

Procedure for submission of Online Building Application

A. Procedure to register on DPMS

- Visit GHMC website: www.ghmc.gov.in
- On the GHMC homepage click on “DPMS – Submission of Building Applications Online”.
- Registered user can login with credentials: user id and password
- New user can register using the link Click Here for “Architect / Engineer/ Surveyor Registration” or “Citizen Registration” as may be the case
- All mandatory details as required and specified in the registration form should be duly filled to successfully register into DPMS
- After successful completion of the registration process, a confirmation message with the registered User-Id and Password will be sent through SMS/email that is provided by the applicant at the time of registration
- The login credentials shall be used to enter into the DPMS system to submit applications/ verify status of application/ upload necessary documents/ conduct pre-DCR/ respond to queries raised by GHMC/ receive approvals and proceedings/ download accorded approval proceedings and drawings.

B. Procedure to submit new application

- Login into DPMS using the login credentials (user id and password)
- Click the “New Application” option in the Applications Tab
- When the “New Application” page opens there are different information tabs on the top of the page which need to be filled.
- In the General Information Tab fill in the details regarding the proposal (proposed construction) and site details. Fields highlighted with asterix (*) are mandatory and need to be filled necessarily.
- In the Applicant information tab fill all details regarding Architect/Engineer/Surveyor Information, Applicants, Structural Engineer and Developer Information. This information shall be supported with requisite documents as deemed necessary and specified in the application form
- In the application checklist tab, check the details furnished and the documents submitted to complete the standard part of the application. Click the “Save” button to generate a temporary file number which can be used for all future references during the process of application submission. This temporary file number will remain valid till the payment is made after which a permanent file number will be generated.
- Click open and fill the details in the “Plot Details”, “Land Details” and “Building Details” tabs individually. Save each page/ tab individually before moving to the next tab since data will be lost if the tab is not saved before moving to the next tab.
- Select the Geo Location Tab and select the Plot co-ordinates in the displayed Google Map. The Latitude and Longitude coordinates are updated automatically. Now enter the Plot measurements with reference to the coordinates and save the page.
- In the next tab, “Documents” tab, upload the documents as specified in the application.
- Now upload the Auto Cad drawing of the proposals in Pre DCR format and submit the proposal.

- Once the above process is complete, click the Payment page and pay the processing fee of application through Online Integrated Payment Gateways.
- Once the payment is successfully made, permanent file number is generated. This file number will also be informed to the citizen/architect through SMS to the registered mobile number
- The applicant may check the status of the application by logging into the DPMS system and checking 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 and 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 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

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

Procedure for site inspection

After receiving the application Online, the file will be simultaneously transmitted to 1. Title Scrutiny Officer, 2. Technical Officer, who is assigned randomly by computer from the pool of the Technical Officers for Site Inspection.

The Technical Officer will “plan a site visit” schedule.

The date and time will be intimated to the applicant through SMS.. On the scheduled date and time, the Site Technical Officer shall conduct the inspection as per the checklist enclosed and upload the Inspection Report within 24 hours.

The Technical Officer will check the lat-long co-ordinates mentioned in the application and verify the same on-ground. (Detailed checklist of site inspection is placed in the HMDA website).

The Technical Officer shall take photographs of the site and surroundings and the report has to be uploaded into DPMS within 24 hours.

The applicant can view the site visit report at any time by clicking the “site visit report” button available in his/her console. Even the citizens can also view this from the Dashboard of DPMS Website.

The Inspection has to be completed within 7 days from the date of receipt of application. The Inspector will use the prescribed checklist.

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

THE FOLLOWING PARAMETERS WILL BE VERIFIED DURING THE INSPECTION
BY THE FIELD OFFICERS-FOR ISSUE OF BUILDING PERMISSIONS

1. Location of the site and surrounding features.
2. Whether the site is enclosed with Fence / Compound wall / Boundary Stones.
3. Whether the work Commenced / Not Commenced, if so the status of the construction.
4. Site Surrounded by (Physical features).
5. Access Road - Width.
6. Whether the site / land is terrain if so plain / undulating.
7. Whether if any water course / water body in the Vicinity of the site under reference.
8. Whether any Electrical lines passing through the site.

Due Date

* Site Inspection on

#	Description	As on Plan	As on Site	Observation	Remarks
1	Whether approach road existing at site				
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3	Nature of approach road				
4	Width of approach road in mts.				
5	Services over approach road				
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16	Does Plot boundaries tallies with the site ?				
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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

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?		