued by Registration Department
9	Previous Sanctioned Plan Copy (if the existing building in the site was sanctioned previously)
10	Up to date Property Tax Receipt
11	Land Use Certificate issued by HMDA
12	N.O.C. & approved plans from Fire Services Department, (For School buildings / Functional hall/ Public Congregation buildings in plots of 500 sq.mtrs and above or above 6 mtr height as per Fire Services Act)
13	Undertaking on Rs. 20/- NJS paper for handing over road widening portion wherever applicable.
14	Any other documents submitted by the applicant

DOCUMENTS TO BE SUBMITTED (for buildings above 10 mtrs height)	
Sl. No.	Document details
1	Building Application duly signed by the Owner, Builder, Architect, Structural Engineer. (Sec.429 (aa) of HMC Act, 1955 & 4.2 of Building Bye-laws,1981)
2	Building Plans through Auto CAD drawings in PreDCR format, with Location Plan, Contour Plan, Site Plan, Detailed Drawings of each floor, Detailed Drawings of Parking Floors, Terrace Plan, Building Elevations, Cross Section, Longitudinal Section, Plan showing rainwater harvesting pits & Mortgage Plan duly signed by Owner, Builder, Architect/Engineer/Surveyor, Structural Engineer containing (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye- laws,1981)
3	Building Permit / License Fee Rs.10,000/- (initial fee) through online payment
4	Declaration forms duly signed by the owner and attested by Gazetted Officer.
5	Licence copy of Architect renewed by CIA (or) Licence copy of the Engineer / Surveyor issued by GHMC attested by Gazetted Officer.
6	Licence copy of the Structural Engineer issued by GHMC attested by Gazetted Officer.
7	Licence copy of the Builder/ Developer issued by GHMC attested by Gazetted Officer.
8	Ownership documents (Two sets attested by Gazz. Officer) (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye-laws,1981)
9	Link documents (Attested by Gazz. Officer)
10	Latest Encumbrance Certificate issued by Registration Department
11	Previous Sanctioned Plan Copy (if the existing building in the site was sanctioned previously)
12	Up to date Property Tax Receipt
13	Land Use Certificate issued by HMDA
14	N.O.C. from AAI, if applicable. (For buildings above 18 mtrs height as per G.O.Ms.No.168MA, dt 07.04.2012)
15	N.O.C. & approved plans from Fire Services Department, (For buildings 18 mtrs and above height and for all School buildings / Functional halls/ Public Congregation building in plots of above 500 sq.mtrs or above 6 mtr heights and for all Commercial building of 15 mtrs and above as per Fire Services Act)
16	Rs.20/- Non-judicial stamp paper
17	Soil Test Report. <i>As per G.O.Ms.No. 168MA, dt 07.04.2012)</i>
18	Structural Stability Certificate issued by Licensed Structural Engineer. <i>As per G.O.Ms.No. 168MA, dt 07.04.2012)</i> Structural Drawings) <i>As per G.O.Ms.No. 168MA, dt 07.04.2012)</i>
19	Undertaking Rs.100/- Non judicial stamp paper duly stating whether the construction is taken up by the owner.
20	Declaration-Cum-Undertaking on Rs.100/- Non Judicial Stamp Paper from the Owner and Builder.
21	Undertaking on Rs.100/- NJS by Owner, Builder, Architect, Structural Engineer (Duly Notarised).
22	Undertaking on Rs.100/- NJS paper jointly by owner and Builder seeking Occupancy Certificate. (Duly Notarised).
23	Joint undertaking on Rs.100/- Non Judicial Stamp paper for not stocking Building materials on road margin not to enclose balconies, usage of parking, payment of special sanitation charges, garbage charges and not to increase number of units.
24	Comprehensive Insurance Policy for 6 years
25	Undertaking on Rs. 100/- NJS paper for handing over road widening portion wherever applicable.
26	Any other documents submitted by the applicant

View Application Form

[General Information](#)

Applicant Information

Application Checklist

Plot Details

Land Details

Building Details

GEO Location

Proposal Information

* Project Type

* Application Type

* Case Type

* District

* Locality

Mandal

Village

Zone Office

Circle Office

*Please kindly check the circle before submitting the proposal

Site Details

* Plot No.

* Survey Number

Road/Street

Nearest Land Mark

Ward No.

Block No.

Proposal fall in

Show

View Application Form

General Information

Applicant Information

Application Checklist

Plot Details

Land Details

Building Details

GEO Location

Architect/Engineer/Surveyor Information

Consultant Type

Name

Address

License Number

validity

Mobile Number

validity

Applicant's Information

* Owner Name / Firm Name (In Full)

* Address Line 1

* Address Line 2

* City

* State/Province/Region

* Pin Code

* Email

Landline Number

* Mobile

Structural Engineer Information

#Consultant Name

Address

Validity

License No.

Structural Engineer Information will be mandatory if Building Height is greater than 10.00mts

Developer Information

Developer Name

License No.

View Application Form

General Information

Applicant Information

Application Checklist

Plot Details

Land Details

Building Details

GEO Location

#	Description	Value	
		Yes	No
1	Whether Proposed site falls within (100 mt) to Water Bodies?		
2	Whether Proposed site falls within the Air Funnel Zone?		
3	Is the property located within the distance up to 100 mts from the protected Monuments?		
4	Is the property located within the distance up to 30 mts from listed Heritage Structure?		
5	Whether Proposed site is located in the vicinity of Oil / Gas pipe line?		
6	Whether HT lines passing through the site?		
7	Site is the part of LRS approved?		
8	Latest market value issued by sub registrar concerned in rupees per sq.yards, duly incorporating the site under reference in the part of survey number / piece of land / unapproved layout?		
9	Contour plan to be submitted in the list of drawing.		
10	Revenue sketch issued by the Tahsildar concerned duly incorporating the site under reference in the survey number (if site is part of survey number)		
11	Risk insurance policy as per GO Ms No.168 MA & UD dt.07.04.2012 Rule 5 (18)		
12	Undertaking as per the GO Ms o.168 & UD dt.07.04.2012, Rule 5 (18)		
13	Declaration Certificate by the Architect		
14	Whether the proposed height of the building is more than 10 mts.?		
15	Whether the site is falling within the vicinity of Raw water channel / pipe line of Krishna, Godavari, Osman Sagar & Manjeera Water?		
16	Whether proposed site falls within the distance of 1000 mt from Military Airport?		
17	Whether proposed site building falls in special regulation area as Jubilee Hills or Banjara Hills?		
18	For Commercial building with plot area more than 1000 sq.mtrs or built up area more than 2000 sq.mtr; or if the building is a Multiplex, Hospital or Convention Center, than irrespective of built up area; ECBC checklist to be enabled.		
19	Is this a vacant Plot?		
20	Whether the payment City Level Infrastructure Impact fees are as per instalment basis?		

Due Date

* Site Inspection on

#	Description	As on Plan	As on Site	Observation	Remarks
1	Whether approach road existing at site				
2	Whether approach road connected with an existing public road				
3	Nature of approach road				
4	Width of approach road in mts.				
5	Services over approach road				
6	Whether approach road side drain exists				
7	Nature of Drain at approach road				
8	Does plot dimensions tallies with site?				
9	Work (Commenced / Not Commenced)				
10	If commenced, the status of construction at the time of inspection				
11	Number of existing structures				
12	Number of existing structures				
13	Type Structures				
14	Does area of existing structures tallies with drawing ?				
15	Whether existing structures to be demolished?				
16	Does Plot boundaries tallies with the site ?				
17	Whether the site is affected by / in the vicinity of				
18	Is there any water body?				
19	Whether high tension line passing over the site				
20	Proposed site falling in				
21	Whether site is covered in ?				
22	Site surrounded by (physical features)				
23	EAST				
24	SOUTH				
25	WEST				
26	NORTH				
27	Site terrain				
28	Site enclosed with				

Save

*Recommendation

* Remarks