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USER MANUAL FOR DEVELOPER/ OWNER & REGISTERED PROFESSIONALS

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Practicing Architect / Licensed Engineer / Licensed Surveyor / Registered Professional under CMDA
- Applicant/ Owner/ Developer

1.2 Accessibility to CMDA and Planning Permission

- Visit the website https://onlineppacmda.tn.gov.in/ for **Planning Permission Application (PPA) in Chennai Metropolitan Development Authority.**
- For more information, visit the website http://www.cmdachennai.gov.in/.

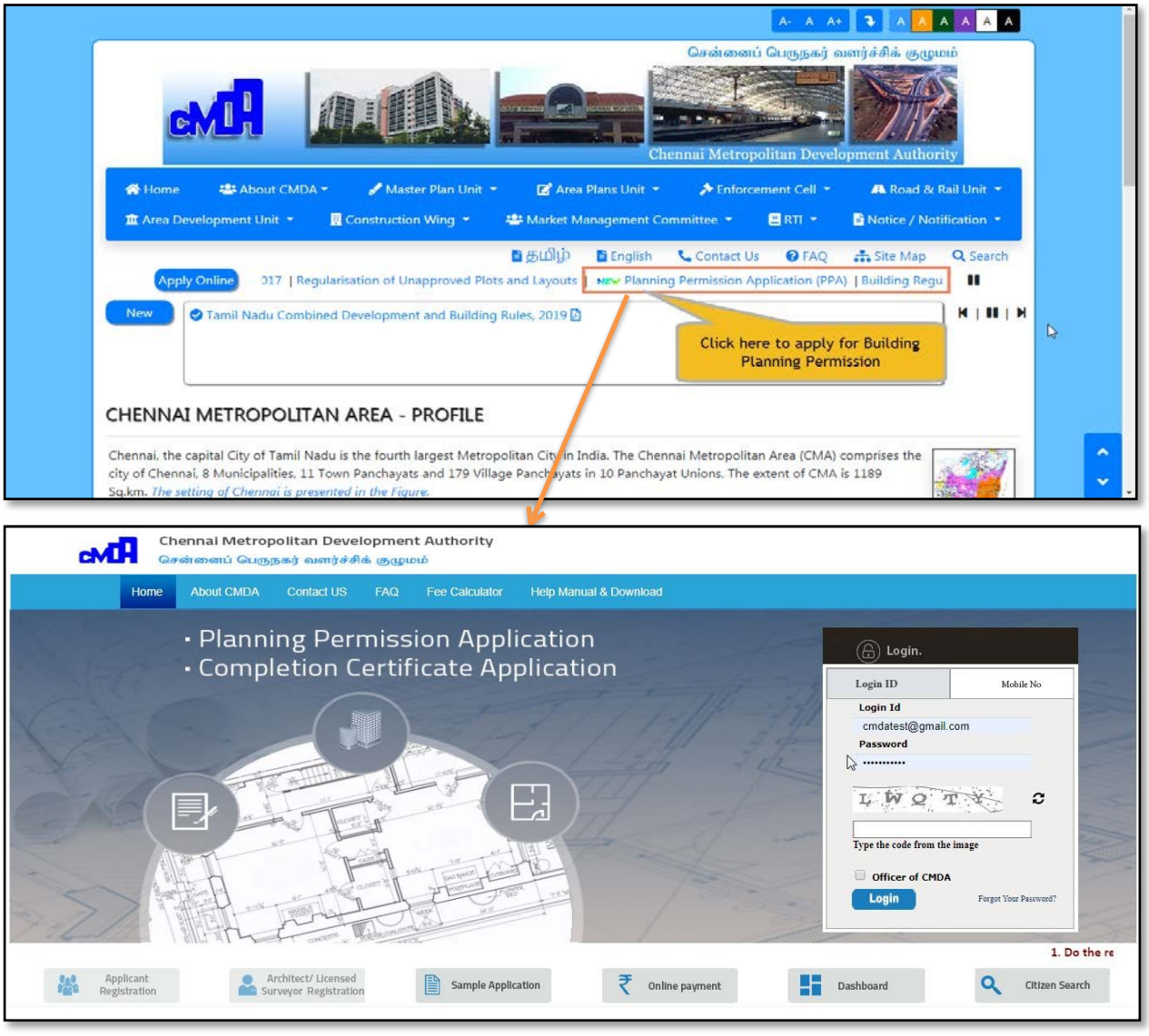


Figure 1: Accessibility to the CMDA and Planning Permission

1.3 Structure of Document

This manual is organized into following categories:

Preface:	Details about the Intended Audience, accessibility to the CMDA and Planning Permission and structure of the document.
Getting Started:	Details about the CMDA Home page, Applicant's as well as Architect's Registration and its renewal.
Applicant's Login:	Details about the Architect invitation for Proposal-file creation in CMDA.
Architect's Login:	Details about filling the proposal-file details and sending to the next level authority for approval.
Planning Permission:	Details about the planning permission for layout, building and additional construction proposal types.
Completion Certificates:	Details about the steps to be followed for the process of Completion Certificate.

2. Getting Started

The **Online Planning Permission Application** is a new initiative by **Chennai Metropolitan Development Authority (CMDA)** aimed at providing better and quality citizen services and faster approvals. It enables Architects/ Engineers to get the required Online Planning Permission during submission of application.

Chennai Metropolitan Development Authority (CMDA) was constituted as an ad-hoc body in 1972 and become statutory body in 1974 vide the Tamil Nadu Town and Country Planning Act 1971. It was established under the sub-section 1 of the section 9 – A (2) of the Act.

2.1 CMDA Planning Permission Home Page

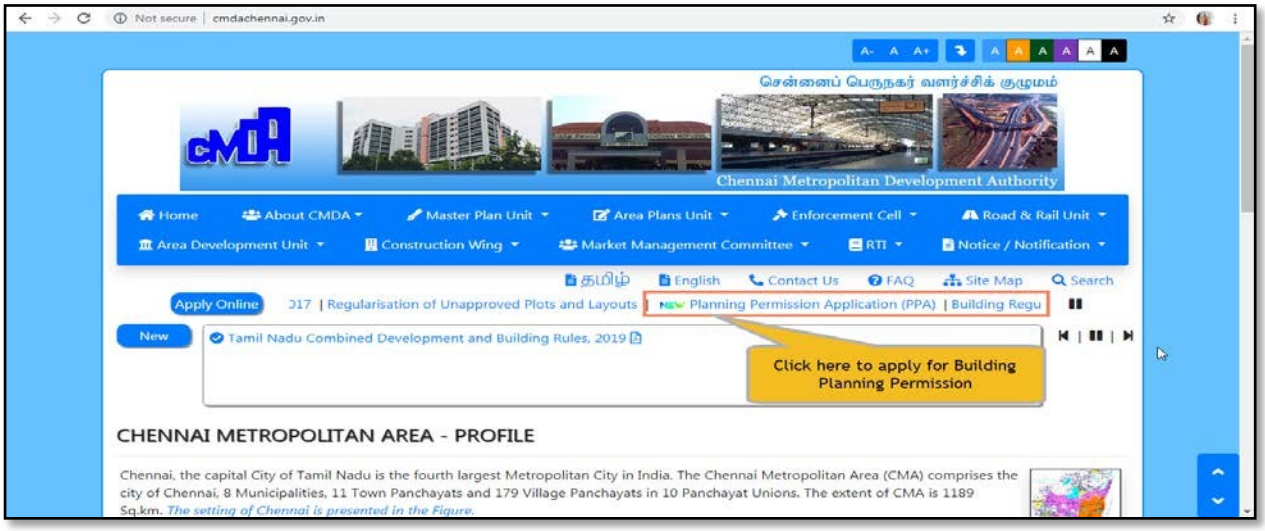


Figure 2: CMDA Planning Permission Home Page

2.2 Icons Present on CMDA Planning Permission Home Page

Applicant Registration	Click to fill the New **Applicant Registration** form. After submission, applicant can login with the username (Login ID) and password. Applicant can invite the architect for the planning permission.
Architect/ Licensed Surveyor Registration	Click to redirect the new pop-up window consisting of options like **Registration, View/Edit details** and **Renewal**. Here, architect can Register, edit/view details or renew the registration details.
Sample Application	Click to see the sample filled application of proposal-file from applicant login to submitting application.
Online payment	Click to pay the online payment of proposal-file.
Dashboard	Click to see the status (count) of all proposal-files.
Citizen Search	Click to search and see the status of any proposal-file.

2.3 Applicant's Registration

- Any applicant or developer wish to invite (hire) a licensed architect for filling as well as submitting a proposal-file of project plan in a **CMDA Online Planning Permission System**.
- So, it is essential to have the **Login ID** and **Password** details for Login. If you have these details already, you can proceed with Login directly. If not, follow the below process:

  (i) Click

button, it redirects to the applicant's registration form.

  (ii) Fill all the details mentioned in a registration form.

  (iii) Accept the declaration and **Submit** the details.

✍ **Note:** Asterisk (*) mark fields are mandatory to fill for applicant.

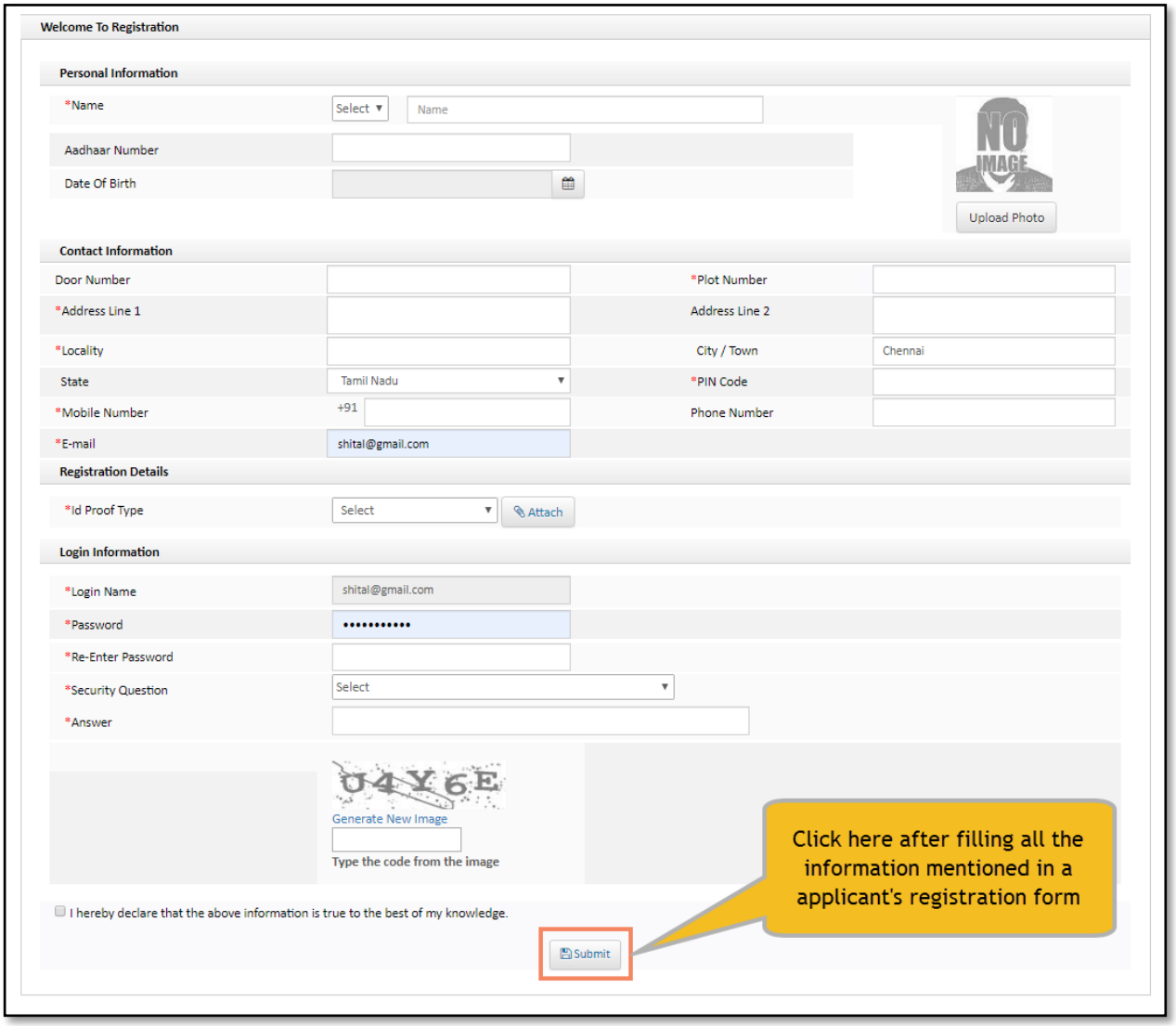


Figure 3: Applicant's Registration Form

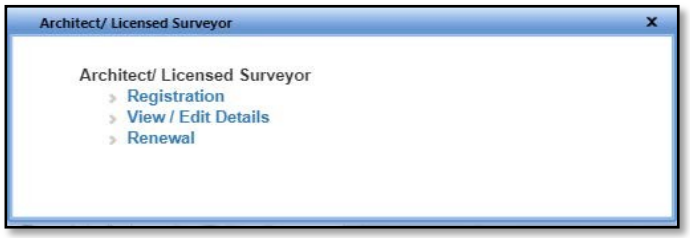
- Now the applicant can able to generate his Login credentials to invite the architect.

2.4 Architect / Registered Professional

- Any architect or any licensed engineer holding valid registration from Council of Architecture is eligible to do the Login process. For that, architect will require the prescribed format of application along with a scanned copy of registration certificate.

  (i) Click

button, the pop-up window appears displaying three options such as **Registration**, **View / Edit Details** and **Renewal**.



2.4.1 Registration

- Architect needs to register himself at CMDA through registration process.

  (i) Click **Registration** label shown in above the pop-up window, it moves to the Registration page.

✍ **Note:** Asterisk (*) mark fields are mandatory to fill for architect.

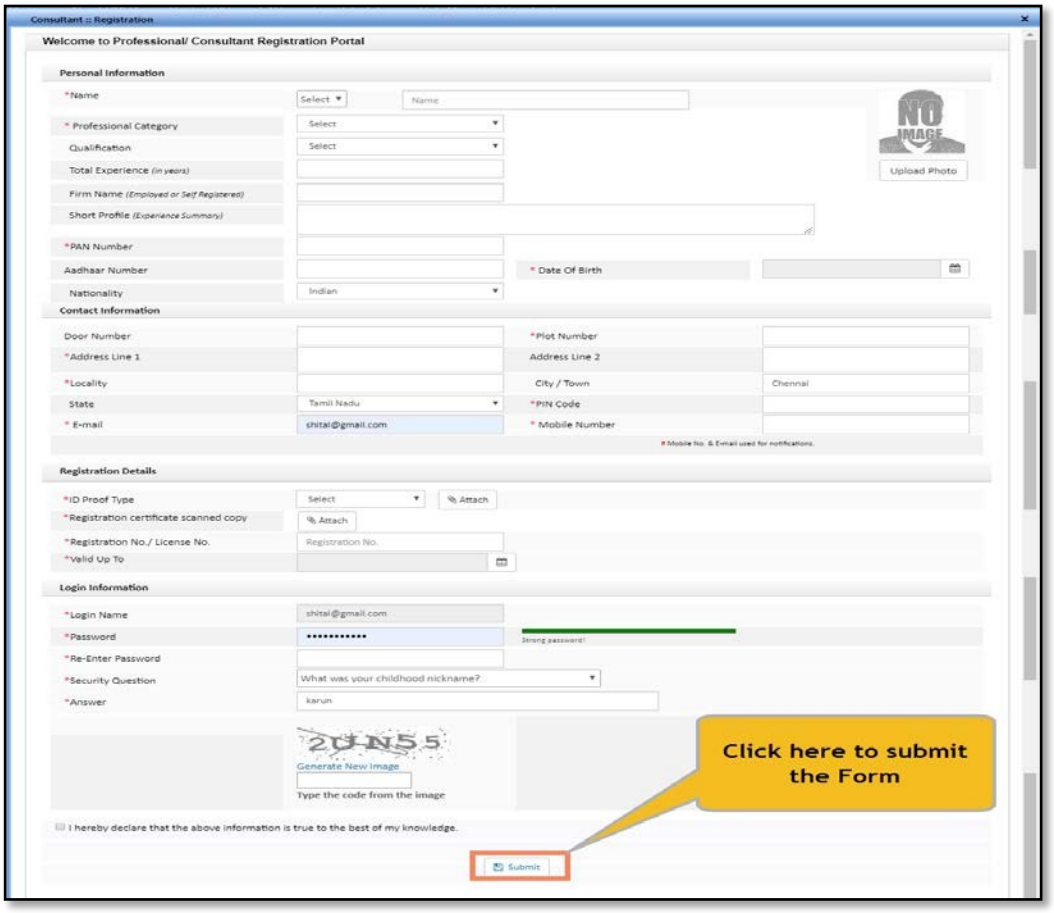


Figure 4: Architect Registration Form

2.4.2 Viewing / Editing Details

- An architect can check/view the status of profile or can edit the profile.

  (i) Click **View / Edit Details** label shown in above window, the following pop-up appears.

  (ii) Enter your **Registration Number**, **Mobile Number** and **Check The Status** or **Edit Your Profile**.

Figure 5: Viewing / Editing Details

2.4.3 Renewal of Registration

- Here, an architect can renew his registration.

  (i) Click the **Renewal** label.

  (ii) Enter your valid **Registration Number** and click **GO**.

Figure 6: Renewal of Registration

3. Applicant's Login to CMDA Online Planning Permission Application

- Here, applicant needs to do the login to invite the architect for planning permit of proposal-file.

  (i) Enter your (applicant's) login details, provide the given captcha and click Login.

  OR

  (ii) You can login with your respective Mobile No., for that, enter the Mobile Number, provide the captcha and Click Send OTP. The **OTP** will send to your registered mobile number. Enter that OTP and verify to do the Login process.

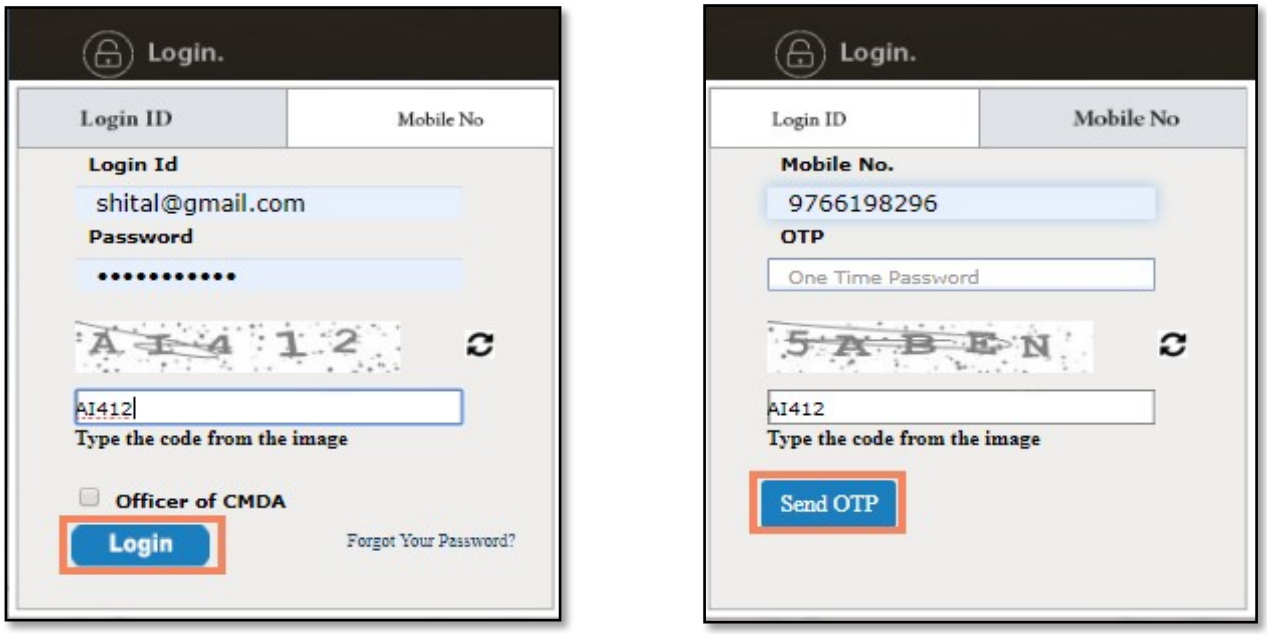


Figure 7: Applicant's Login

(iii) After Applicant's Login, following page comes into sight.

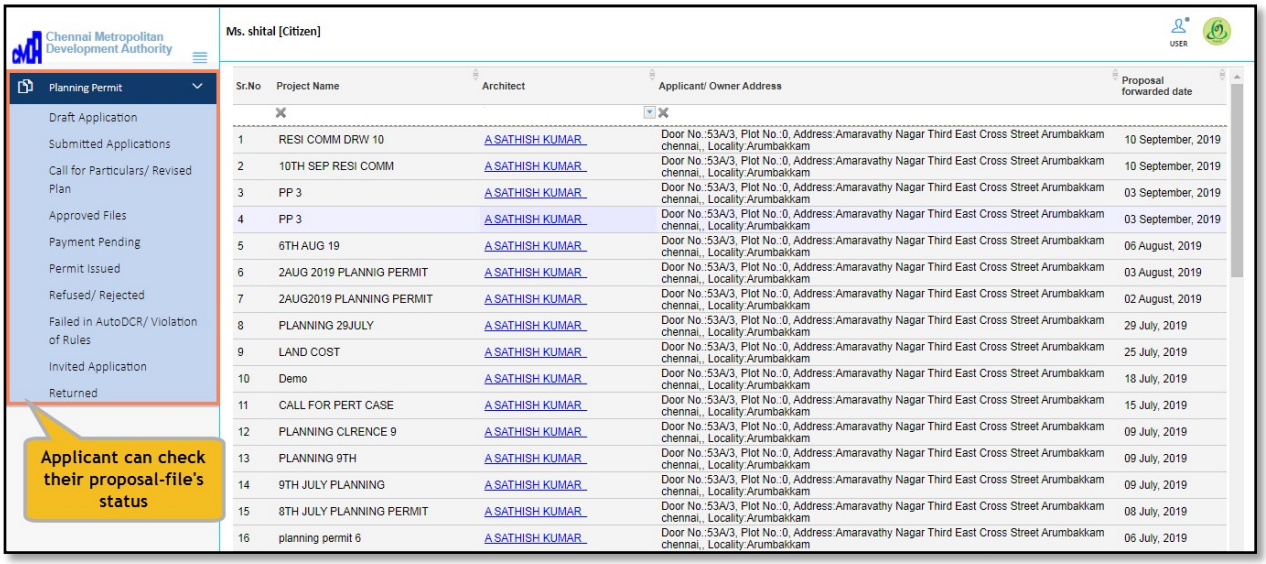


Figure 8: Proposal-file list in Draft Application Section

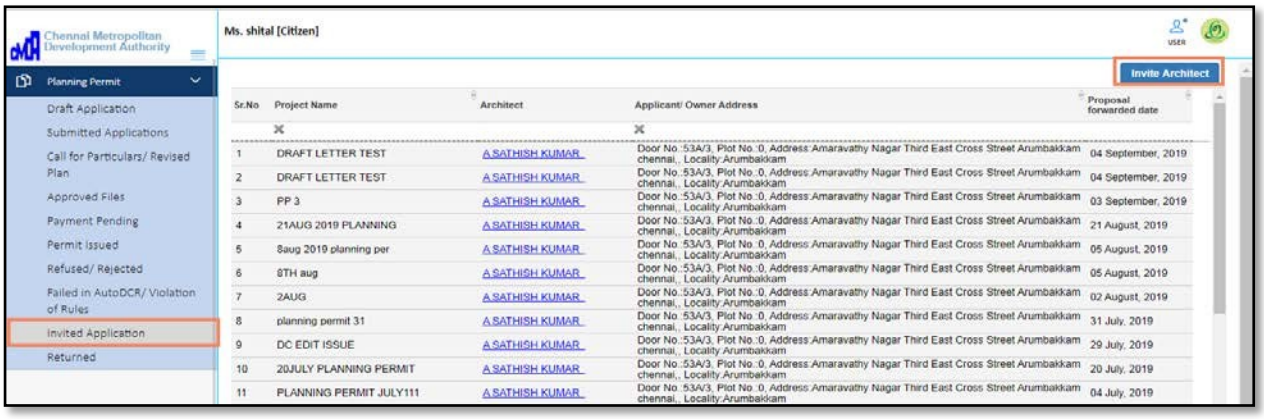
Tabs present on above window (Refer Figure 8):

Draft Applications	Applications present in this section before submission.
Submitted Applications	Applications present in this section after submission.
Call for Particulars / Revised Plan	Applications present in this section on the basis of technical or documental shortfalls.
Approved Files	Applications present in this section after approval from concern authority.
Payment Pending	Applications present in this section whose payment is pending.
Permit Issued	Applications present in this section whose permission is issued.
Refused / Rejected	Applications present in this section which are permanently rejected by concern officers.
Failed in AutoDCR / Violation of Rules	Applications present in this section which are failed in AutoDCR rules.
Invited Application	Applications present in this section which are hired (invited) by applicant.
Returned	Applications present in this section which are returned from the concern authority.

3.1 Inviting Architect for Proposal-File Creation

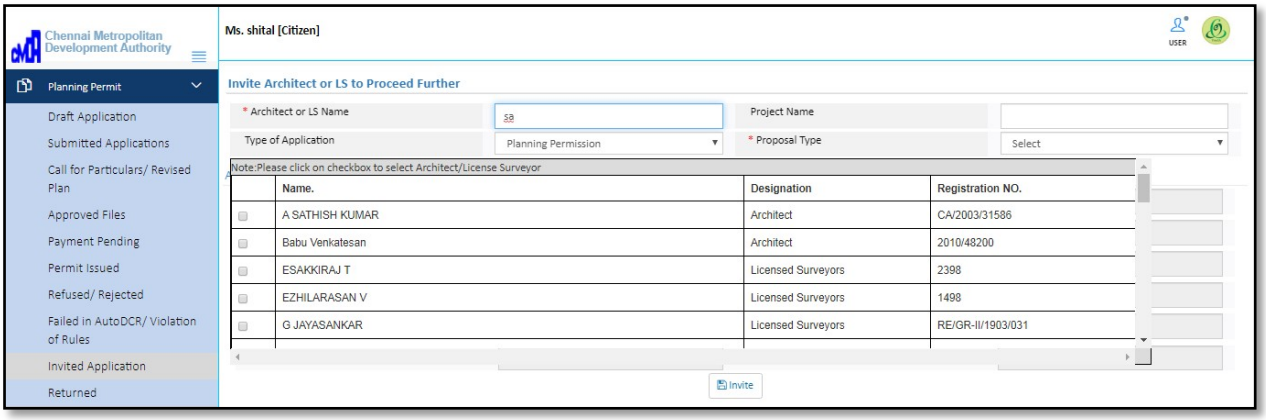
- To invite the Architect / Licensed Surveyor:

  (i) Go to **Invited Application** section and click **Invite Architect**



- Applicant can search and select the registered / licensed architect from the available list of options.

  (ii) Select the architect from the list. It then displays the architect's details along with registration number.



  (iii) Select the **Type of Permission** and **Proposal Type** from the available list options. Provide the **Project Name**.

  (iv) Click Invite to proceed, now the pop-up appears displaying **Architect Invited Successfully**. Click **OK** on pop-up window.

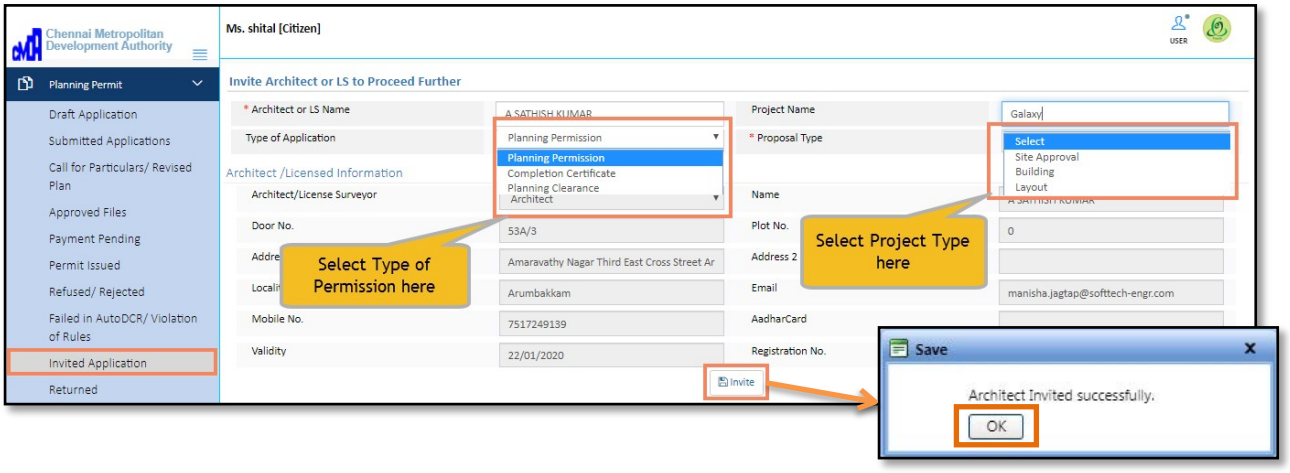


Figure 9: Inviting Architect

- Now this application moves to the **New Applications** section of Architect/ Registered Professional's console and it will show in **Invited Applications** section of applicant's console.

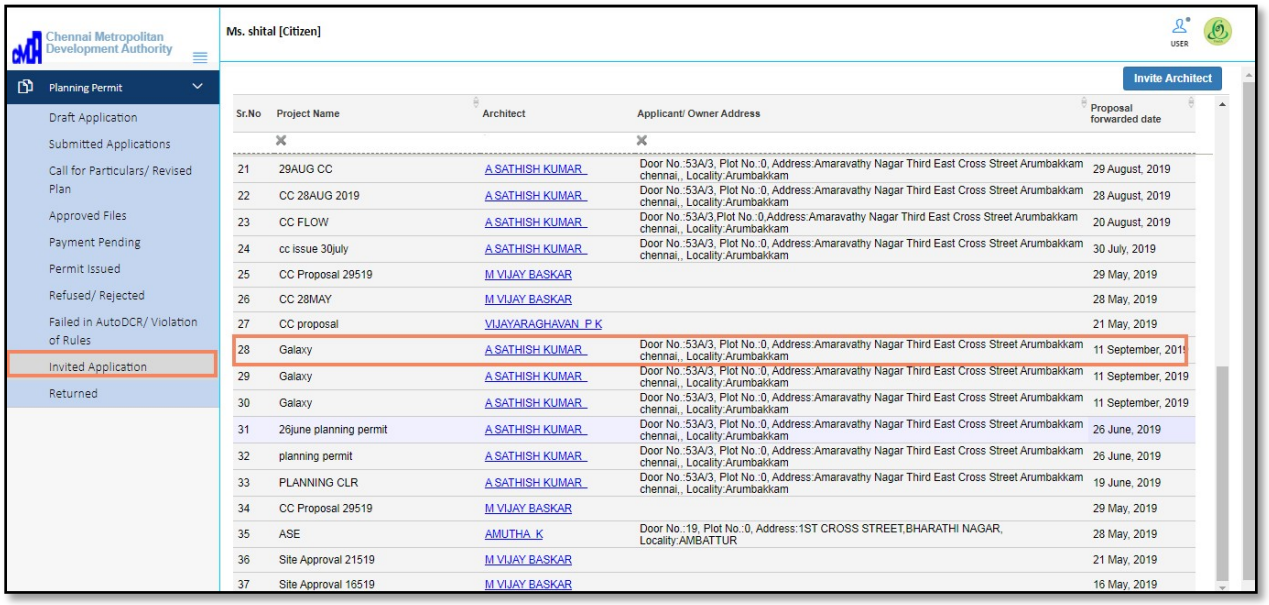
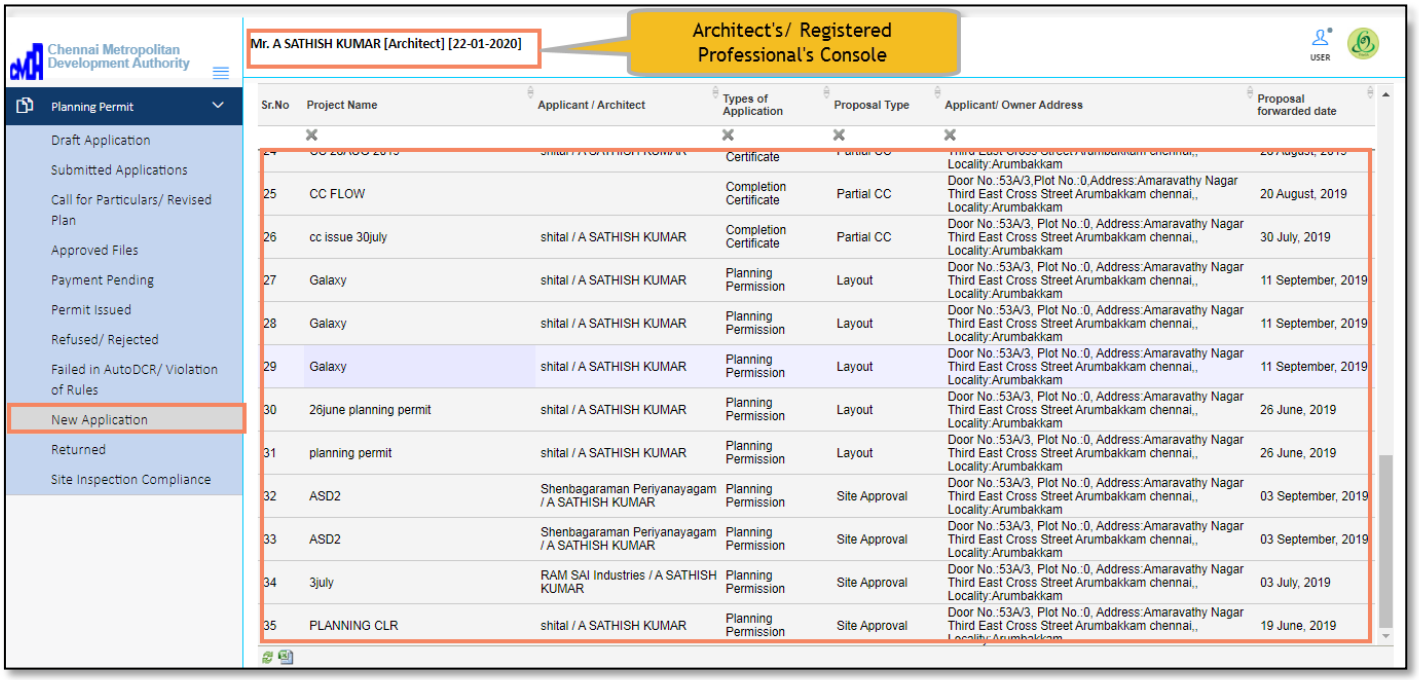


Figure 10: Invited Applications list

4. Architect's Login to CMDA Online Planning Permission Application

(i) Go to the **New Application** section, find and open your proposal-file (application) from the list.

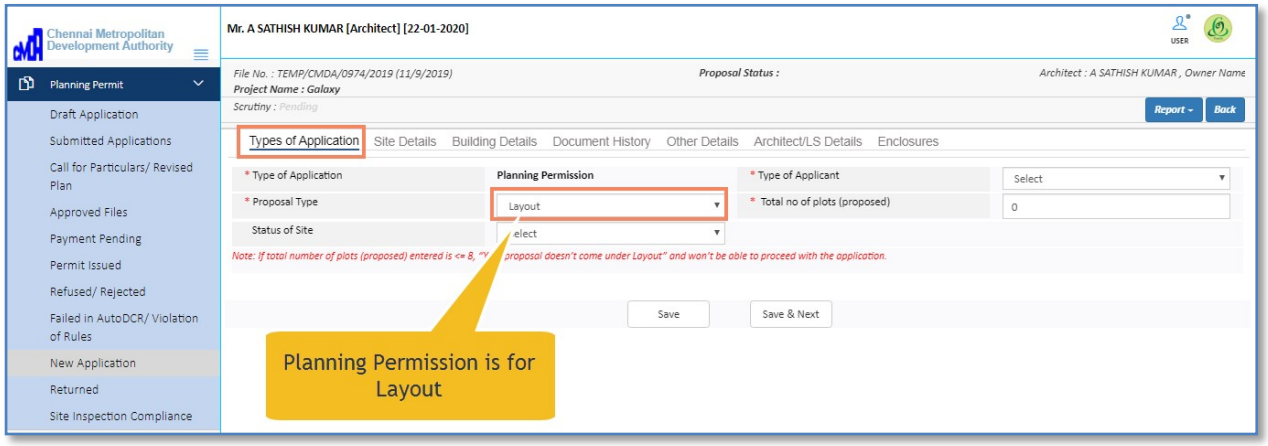


- After selecting your application, following pages come into sight along with all the details on the basis of the proposal type which the applicant has selected.

Note:

- If the applicant has selected the **Building Proposal Type**, architect needs to attach the PreDCR drawing in the Drawing tab.
- If the applicant has selected the **Layout Proposal Type**, it does not include the land use details for drawing.

- If the **applicant** has selected the **Layout proposal type**, the following page appears.



- If the **applicant** has selected the **Building proposal type**, the following page appears.

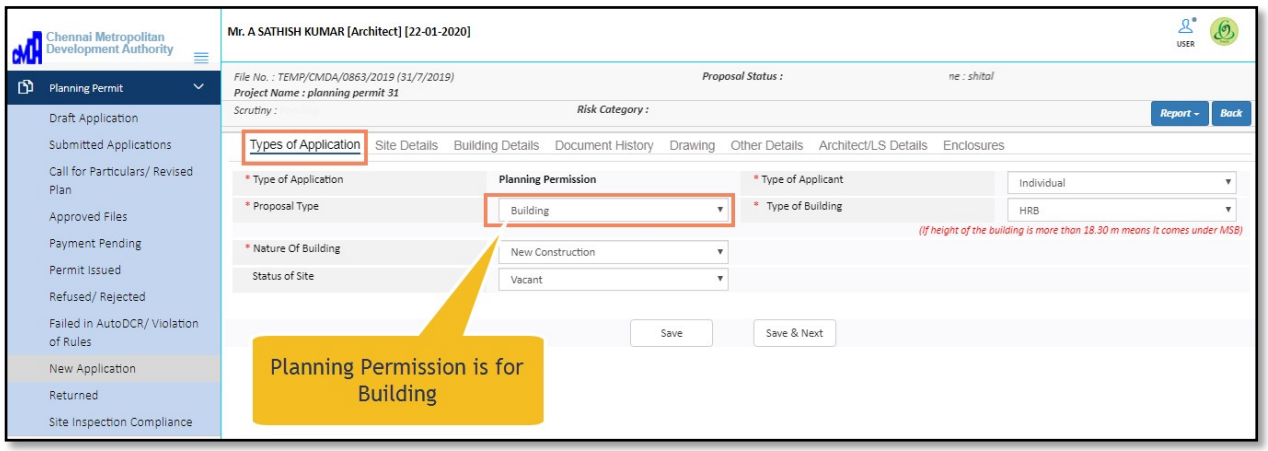


Figure 11: Selecting Proposal-file from New Applications

4.1 Planning Permission for Building Proposal Type

4.1.1 Type of Application

In this tab, the **Type of Application** is already filled by applicant. So, this filled is unchangeable.

(i) Select **Type of Applicant**, **Proposal Type**, **Nature of Building** and **Status of Site**.

Note:
(a) Asterisk Mark (*) fields are mandatory to fill.
(b) If height of the building is more than 18.30 m means it comes under HRB.

(ii) **Save** the details and click **Save & Next** to move on next tab.

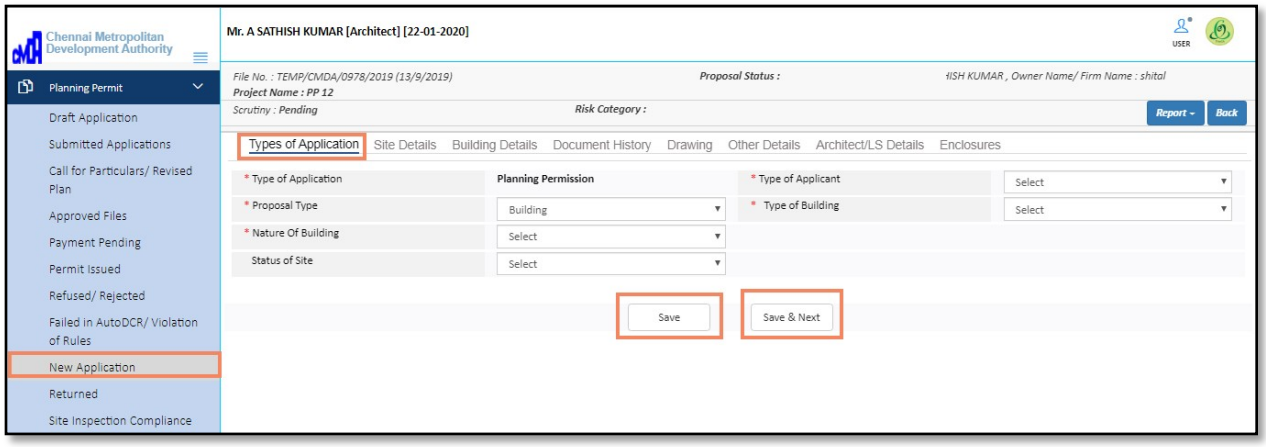


Figure 12: Type of Application

4.1.1(A) Type of Application (Nature of Building – Additional Construction)

Here, user can select the **Nature of Building** as **Additional Construction.**

(i) Enter the Previous **Planning Permit File No**., & search it.
(ii) Click **Save** and **Save & Next** after filling all the details.

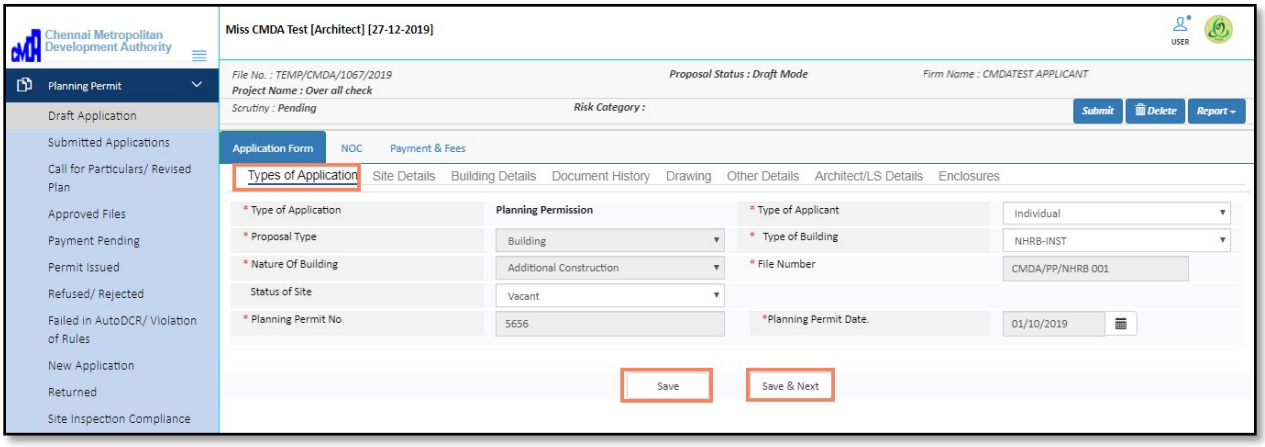


Figure 13: Type of Application (Nature of Building – Additional Construction)

4.1.2 Site Details

4.1.2.1 Site Address & Revenue Survey Details

- This tab consists of three sections such as **Site Address**, **Revenue Survey No. Details** and **Abutting Road Details**.

  (i) Fill the details under **Site** and **Revenue Survey** sections. Then click [+Add] button, it will redirect to the next pop-up window displaying that Revenue Survey Details are saved successfully. Click **OK**.

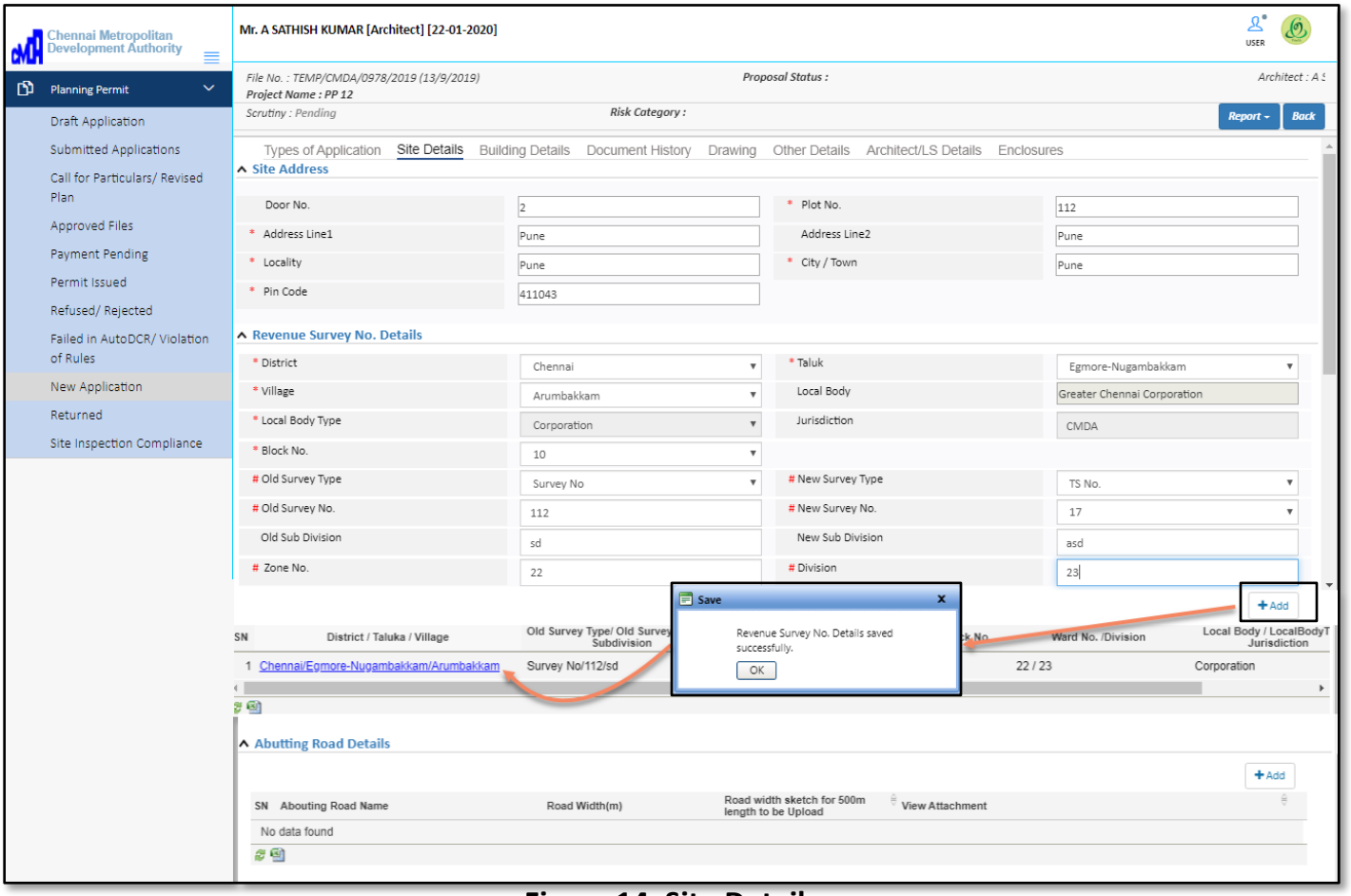
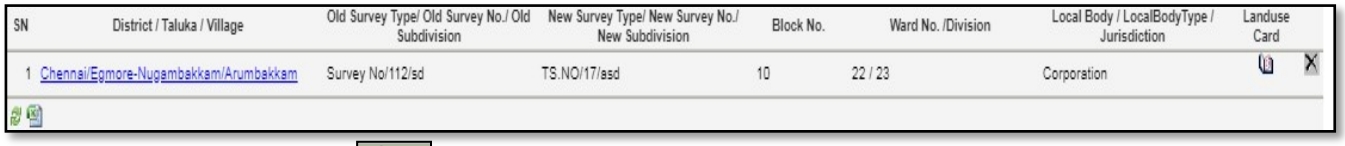


Figure 14: Site Details

- After Saving the Revenue survey details, it displays the list along with revenue details.



Here, clicking the icon shows details about the Land use card. Architect can delete this record with the help of icon.

- When you click the recently created list entry, it displays all the details that you filled. Now you can **Update** and modify these details if needed.

4.1.2.2 Abutting Road Details

- Architect can enter **Abutting Road name**, its width and attach the **Road width sketch** in this section. So to attach the sketch:

  (i) Click [+Add] button.

  (ii) Enter the Road details and click **Attach File** label to attach the road width sketch.

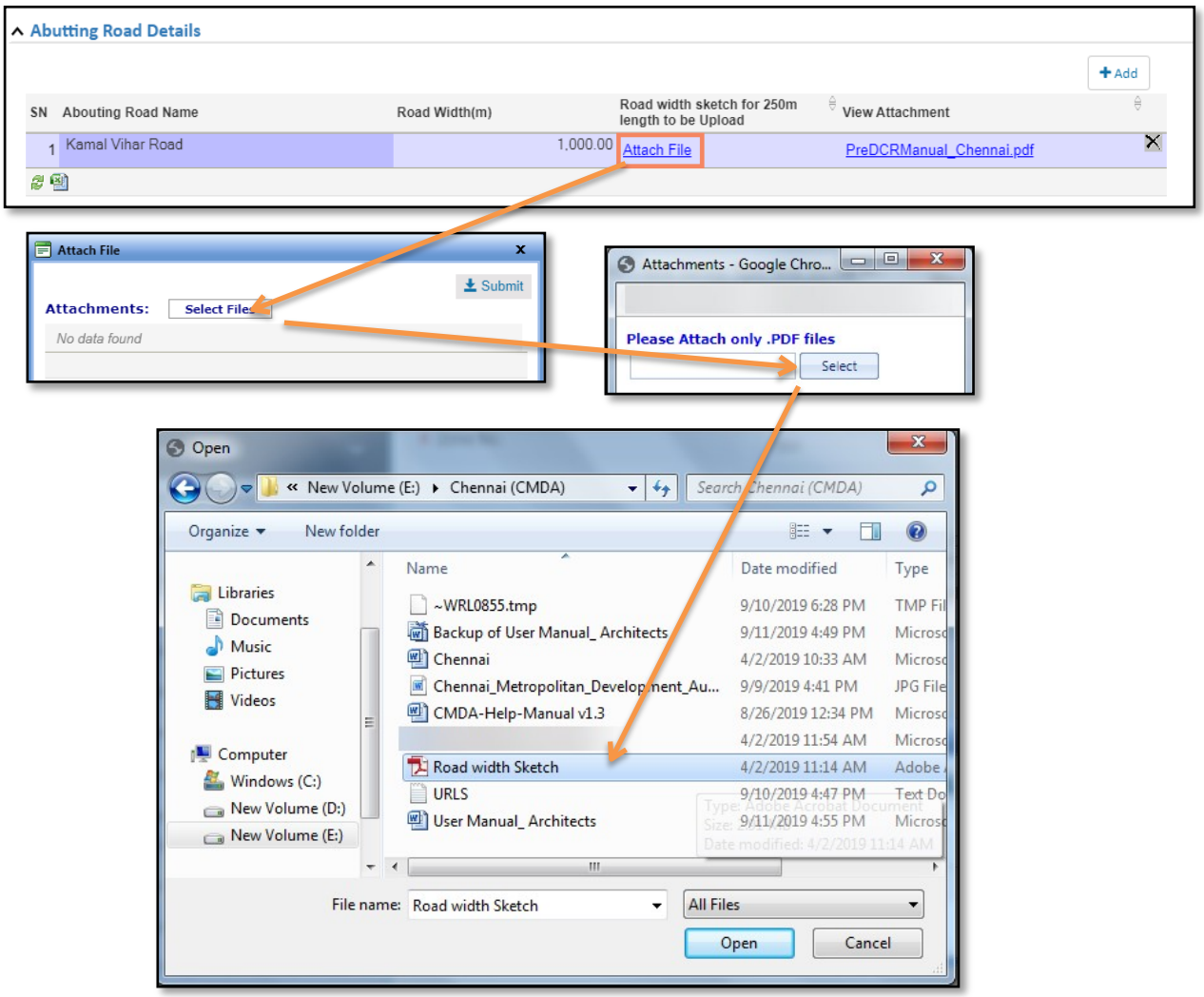


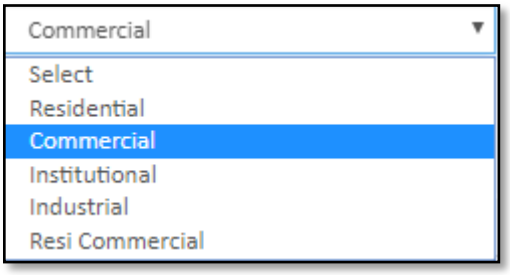
Figure 15: Attaching Road Width Sketch

(iii) Click **Save**, then click **Save & Next**.

4.1.3 Building Details

- Here, architect can add the building details along with building status, building height and its name. So to add these details:

(i) Select the **Proposed Building Usage**.



(ii) Enter the **Commercial Area**.

(iii) Click **Add** ADD to provide the building block name, building block status and building block Height. **Save** the details.

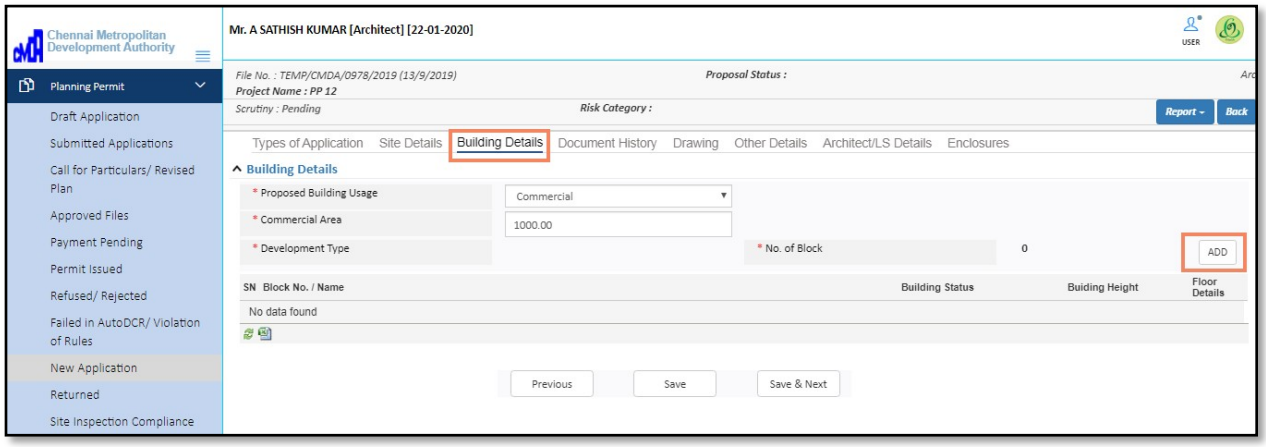
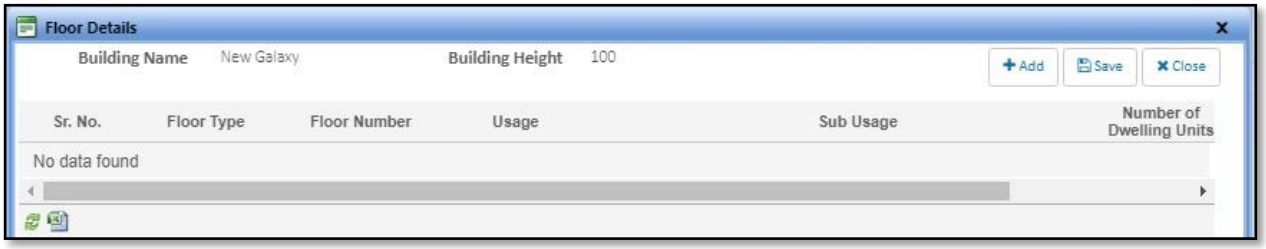


Figure 16: Adding Building Details

(iv) After saving the building details, click icon to add the respective floor details.



(v) Click **Save & Next**. The pop-up window appears displaying that building record saved successfully. Click **OK.**

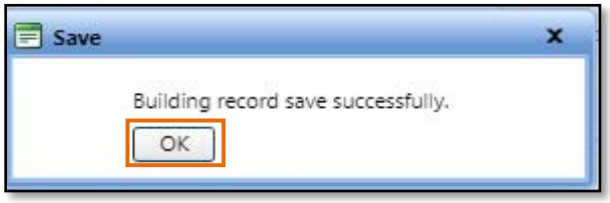
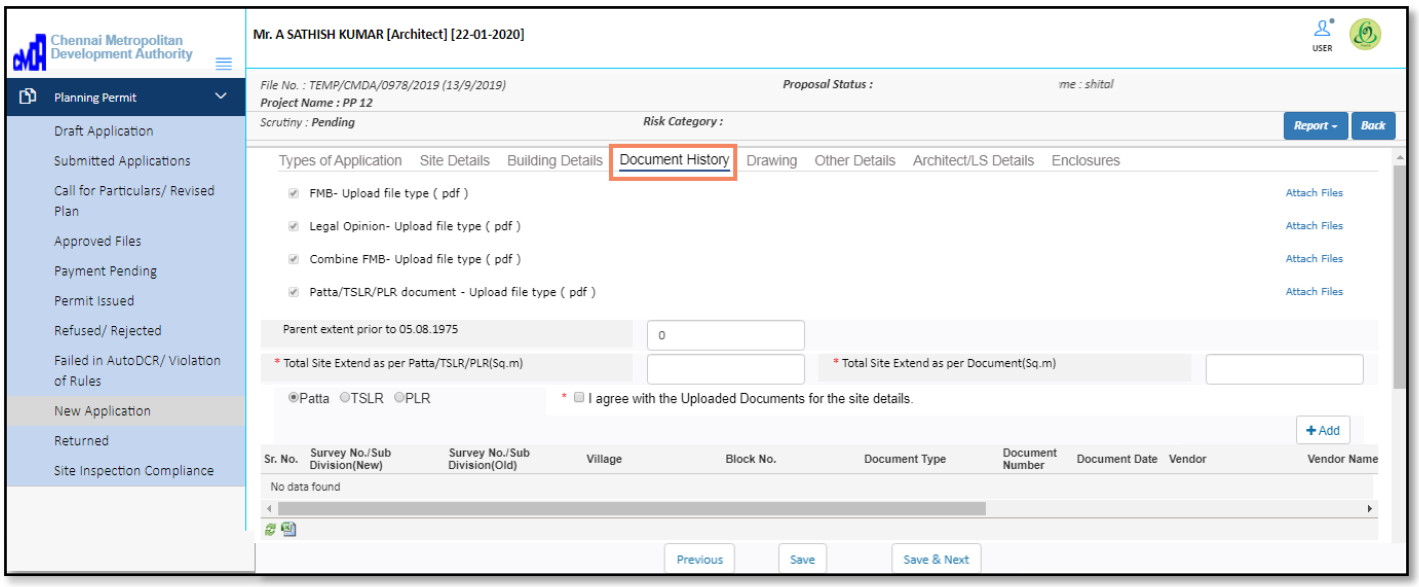


Figure 17: Building details record saved successfully

4.1.4 Document History

- Here, architect needs to provide the necessary details and needs to attach the mandatory documents.



- To attach the documents:

  (i) Click Attach Files, it redirects to the new pop-up window displaying to select the files to attach.

Note: Attach **PDF** or **JPG** files only.

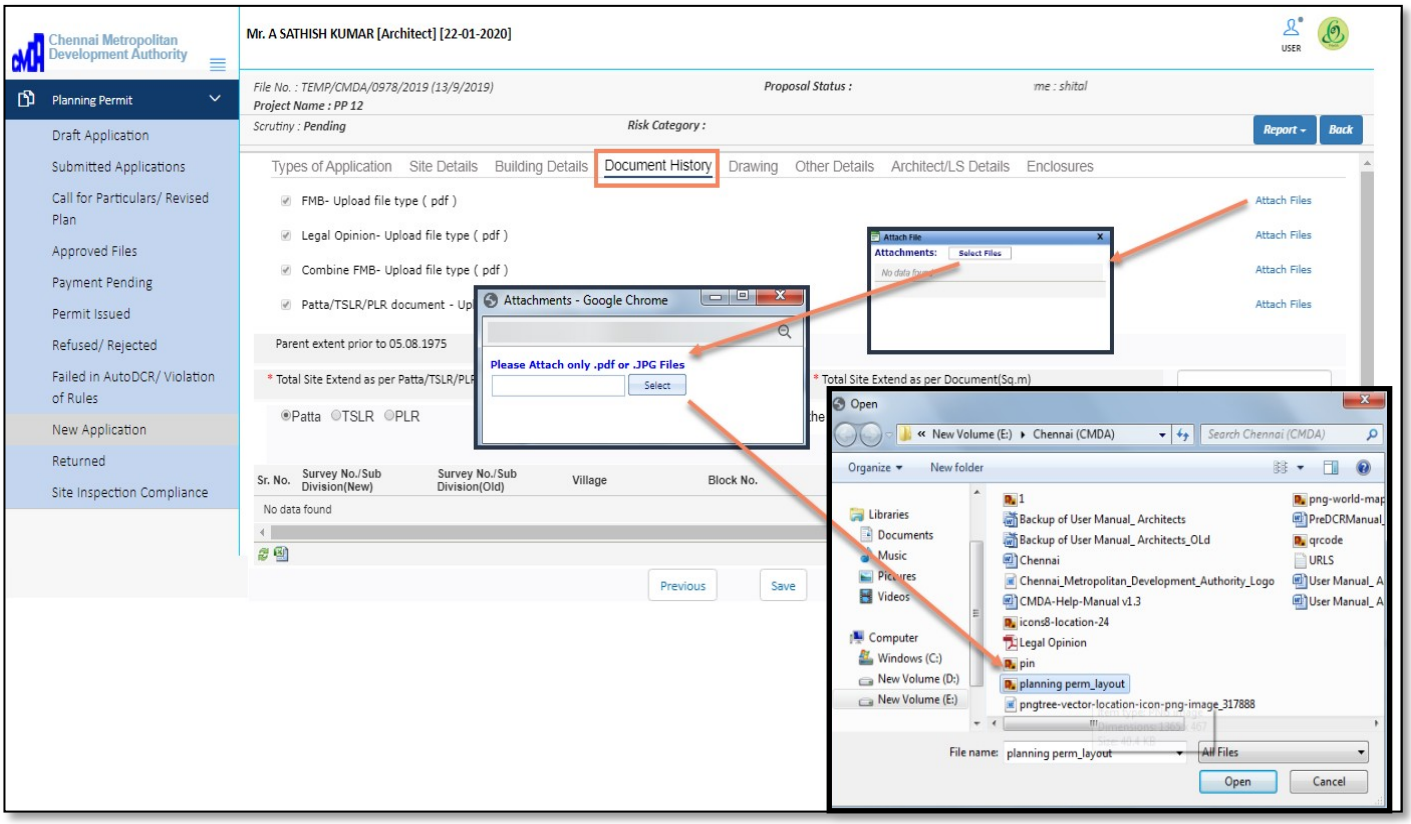
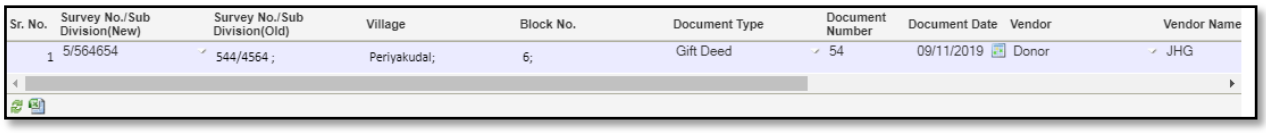


Figure 18: Attaching Documents

(ii) Enter the details and agree the conditions.

(iii) Click + Add to add the survey details.

(iv) Now, fill the mentioned details and attach the file. User can delete this record with the help of ✕ button.



(v) Now, **Save** the details and click **Save & Next**.

Additional Documents for Additional Construction Type

When user selects the **Additional Construction** type for Nature of Building, user needs to attach some additional documents such as **DC Letter**, **Receipt of Payment**, & **Earlier Approval Letter**. Refer following Figure 19.

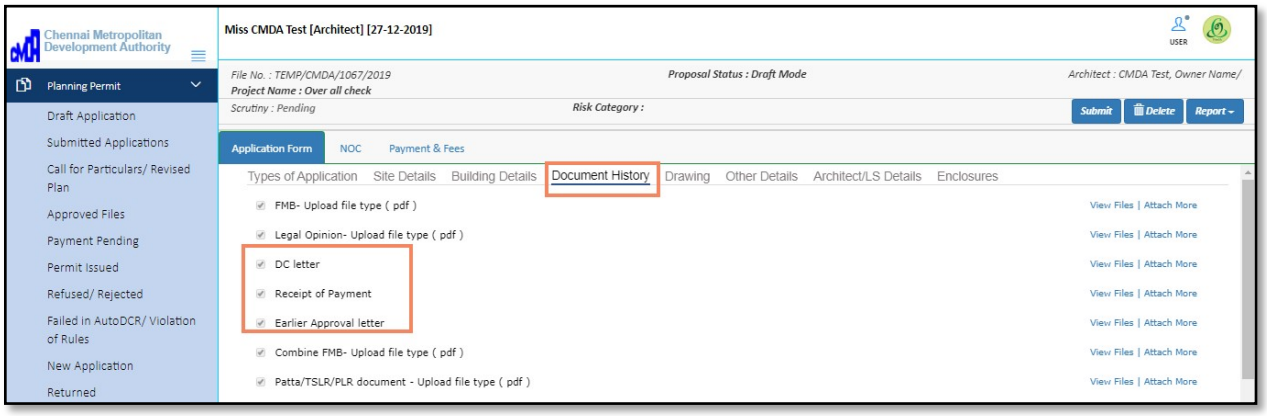


Figure 19: Additional Documents for Additional Construction Type

4.1.5 Drawing Details

- Architect needs to attach the drawing for checking the pre scrutiny.

Note: Attach only **PreDCR converted DWG** format of file for drawing.

(i) Click Select Files to attach the drawing.

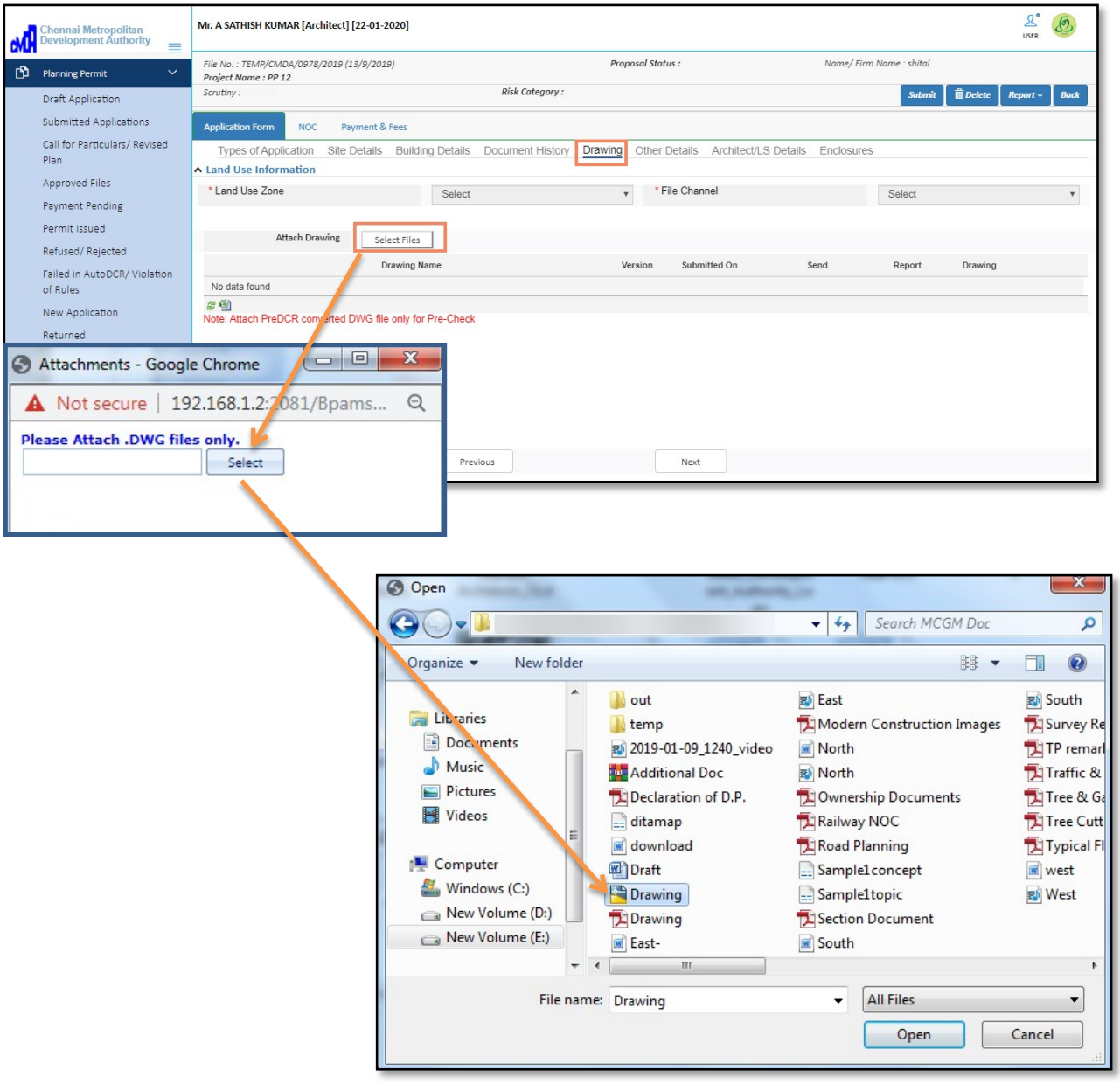
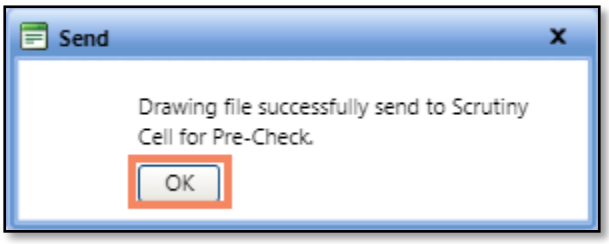


Figure 20: Attaching Drawing

- After attaching the drawing, the drawing list record is updated with its status. Now, architect can send this drawing for pre-checking. Architect can also download and remove the uploaded drawing.

  (ii) Now, click **Send Pre-check** to send the drawing for checking in Scrutiny Cell. The pop-up message appears displaying drawing file sent successfully. Click **OK**.



4.1.5.1 Case 1: Drawing Scrutiny Passed in AutoDCR Rules

- After Scrutiny completion, Architect will receive SMS and email regarding scrutiny status of his drawing. If the drawing is passed in AutoDCR rules, then only architect can able to submit the proposal-file. Here, architect can view the scrutiny report.

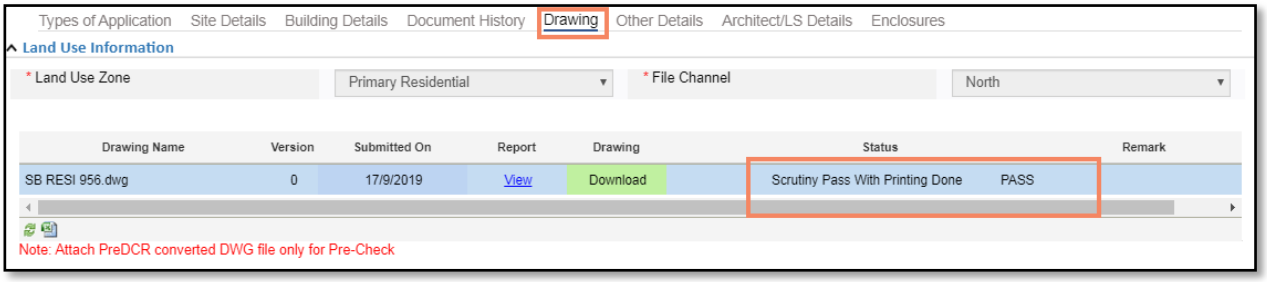


Figure 21: Drawing Scrutiny Passed in AutoDCR Rules

4.1.5.2 Case 2: Drawing Scrutiny Failed in AutoDCR Rules

- If the drawing is failed in AutoDCR rules, then architect cannot be able to submit the proposal-file.

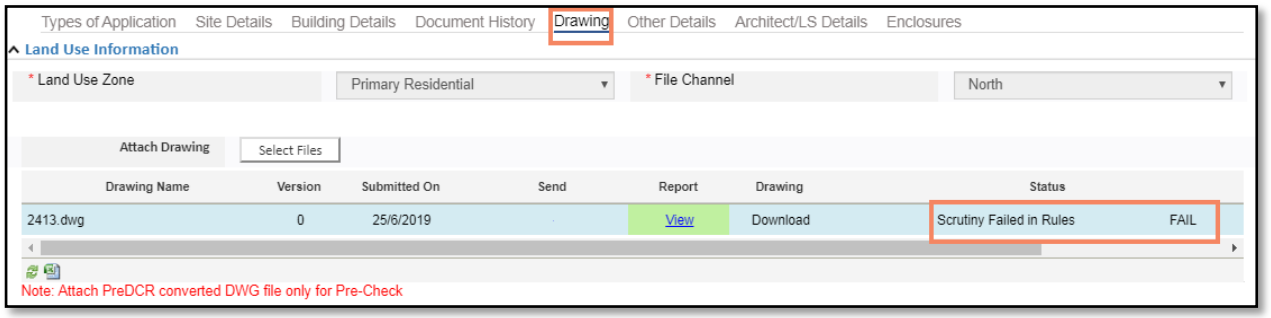
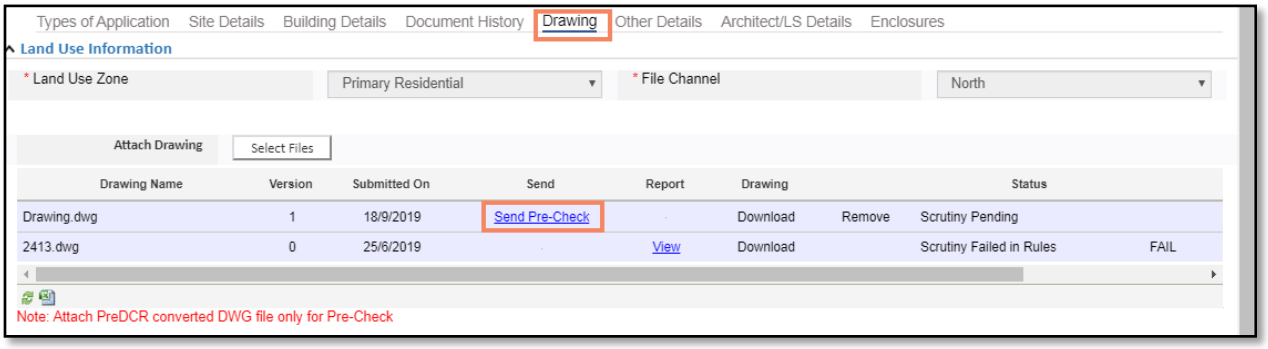


Figure 22: Drawing Scrutiny Failed in AutoDCR Rules

- Now, the architect can attach the corrected drawing and can resend the drawing for Pre-checking. (Refer Following Figure)



(iii) Click Next to move to the next page.

Note:

(i) **Passed drawings** are available in **Draft Applications** section.

(ii) **Failed drawings** are available in **Failed in AutoDCR / Violation of Rules** section.

4.1.6 Other Details

- Architect can fill **Land/ Plot Details**, **Form B** and **Form C Details**.

(i) Fill all the necessary details and attach the mandatory files.

(ii) Click **Save** and **Save & Next.**

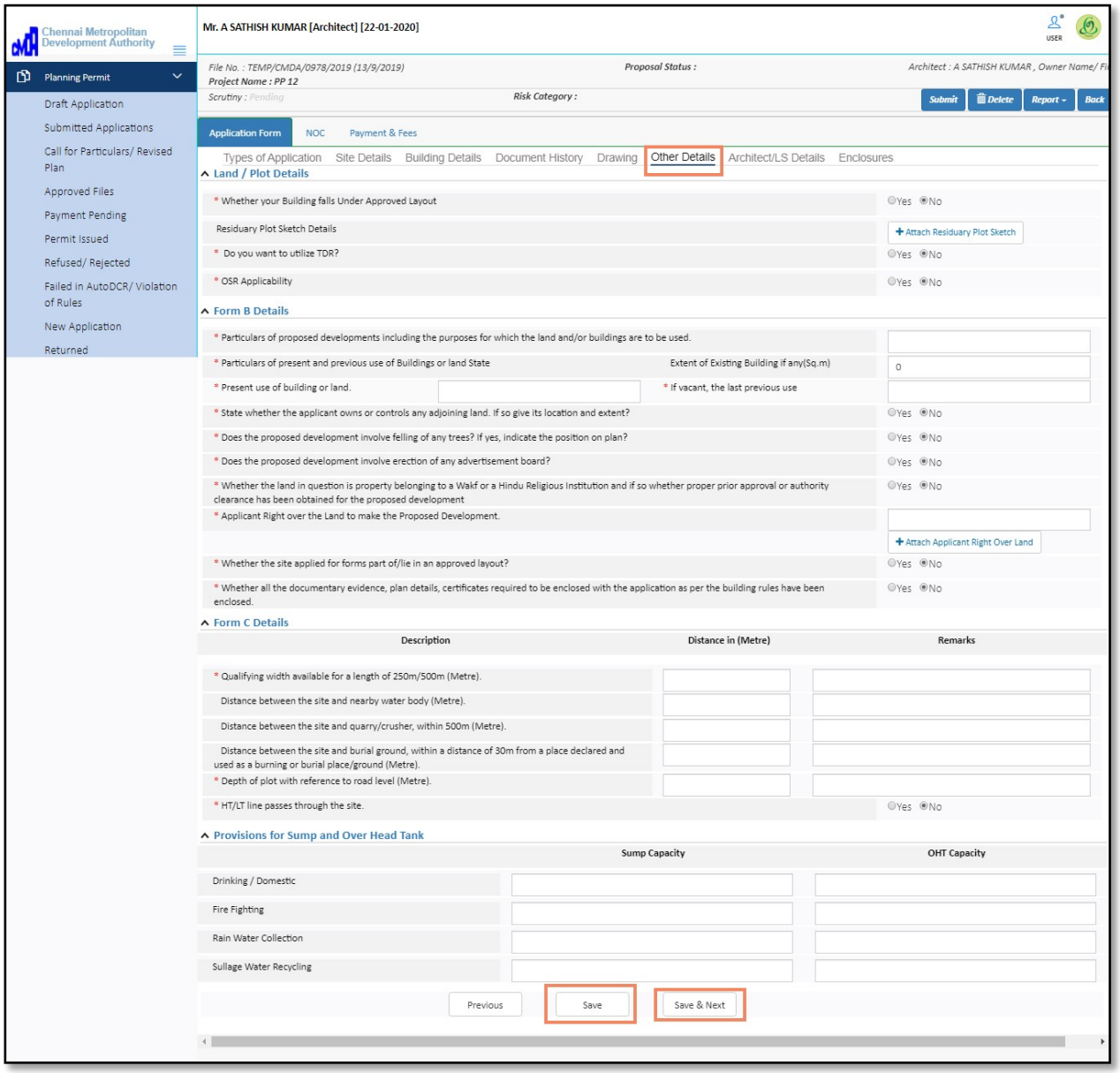


Figure 23: Filling Other Details

4.1.7 Architect / LS Details

- This page consists of five sections such as **Architect Information**, **Applicant Information, Structural Engineer Information, Geographical Engineer Information** and **Site engineer Information**. Architect's Information is already filled based on architect registration, so the fields under Architect are disabled.
  (i) Fill the details in all the sections & Click **Save**.
  (ii) Now click **Save & Next** to move to the next page.

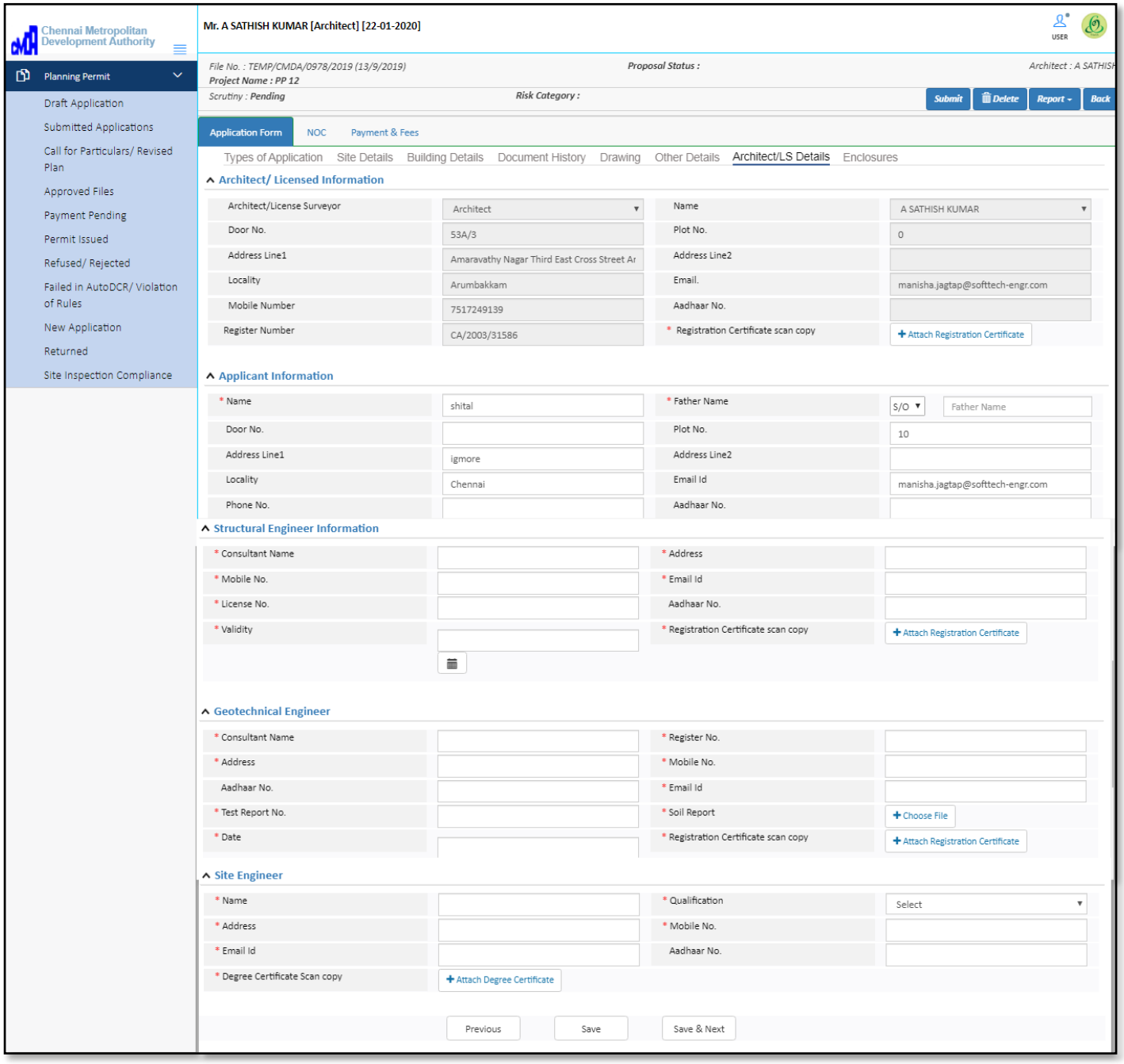
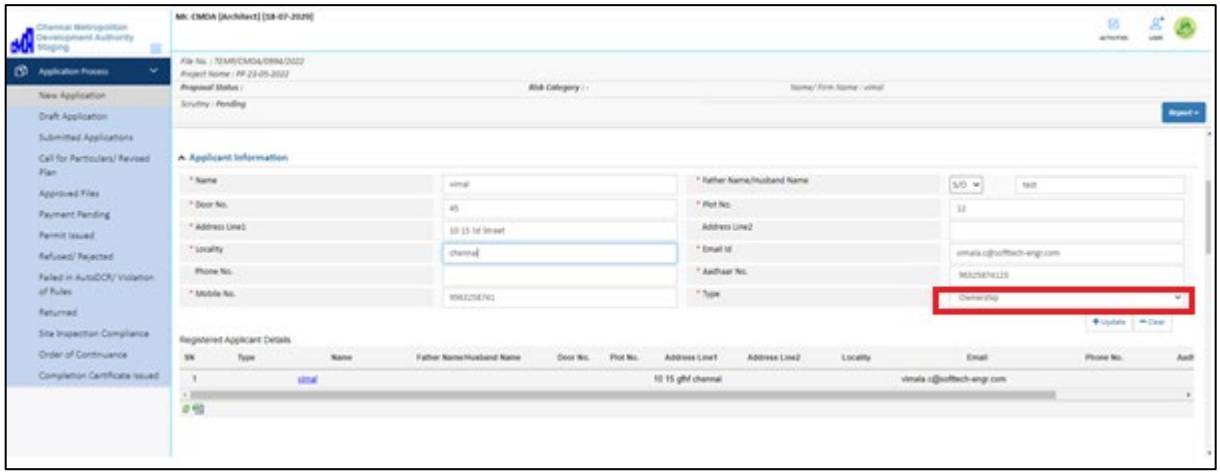
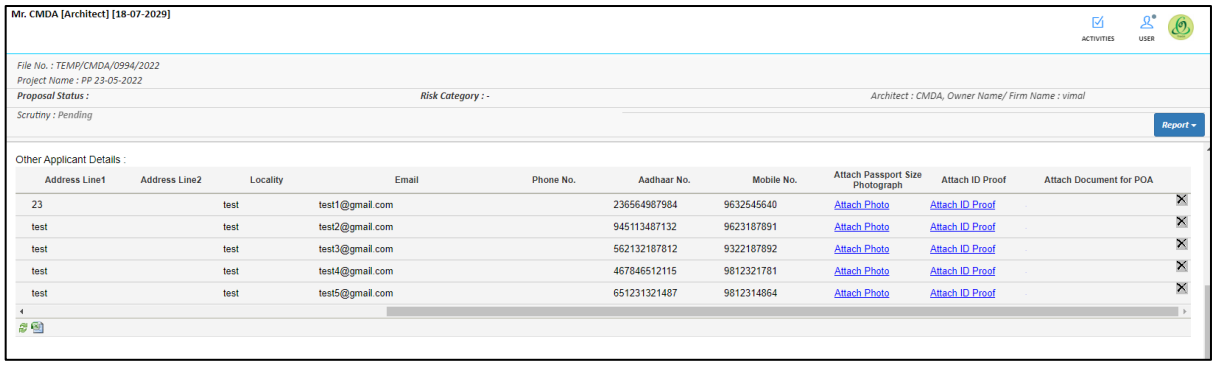


Figure 24: Architect / LS Details

- In Applicant details ownership type to be selected as mandatory



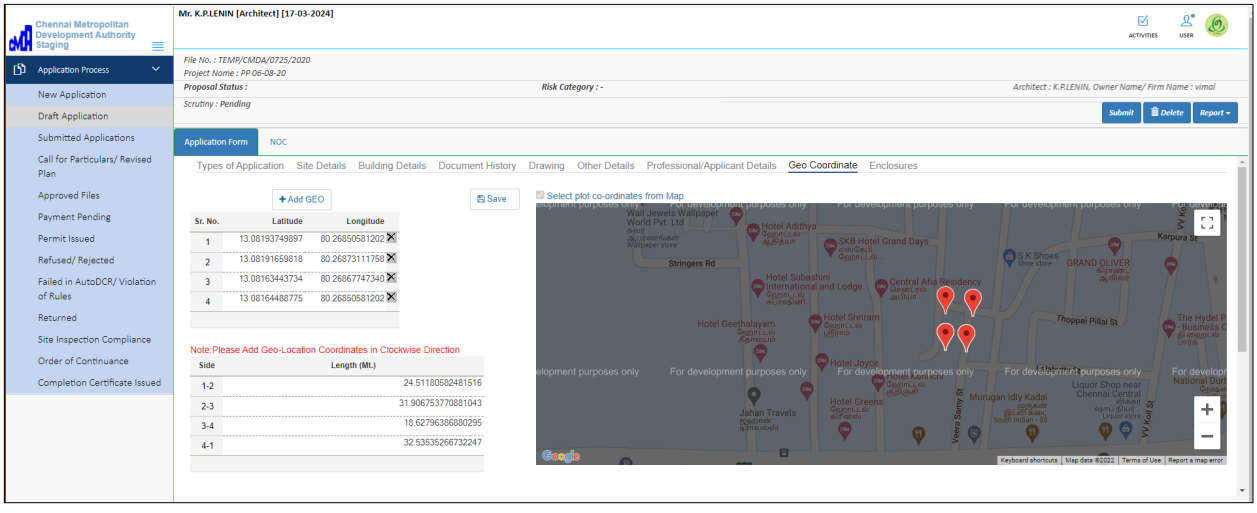
- Along with primary owner, additional of 6 owners can be added



- After adding all the owners photograph and ID proof of each owner to be attached as mandatory.

4.1.8 Geo Co Ordinate

Geo Co -ordinates of the site to be selected from the given map or can enter the geo coordinate by using Add Geo and save it.



4.1.9 Enclosures

- Architect can see the Enclosures of Form B & C – Annexure which are auto generated based on the details filled.

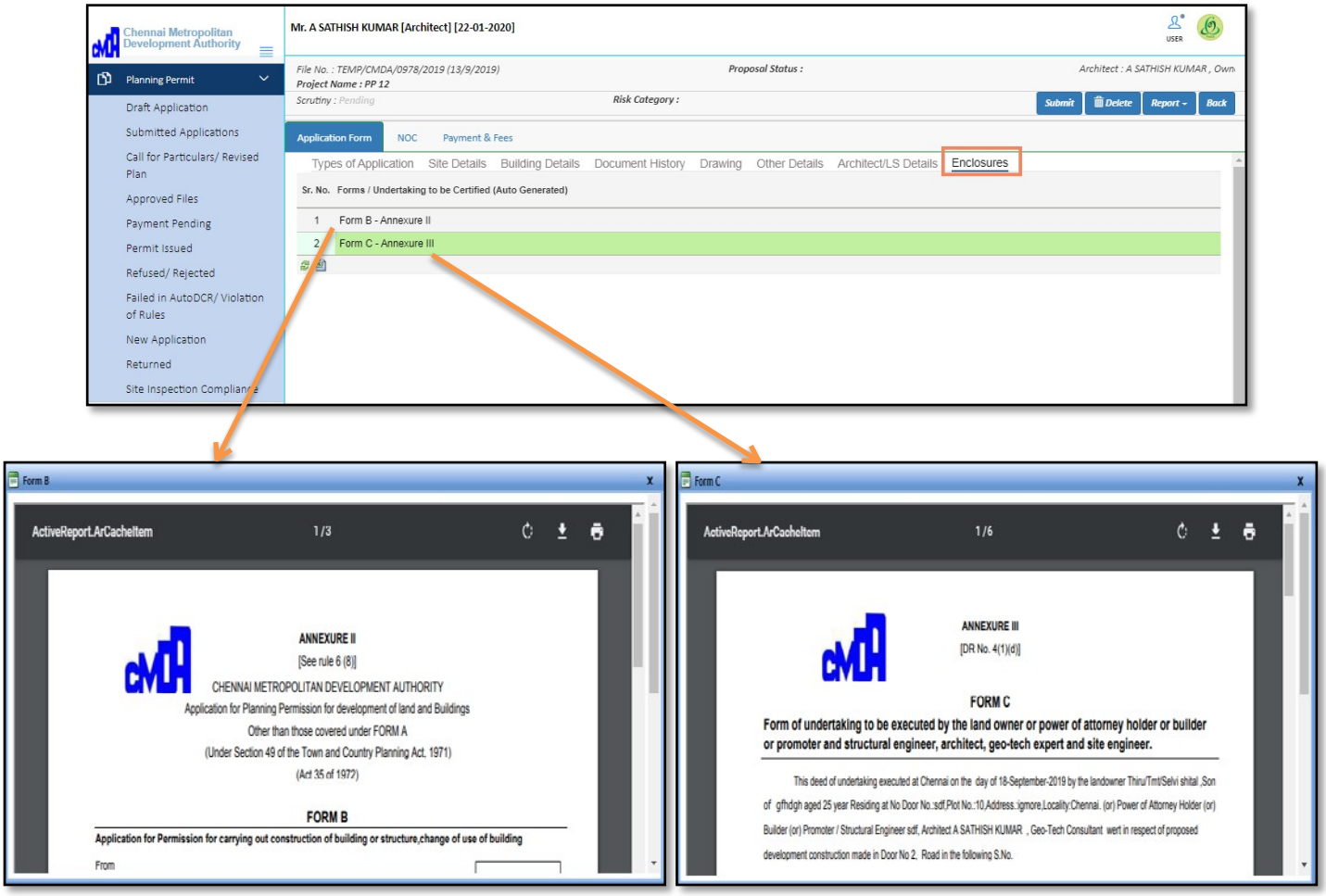


Figure 25: Enclosures (Form B & Form C)

4.1.10 NOC Details

- In this tab, architect needs to provide the NOC details, for that, it is essential to select the values against the questions asked in the list.

Description values:

☐	Select if you want to apply for NOC.
☐	Select if you have the NOC certificate already.
☐	Select if the NOC is not applicable for your building construction.

(i) Select the values as per requirements and **Save** the NOC checklist details.

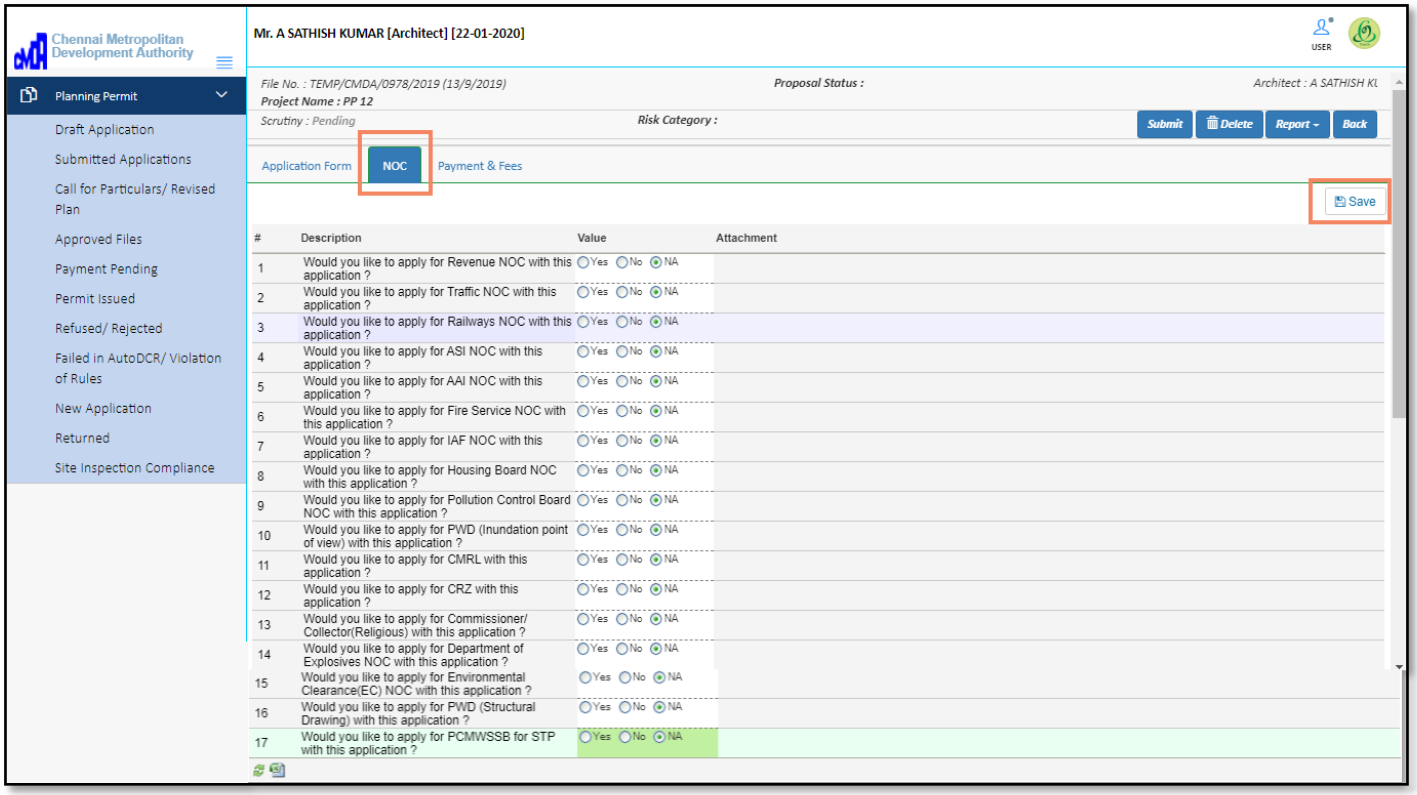


Figure 26: NOC Details

- Architect can delete the draft application with the help of available Delete option.

4.2Completion Certificates

4.2.1 Applicant Login

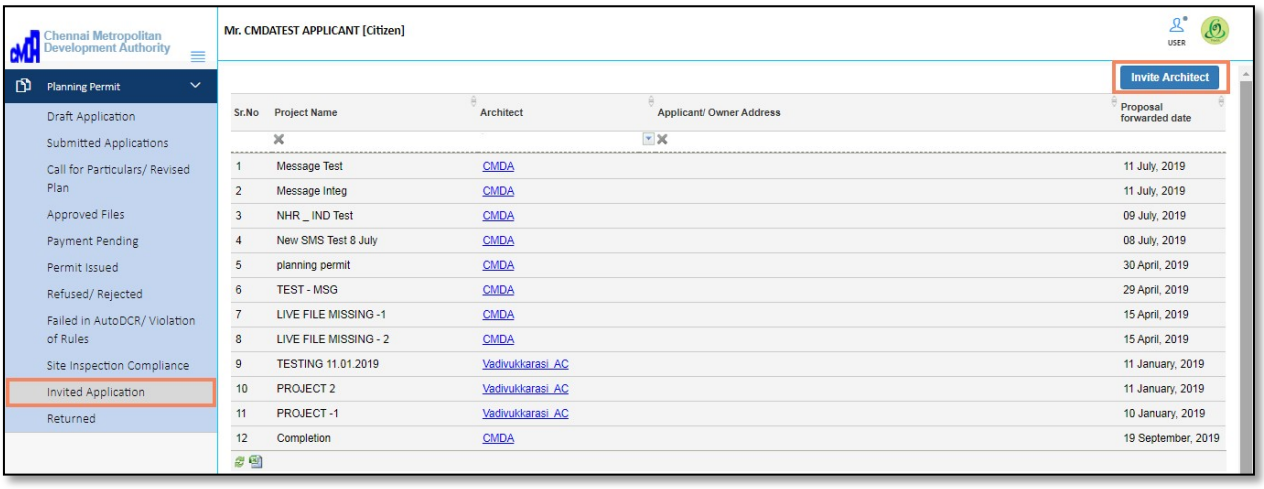
(i) Here, applicant needs to do the login to invite the architect for planning permit of proposal-file.

Note: For more information of applicant login, refer section 3.

4.2.1.1 Inviting Architect for Proposal-file Creation for Completion Certificate

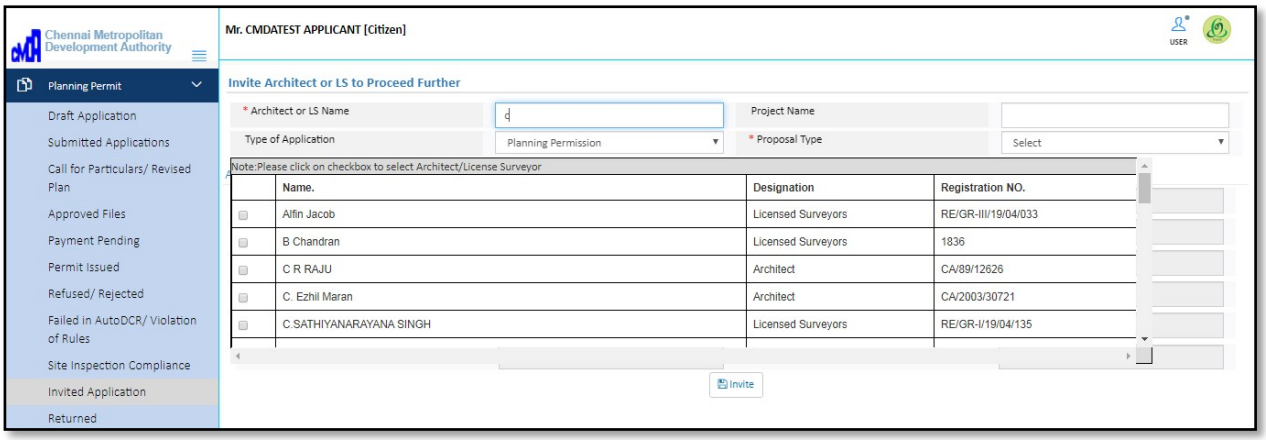
- To invite the Architect / Licensed Surveyor:

(i) Go to **Invited Application** section and click



- Applicant can search and select the registered / licensed architect from the available list of options.

(ii) Select the architect from the list. It then displays the architect's details along with registration number.



(iii) Select the **Type of Application** as **Completion Certificate** and **Proposal Type** from the available list options.

(iv) Provide the **Project Name**.

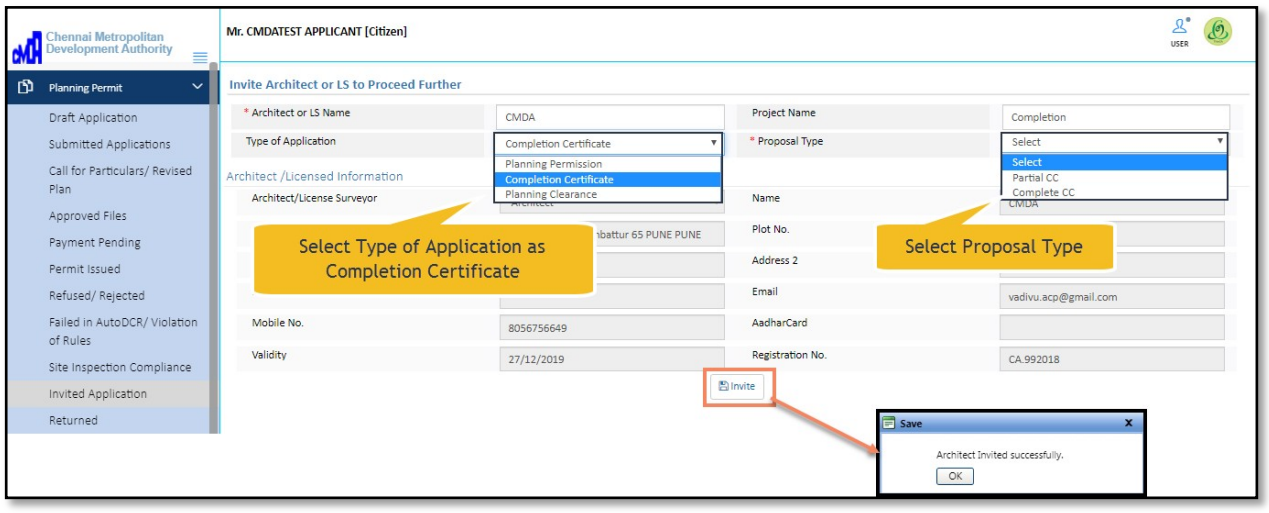
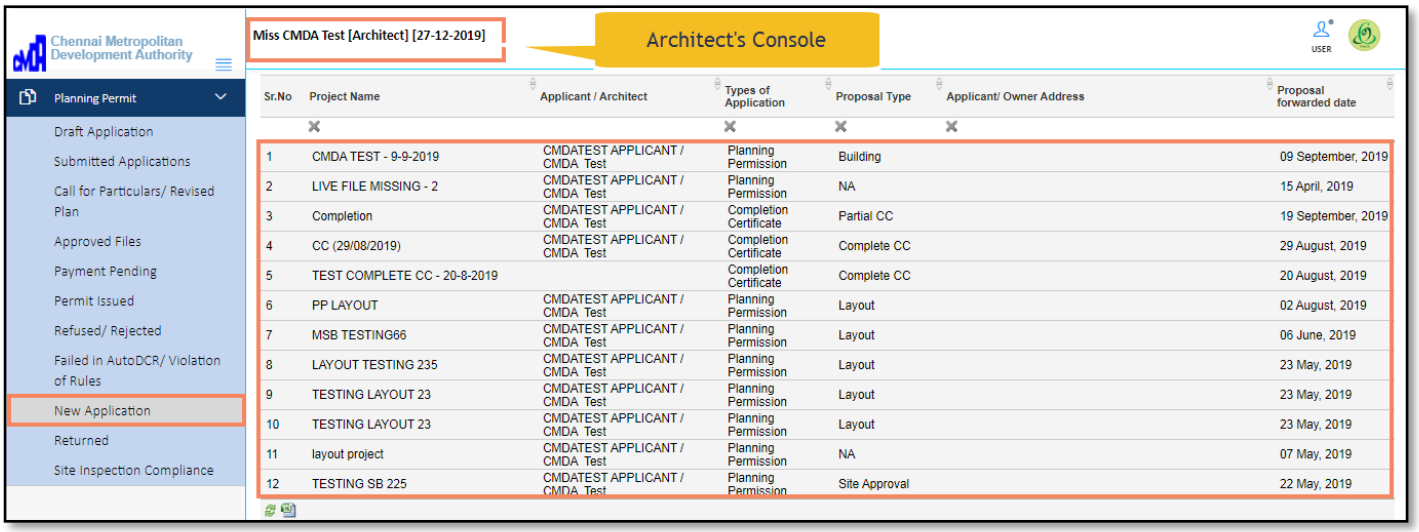


Figure 27: Inviting Architect (For completion certificate)

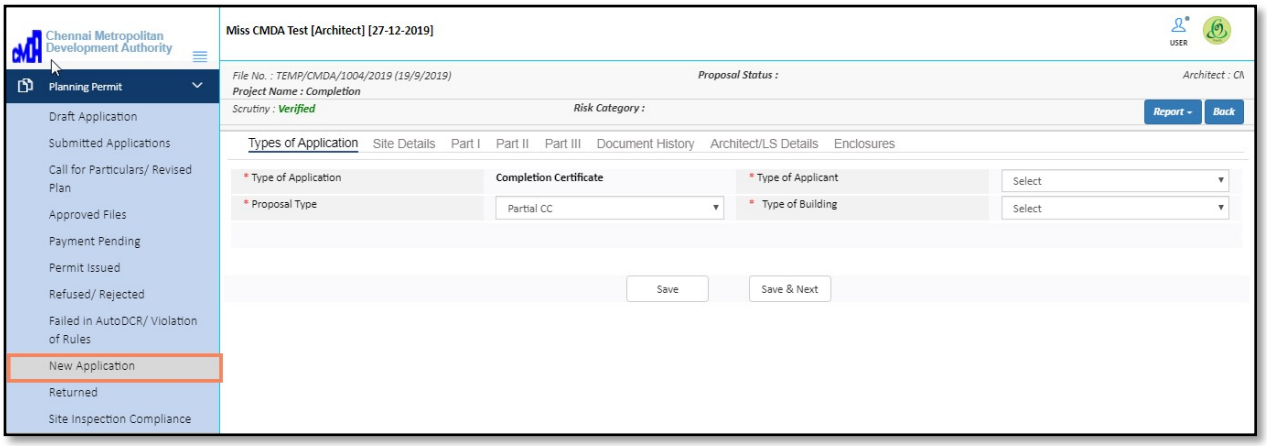
(v) Click Invite to proceed, now the pop-up appears displaying **Architect Invited Successfully**. Click **OK** on pop-up window.

4.2.2 Architect's Login

(i) Go to the **New Application** section, find and open your proposal-file (application) from the list.



(i) After selecting your application, following page comes into sight along with details.



4.2.2.1 Type of Application

In this tab, the **Type of Application** is already filled by applicant. So, this filled is unchangeable.

(i) Select **Type of Applicant**, **Proposal Type**, and **Type of Building**.

Note: Asterisk Mark (*) fields are mandatory to fill.

(ii) Click **Save** to save the details and click **Save & Next** to move on next tab.

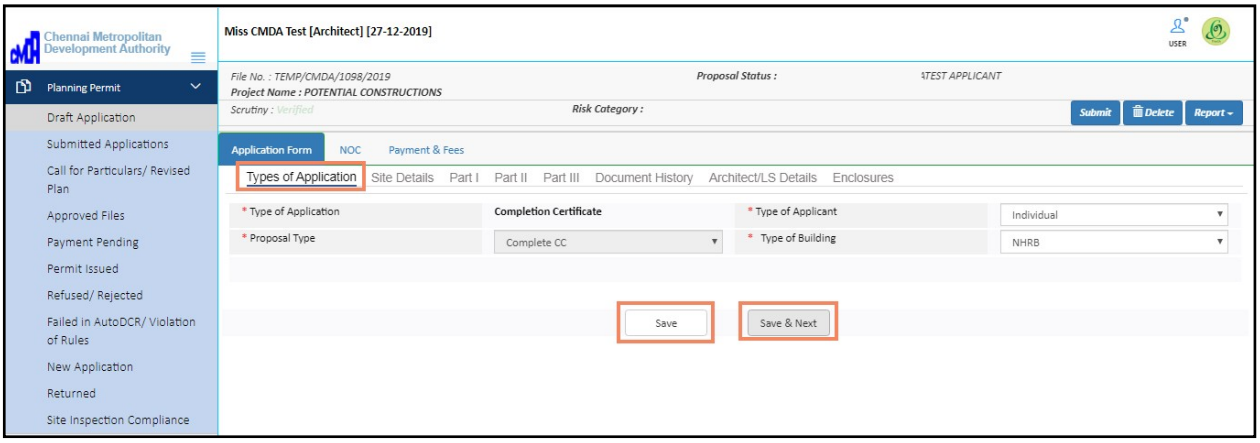


Figure 28: Type of Application

4.2.2.2 Site Details

- This tab consists of three sections such as **Site Address**, **Revenue Survey No. Details** and **Abutting Road Details**.

  (ii) Fill the details under **Site**, **Revenue Survey** and **Abutting Road Details** sections.

Note: For more information, the **Site Details** are explained in section 4.1.2.

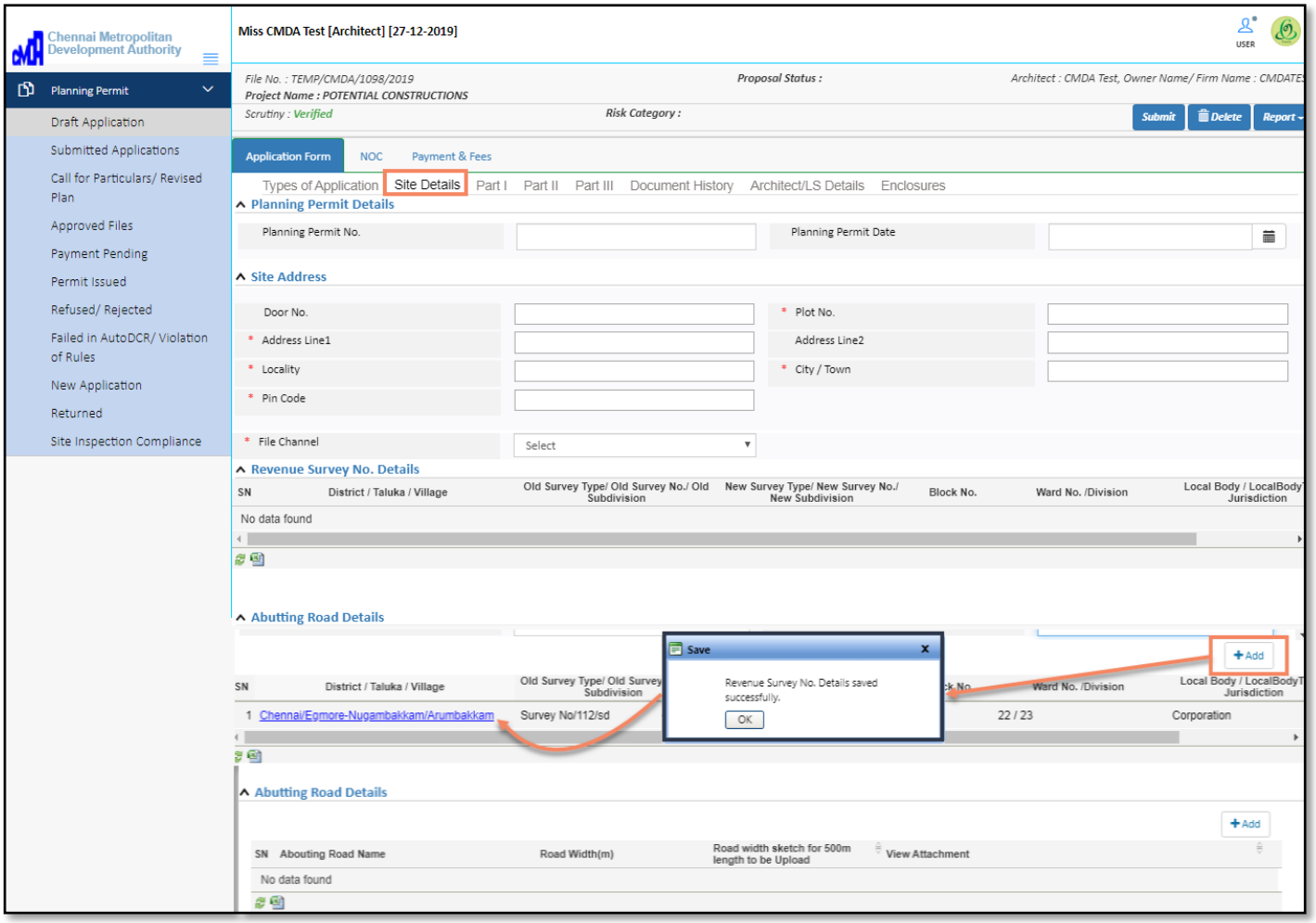


Figure 29: Site Details

4.2.2.3 Part I

- Here, architect needs to fill the details regarding permit. So to fill the information details:
  (i) Read the description and enter the values.
  (ii) Select the dates for planning and building permits.
  (iii) Select the use of construction.
  (iv) **Save** all the details and click Next to move further.

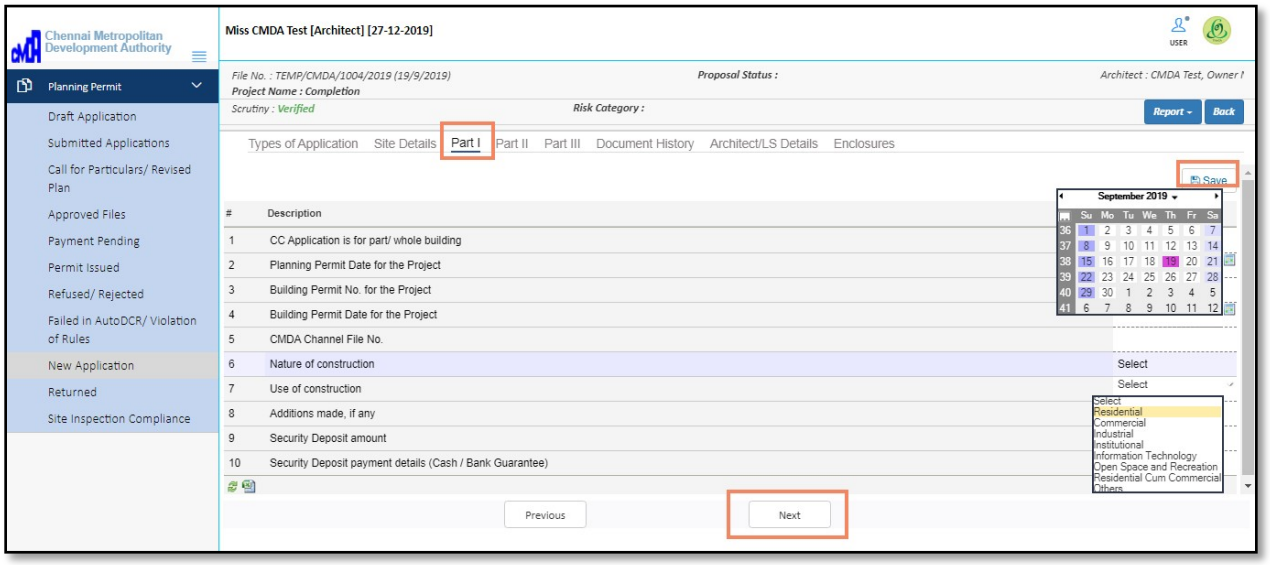


Figure 30: Part I details

4.2.2.4 Part II

(i) Read the description and enter the values.

(ii) **Save** all the details and click Next to move further.

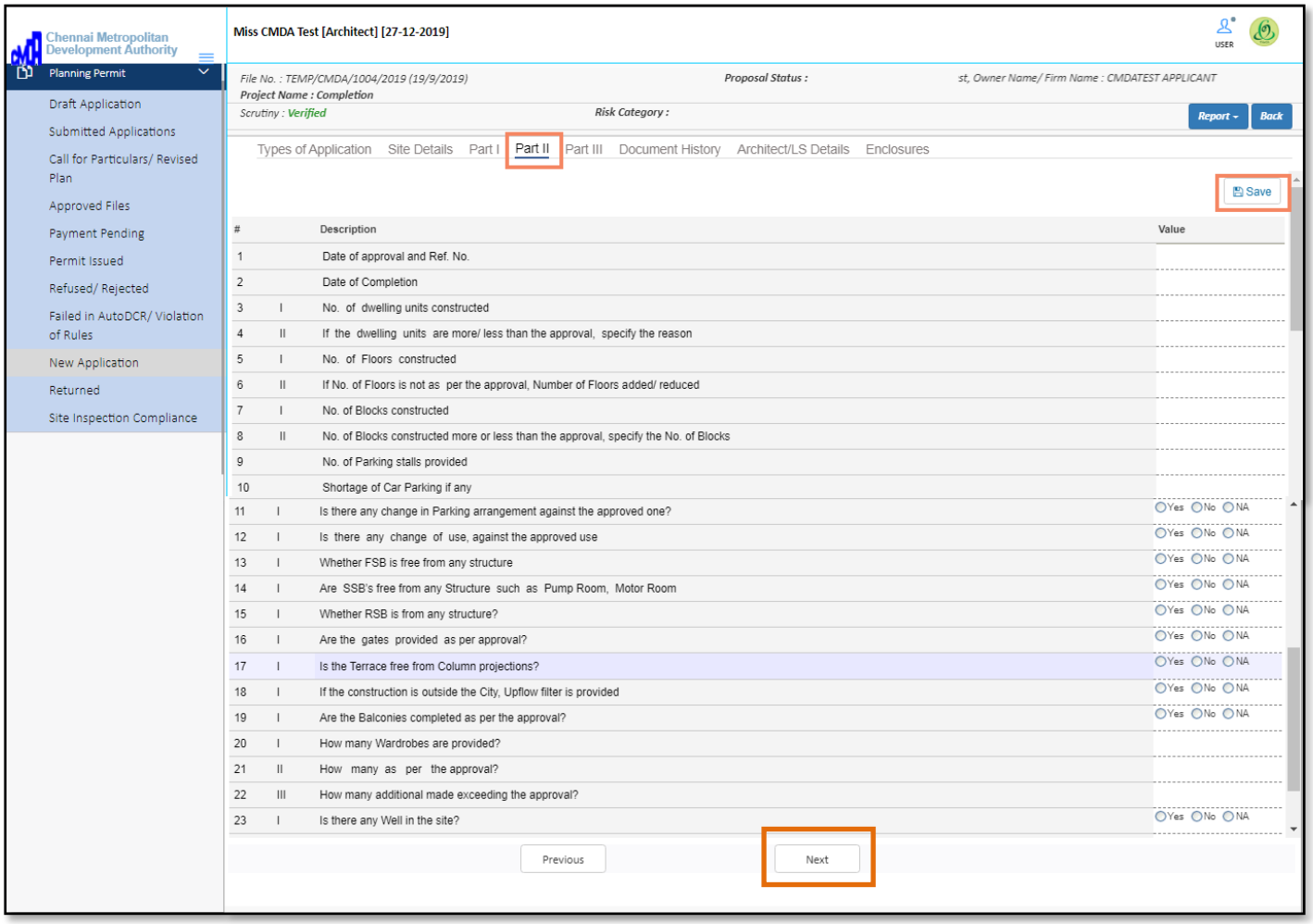


Figure 31: Part II details

4.2.2.5 Part III

- Here, architect needs to fill the block details such as setback details, dimensions of buildings and structures on setback spaces.

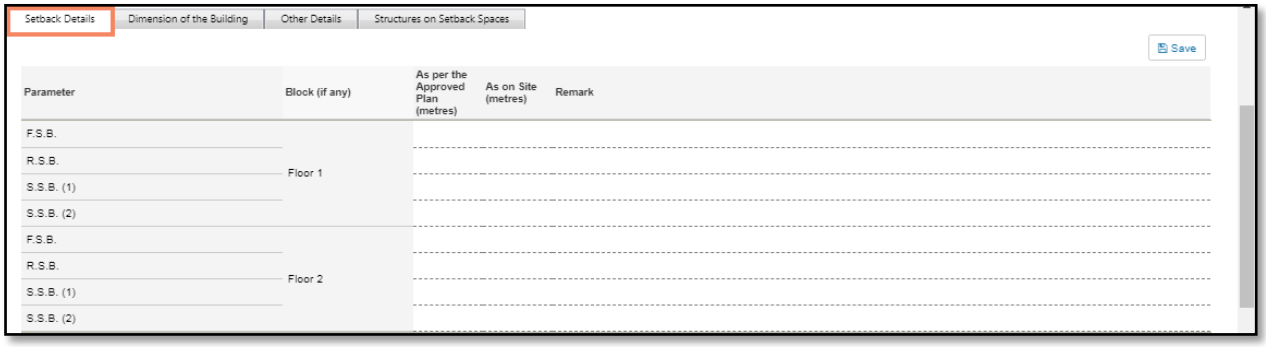
(i) Enter the **Name of Block** and click

. It now displays the pop-up window saying that block name (Here Ex. Floor 1) is added.

- You can delete the record with the help of button.
- When you add the Block Name, then only four tabs enable which are **Setback Details**, **Dimension of the Building**, **Other Details**, and **Structures on Setback Spaces**.

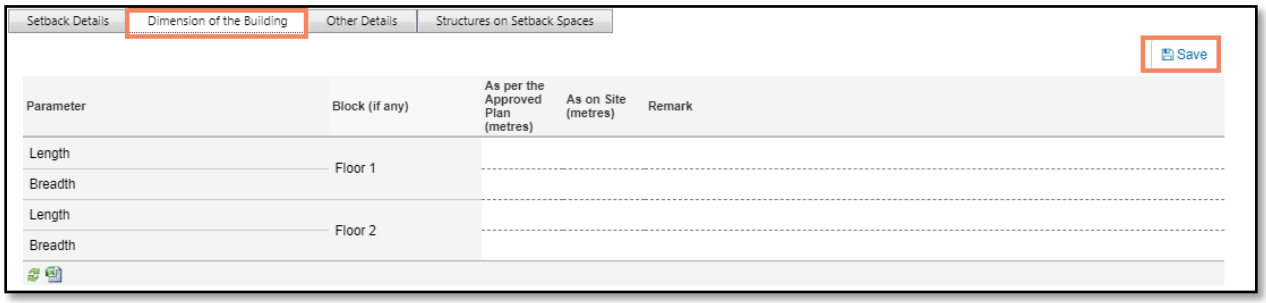
(ii) In **Setback Details:**

a. Enter **F.S.B, R.S.B, S.S.B (1) & (2)** as per the **Approved Plans** & **As on Site** against block.
b. Enter the **Remarks**.
c. **Save** the details.

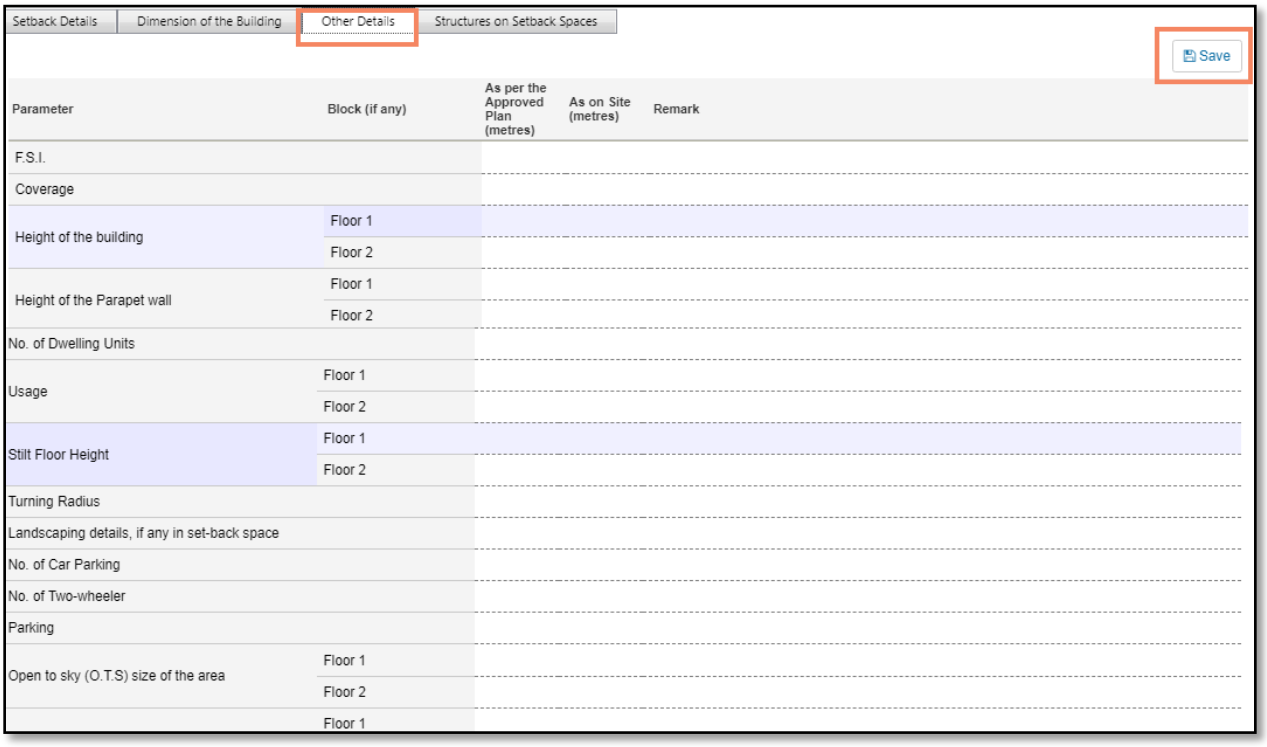


(iii) In **Dimensions of the Building:**

a. Enter **Length** & **Breadth** as per the **Approved Plans** & **As on Site** against block.
b. Enter the **Remarks**.
c. **Save** the details.



(iv) Fill the **Other Details** and **Save** the information.



(v) Fill the Setback details and **Save**.

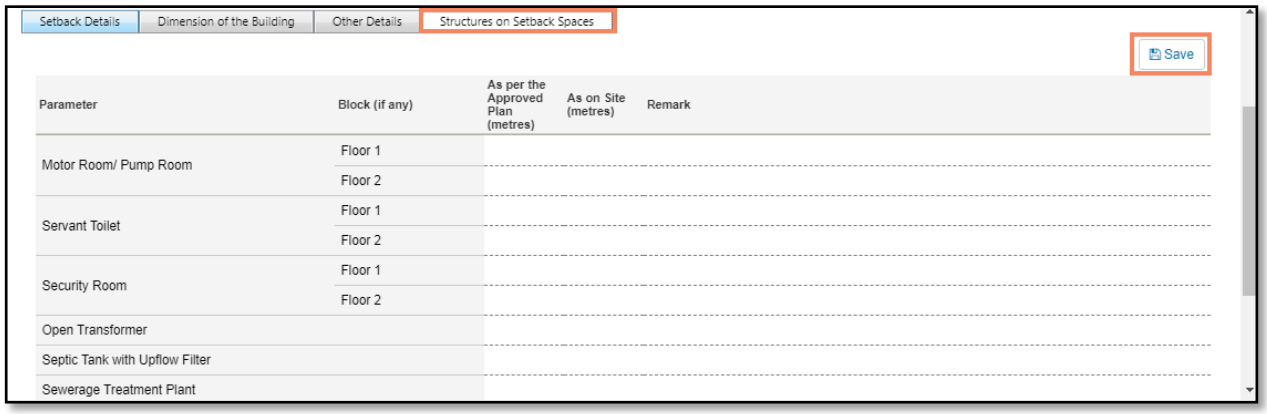


Figure 32: Part III Details

Note: For further process of submitting the proposal file, refer sections 4.1 and 4.2

4.2.2.6 Document History

- Here, architect needs to provide the necessary details and needs to attach the mandatory documents.

Note: For more information, the **Site Details** are explained in section 4.1.2.

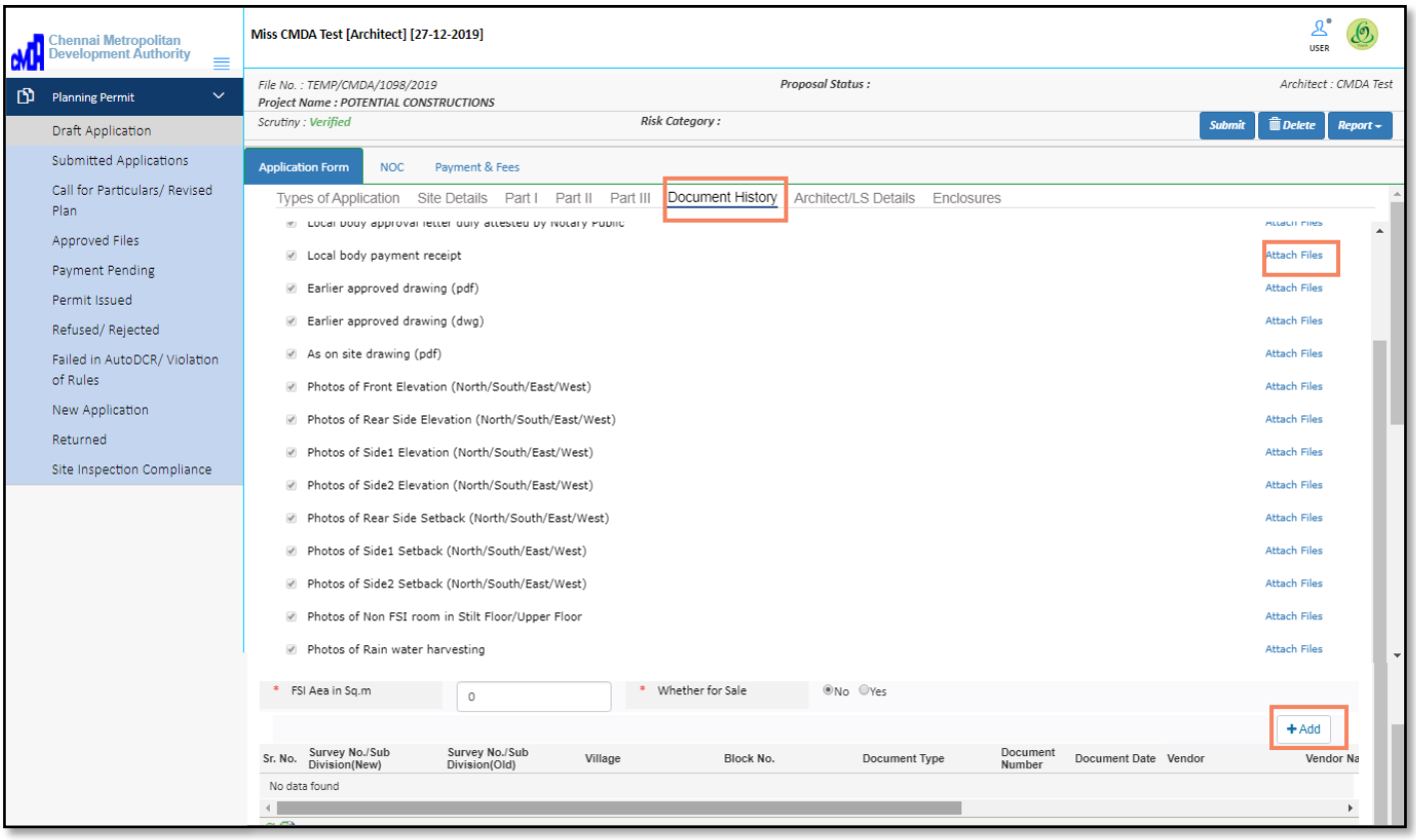


Figure 33: Document History

4.2.2.7 Architect / LS Details

- This page consists of five sections such as **Architect Information**, **Applicant Information, Structural Engineer Information, Geographical Engineer Information** and **Site engineer Information**. Architect's Information is already filled, so the fields under Architect are disabled.
  (i) Fill the details in all the sections & Click **Save**.
  (ii) Now click **Save & Next** to move to the next page.

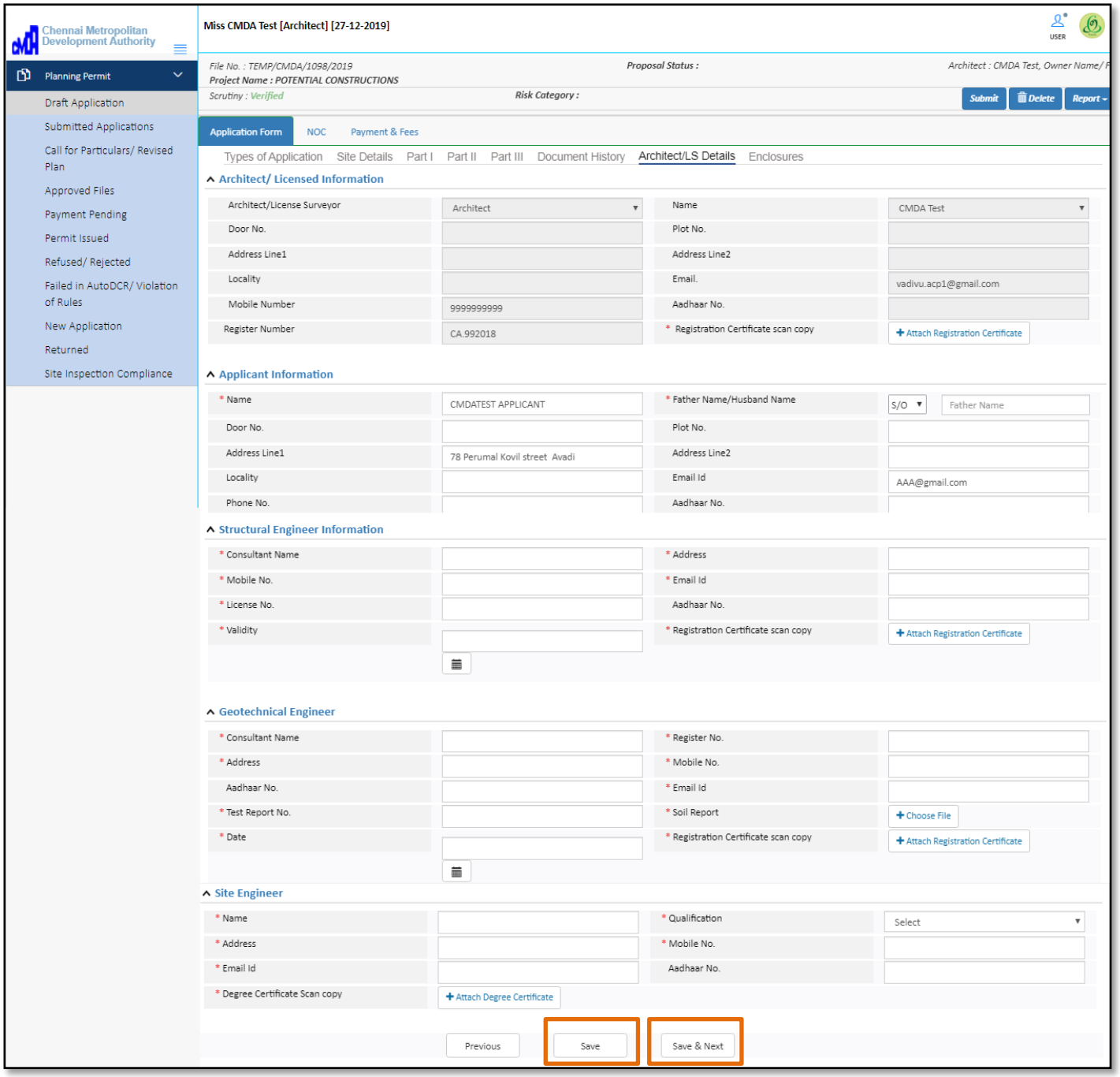


Figure 34: Architect / LS Details

4.2.2.8 Enclosures

- Architect can see the certificate of Form A – Annexure which is auto generated as per the details filled.

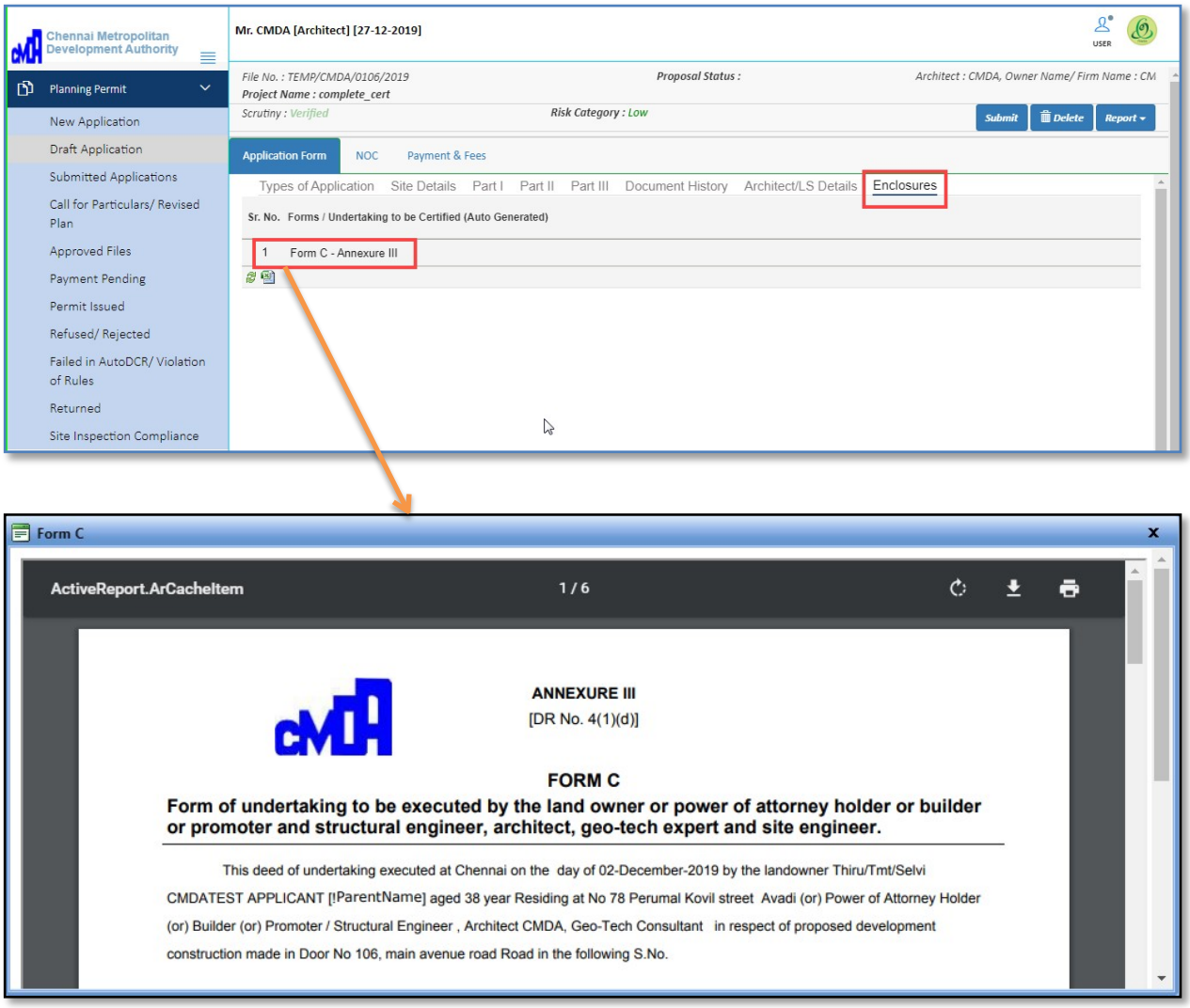


Figure 35: Enclosures in CC

4.2.2.9 Reports

- Architect can see all the building information along with the applicant details in Acknowledgement Letter.

✍**Note:** Here for example, Acknowledgement letter is shown.

(i) Click the **Report** and select **Acknowledgement Letter.**

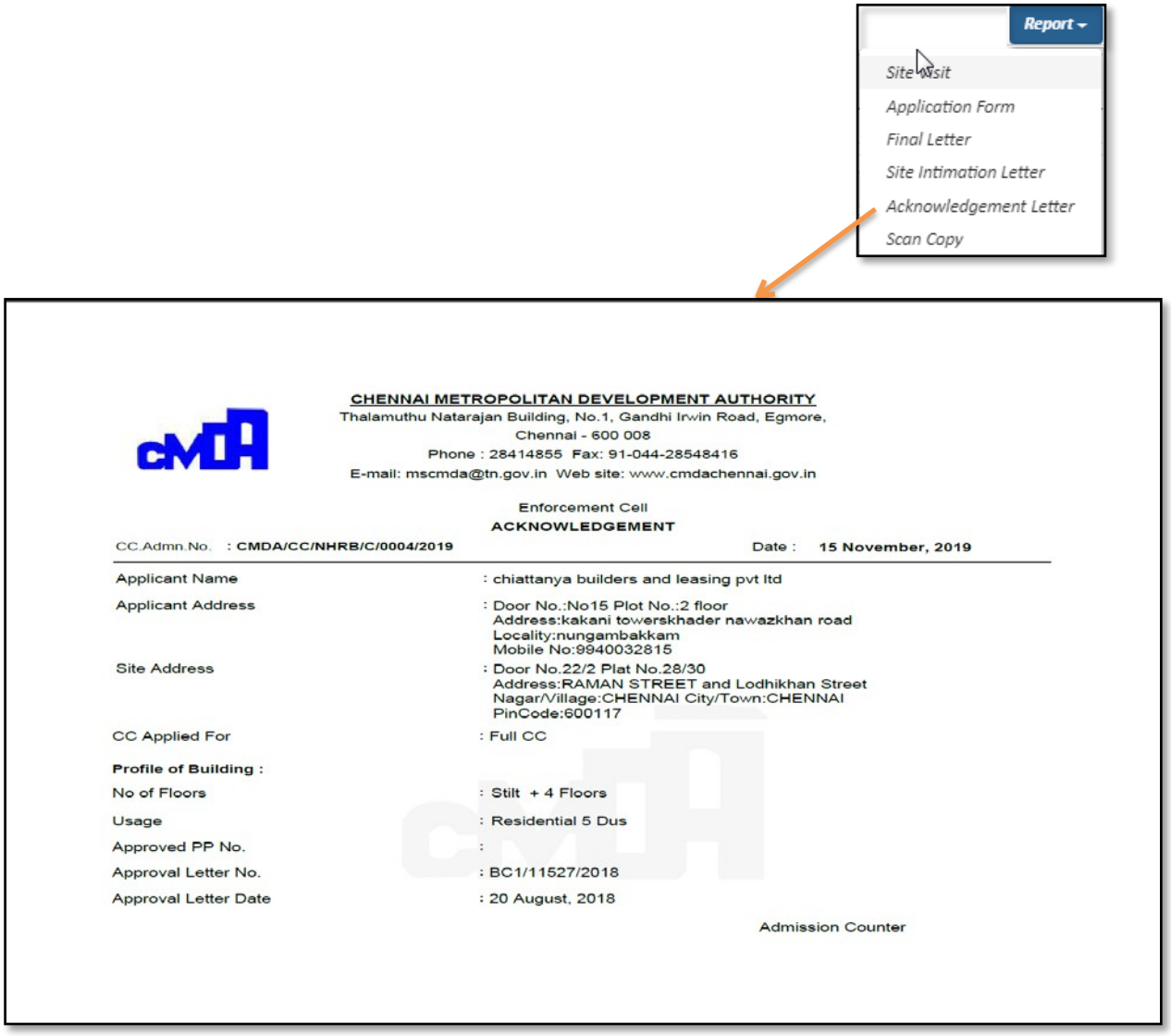


Figure 36: Acknowledgement Letter

4.3Planning Permission for Layout Proposal Type

4.3.1 Type of Application

In this tab, the **Type of Application** is already filled by applicant. So, this filled is unchangeable.

(i) Select **Type of Applicant**, **Proposal Type**, **Total No. of Plots** and **Status of Site**.

Note:
(a) Asterisk Mark (*) fields are mandatory to fill.
(b) If total number of plots (proposed) entered is less than or equal to 8, then proposal doesn't come under Layout proposal type and it will not be to proceed further.

(ii) **Save** the details and click **Save & Next** to move on next tab.

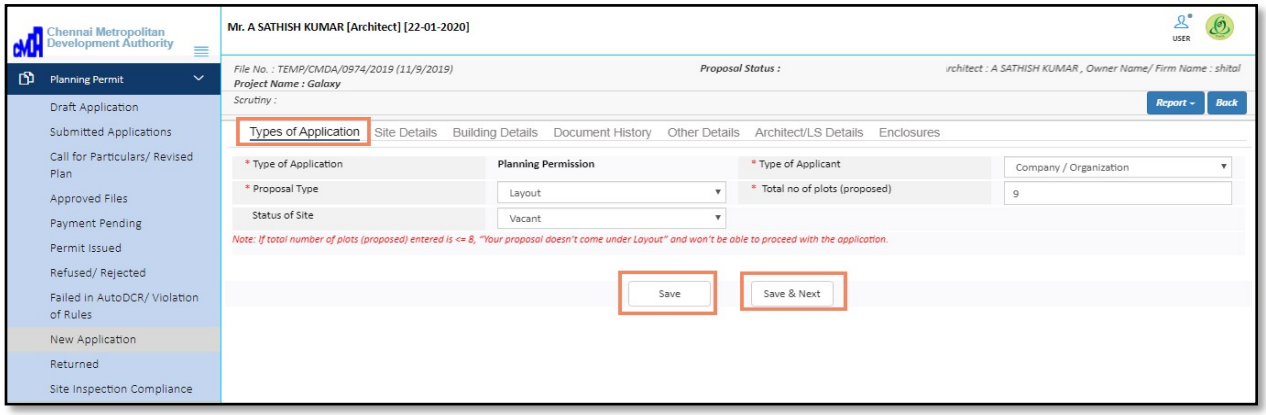


Figure 37: Type of Application

4.3.2 Site Details

4.3.2.1 Site Address & Revenue Survey Details

- This tab consists of three sections such as **Site Address**, **Revenue Survey No. Details** and **Abutting Road Details**.

  (i) Fill the details under **Site** and **Revenue Survey** sections. Then click [+Add] button, it will redirect to the next pop-up window displaying that Revenue Survey Details are saved successfully. Click **OK**.

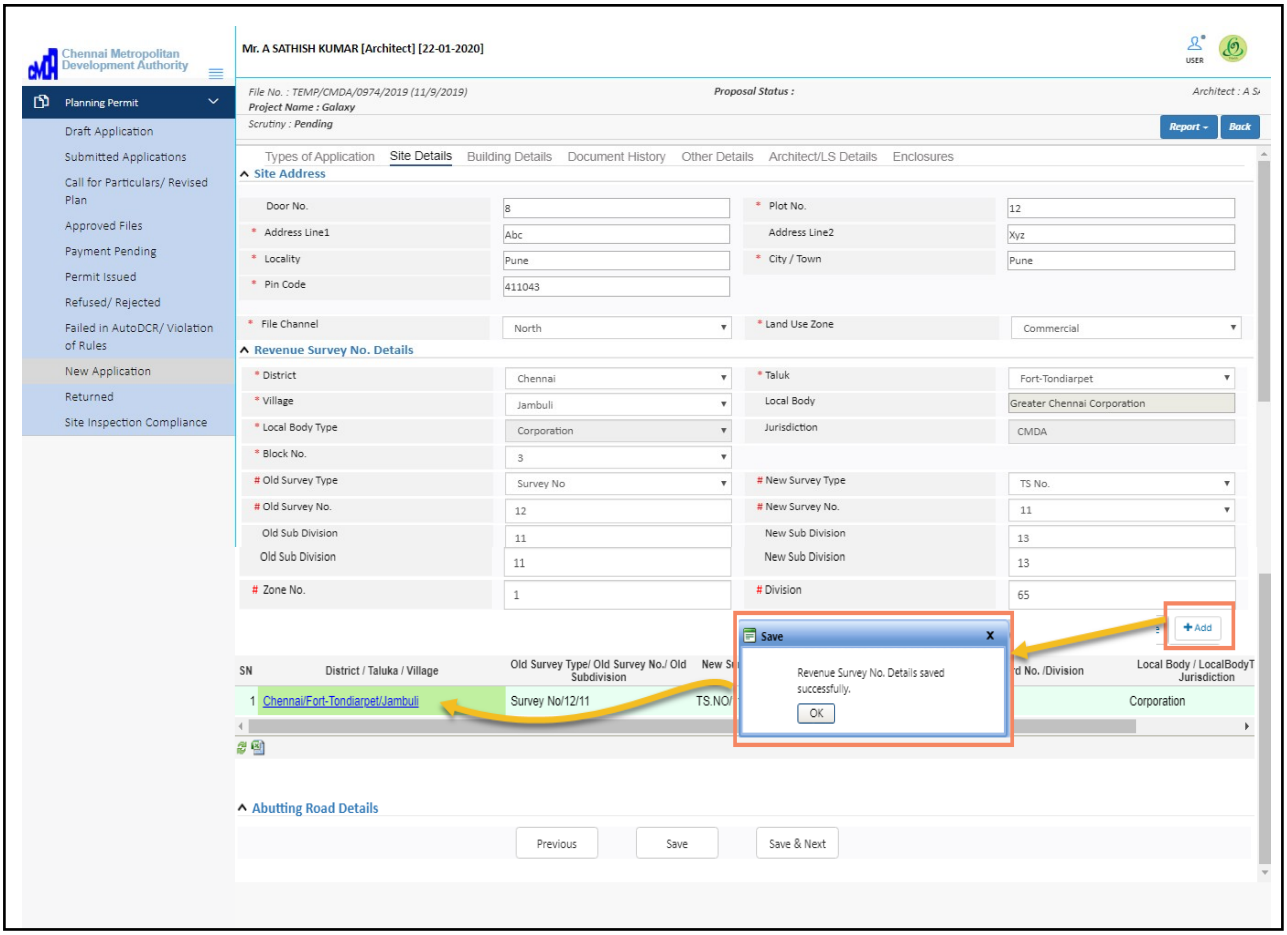
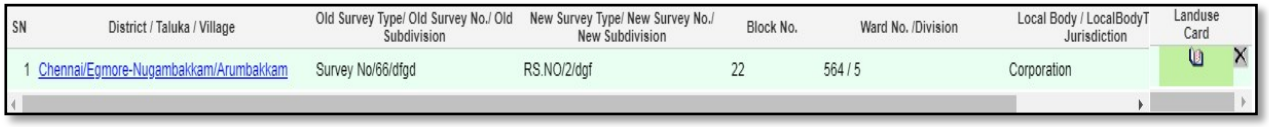


Figure 38: Site Details

- After Saving the Revenue survey details, it displays the list along with certain details.



Here, the icon [ ] details about the Land use card. Architect can delete this record with the help of [ ] icon.

- When you click the recently created list entry, it displays all the details that you filled. Now you can **Update** and modify these details.

4.3.2.2 Abutting Road Details

- Architect can attach the sketch road details in this section. So to add the road details:

  (i) Click [+Add] button.

  (ii) Enter the Road details and click **Attach File** label to attach the road width sketch.

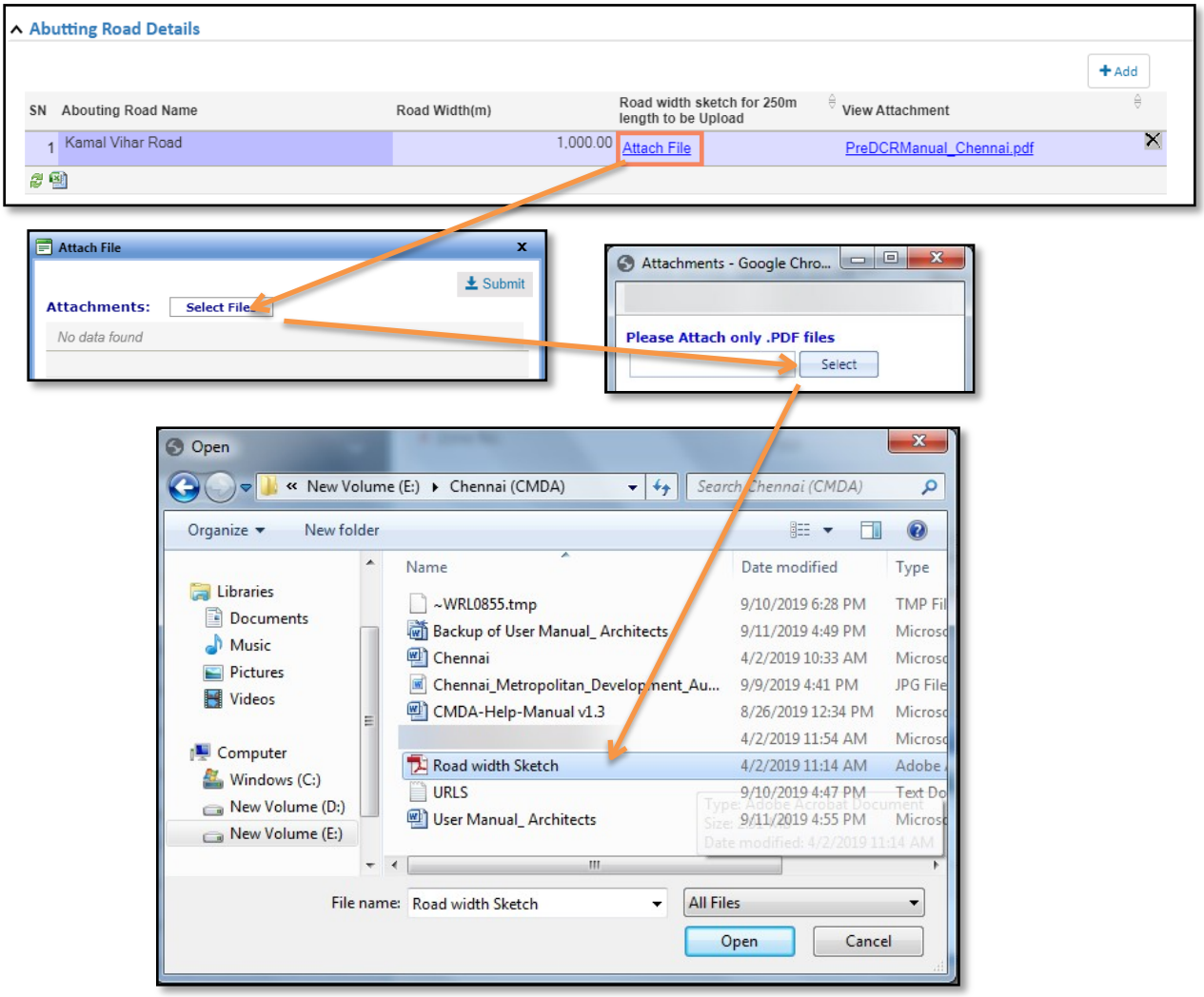
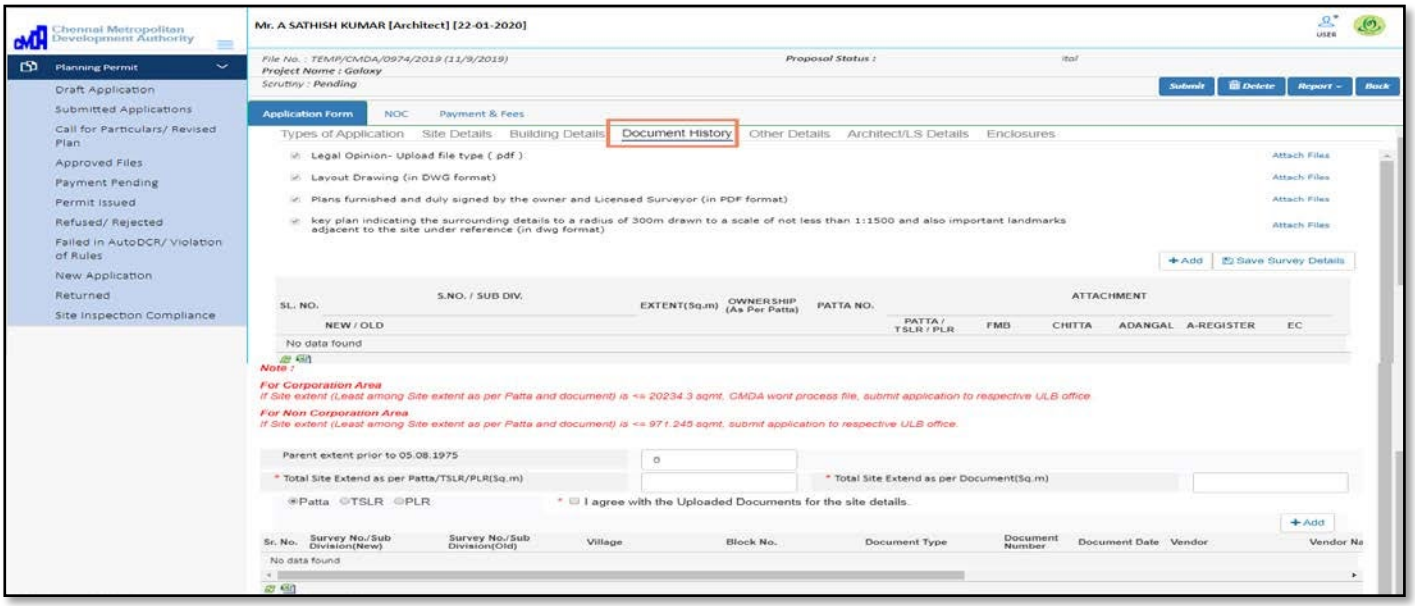


Figure 39: Attaching Road Width Sketch

(iii) Click **Save**, then click **Save & Next**.

4.3.3 Document History

(i) Here, architect needs to provide the necessary details and needs to attach the mandatory documents.



(ii) To attach the documents:

(i) Click **Attach Files**, it redirects to the new pop-up window displaying to select the files to attach.

Note: Attach PDF files only and DWG format of drawing.

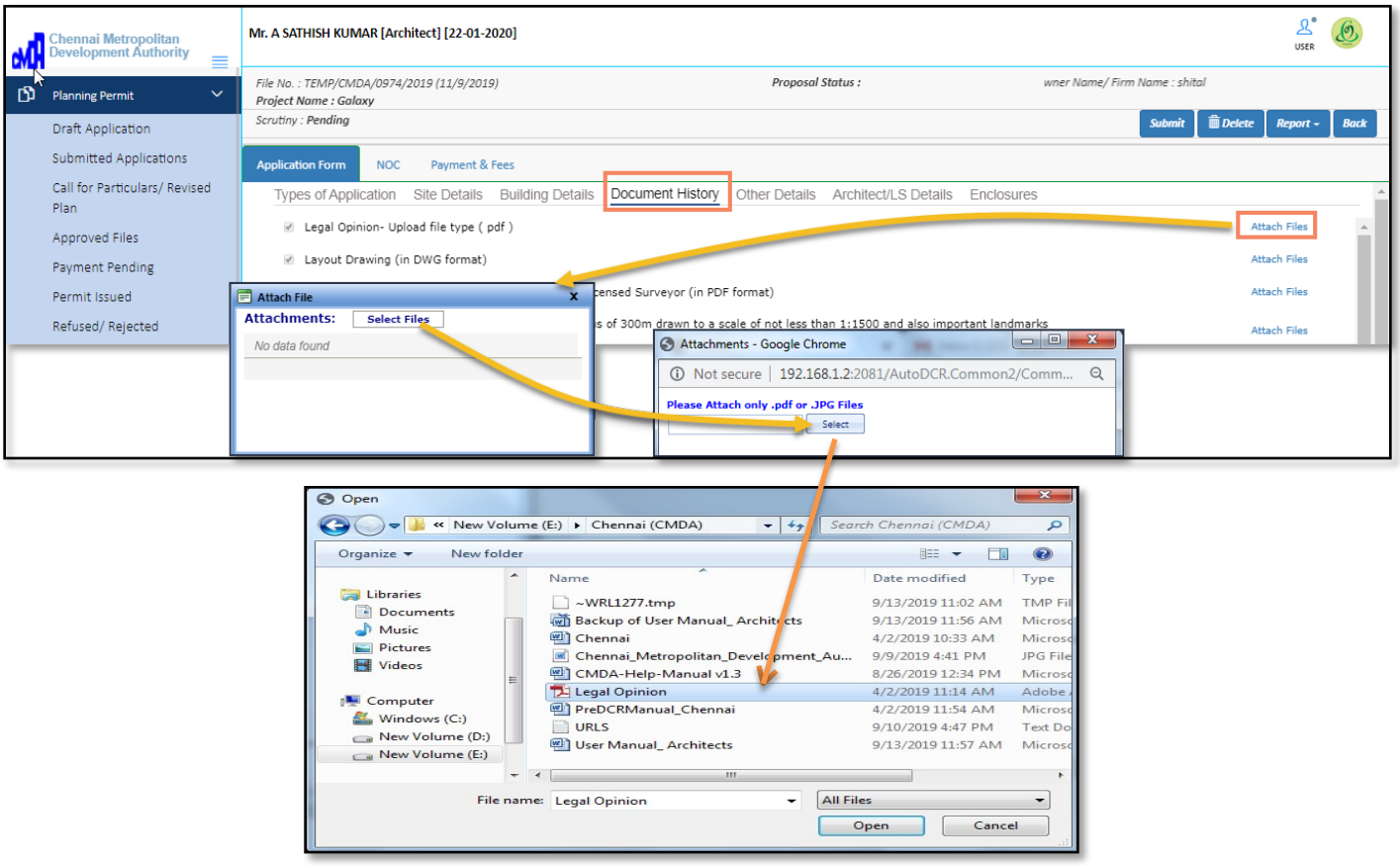
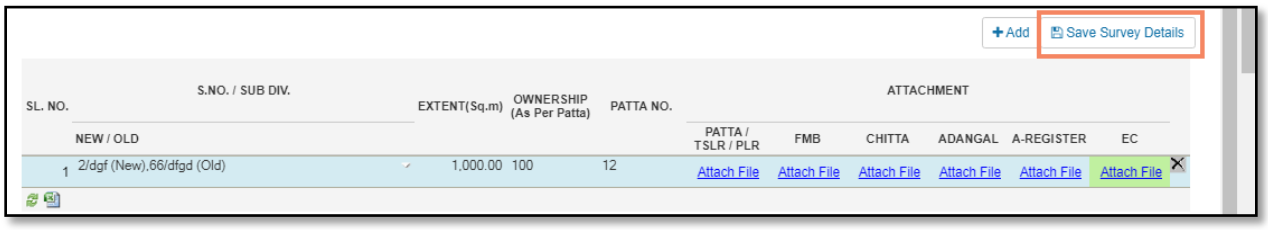


Figure 40: Attaching Documents

(iii) After attaching the files, architect can view these attached files with the help of View Files.

(iv) Now, to add the survey details:

(ii) Click + Add to enter the details, attach the files and click Save Survey Details.



- After saving the details, you can delete the record from the list with ✕ button.

(iii) Now, enter the other details shown in following Figure 18.

Note: Asterisk Mark (*) fields are mandatory to fill.

(iv) Accept and agree the conditions, click **ADD** to provide any additional survey details and **Save** these details.

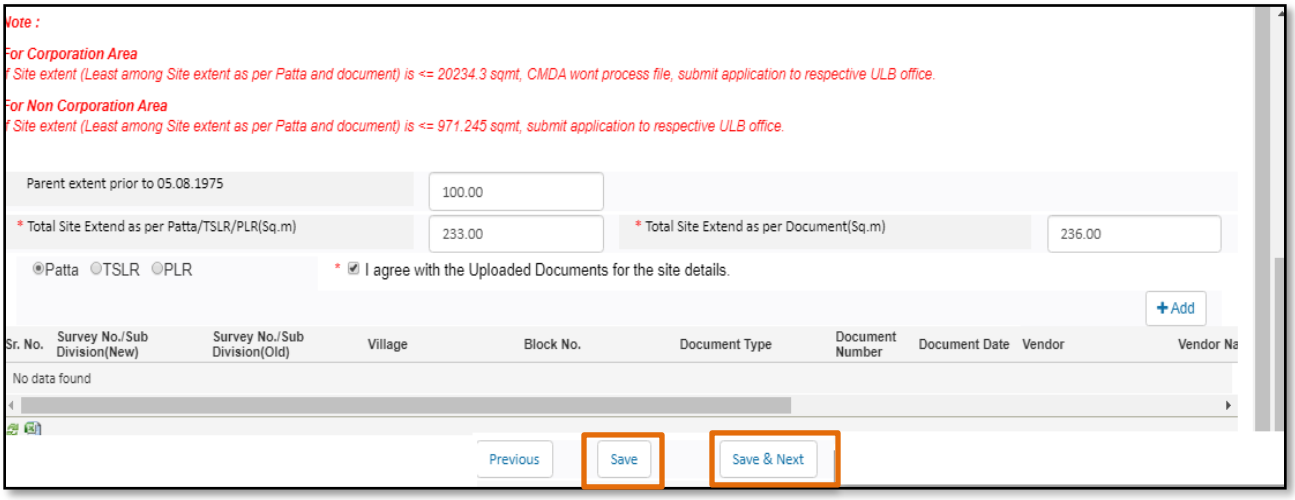


Figure 41: Saving Attached Documents

(v) Verify the details and click **Save & Next**.

4.3.4 Other Details

(i) Architect can fill layout plan details, adjoining land details as well as present & previous use of land.

(iii) Fill all the necessary details, click **Save** and **Save & Next.**

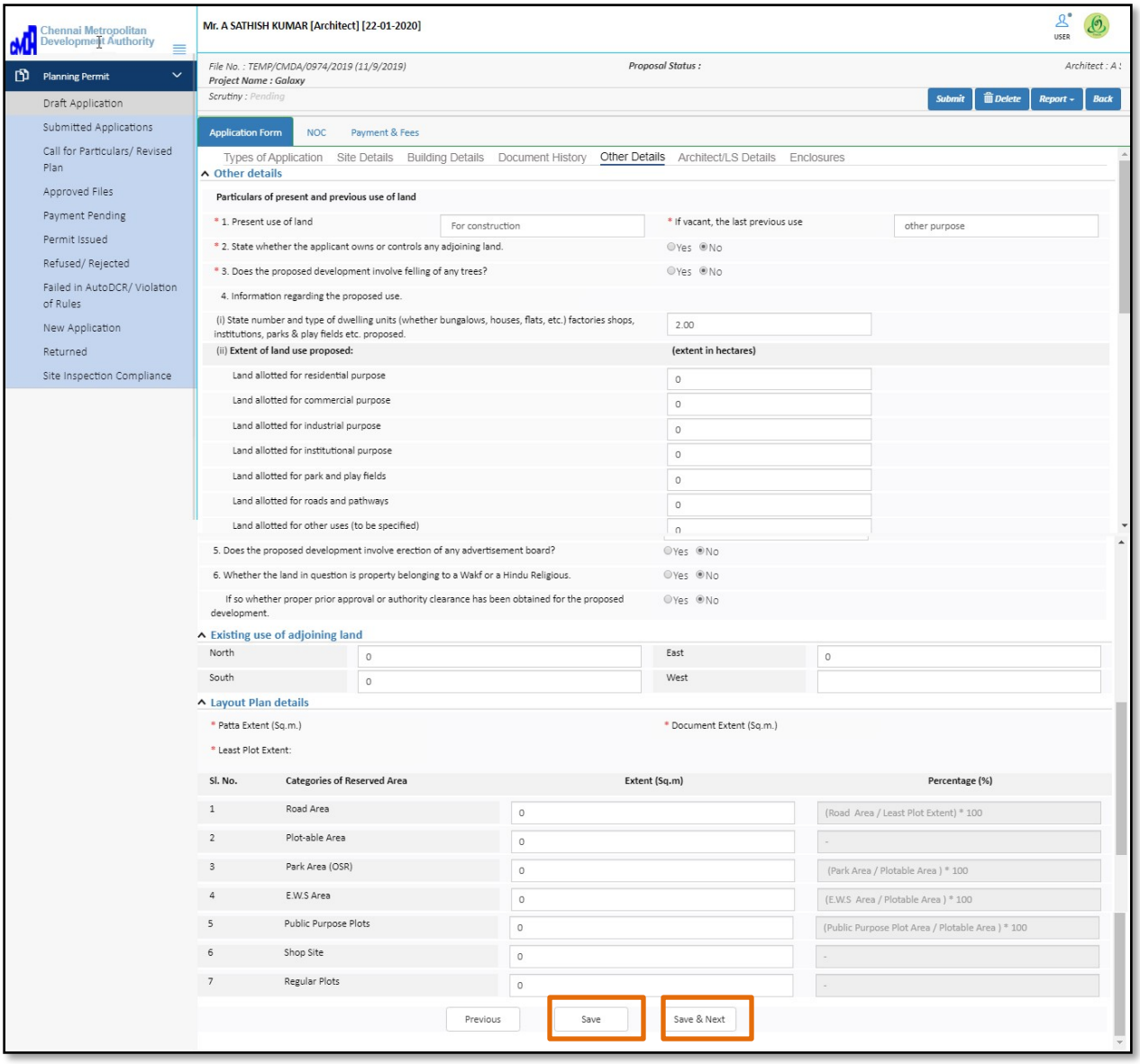


Figure 42: Filling Other Details

4.3.5 Architect / LS Details

(i) This page consists of two sections such as **Architect Information** and **Applicant Information**.Architect's Information is already filled, so these fields are disabled.

(i) Fill the details in **Applicant Information** section & Click **Save**.

(ii) Now click **Save & Next** to move to the next page.

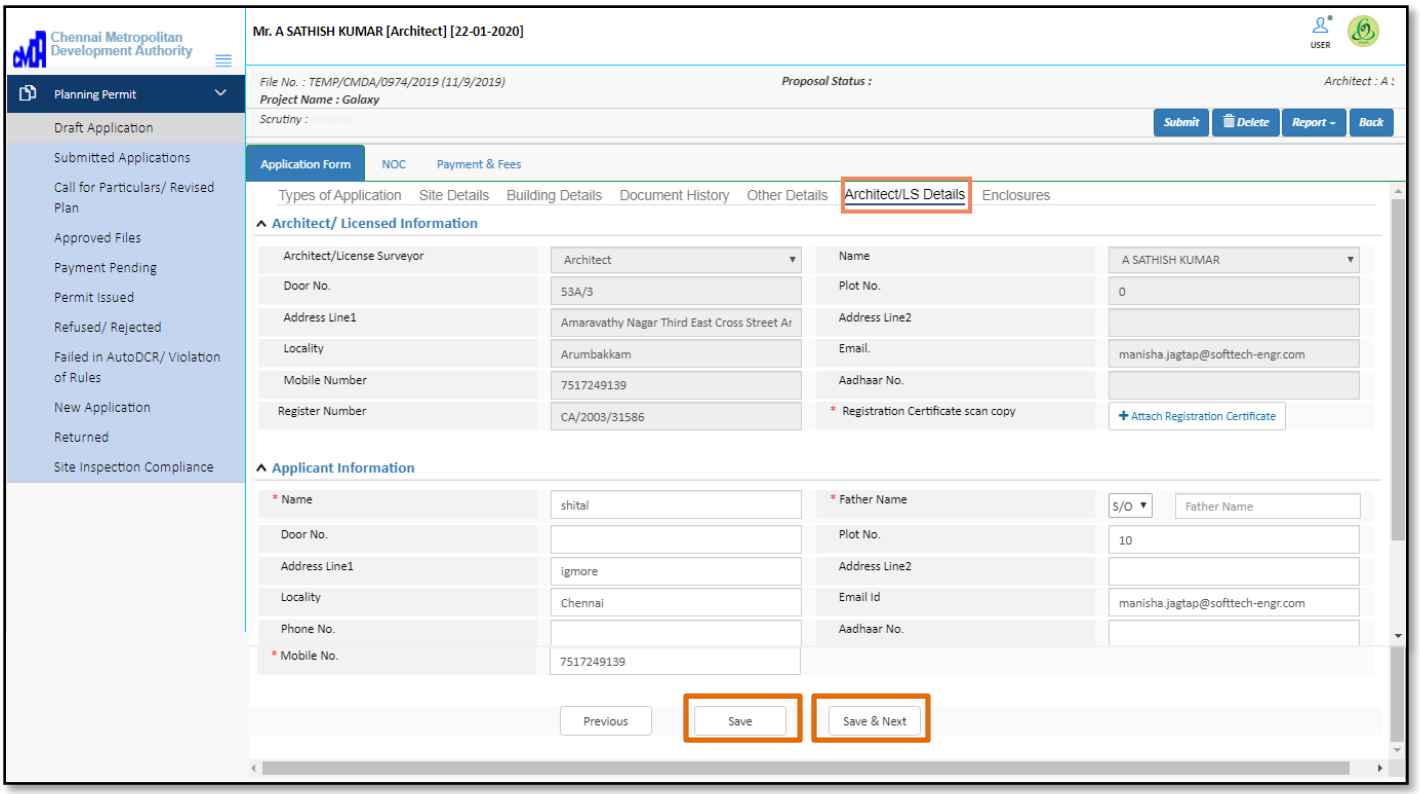


Figure 43: Architect / LS Details

4.3.6 Enclosures

(i) Architect can see the certificate of Form A – Annexure which is auto generated as the details filled.

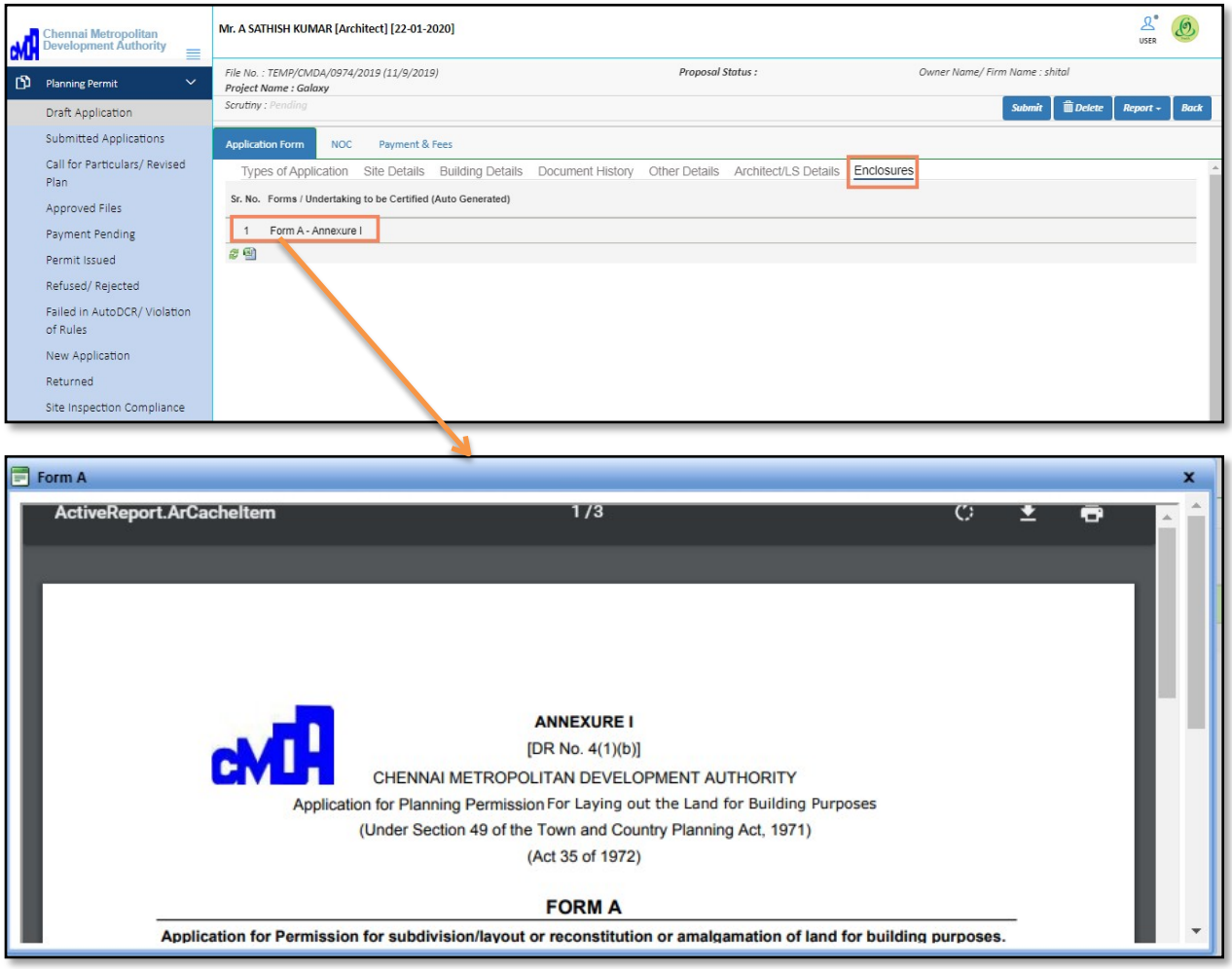


Figure 44: Enclosure

4.3.7 NOC Details

(i) In this tab, architect needs to provide the NOC details, for that, it is essential to select the valuesagainst the questions asked in the list.

Description values:

☐	Select if you want to apply for NOC.
☐	Select if you have the NOC certificate already.
☐	Select if the NOC is not applicable for your building construction.

(i) Select the values as per requirements and **Save** the details.

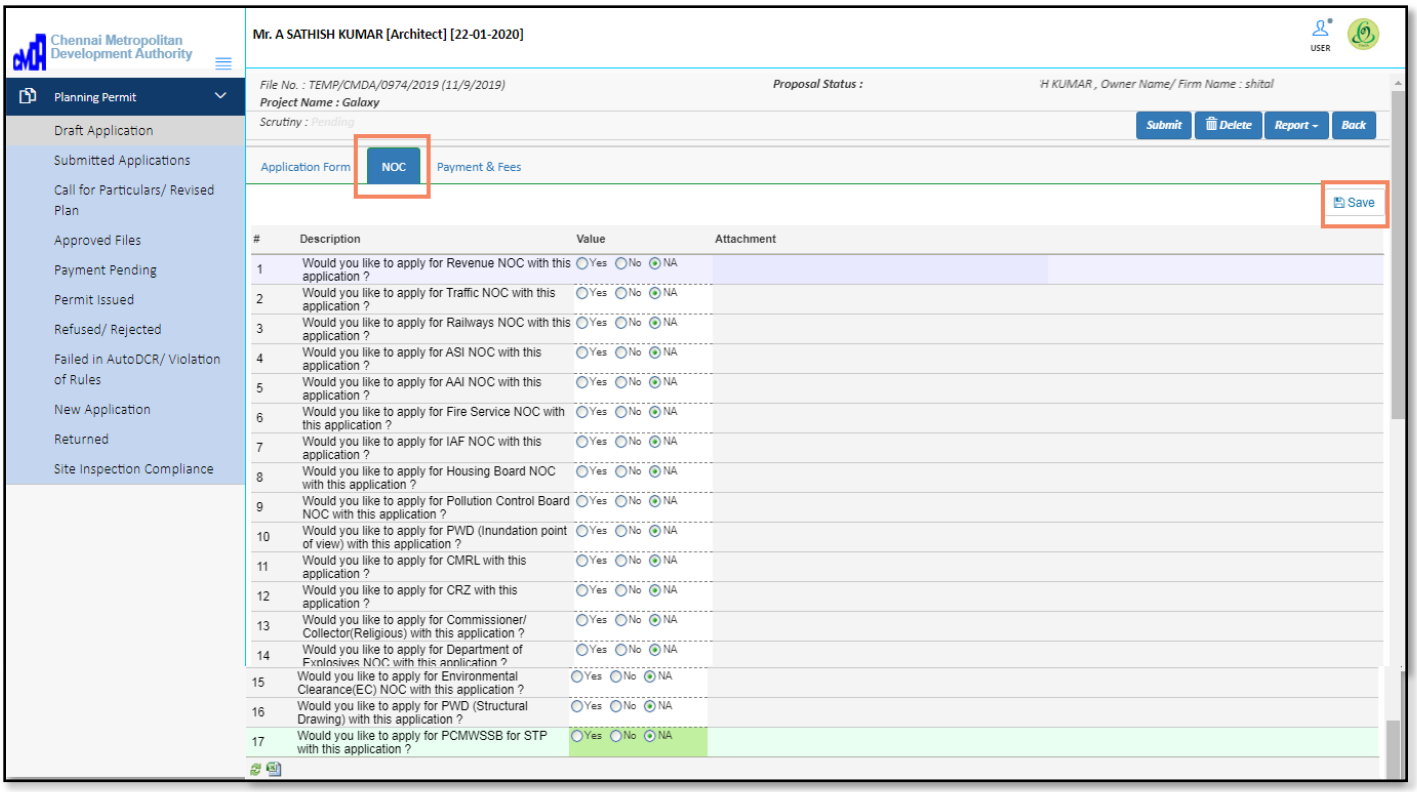


Figure 45: NOC Details

4.4Payment & Fees before Submission (Paying Scrutiny Fees)

- Currently, there is no list of generated fees. If your drawing is passed in pre-check scrutiny, then only you can submit the proposal-file. Once you submit the proposal-file, the scrutiny fees will be generated and the list will be updated.

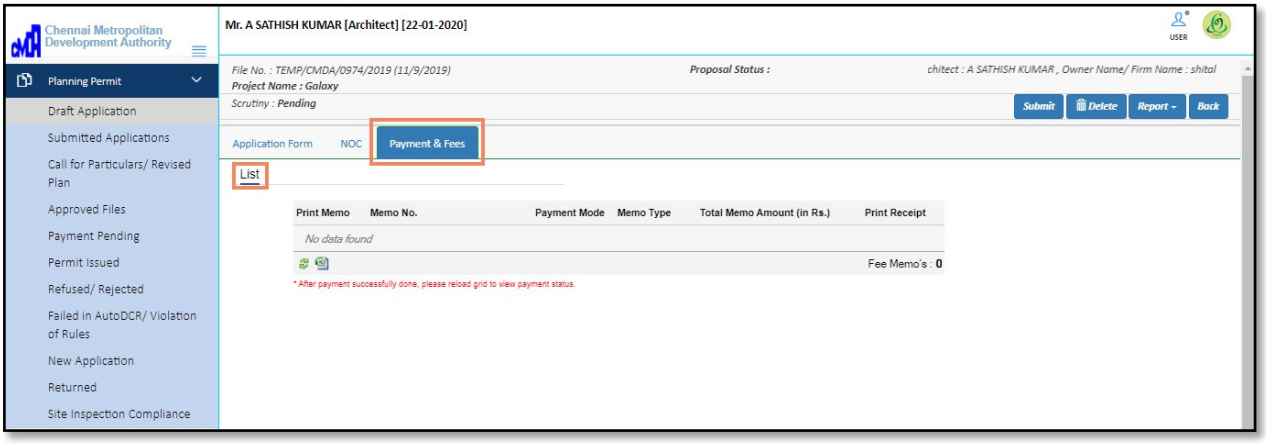
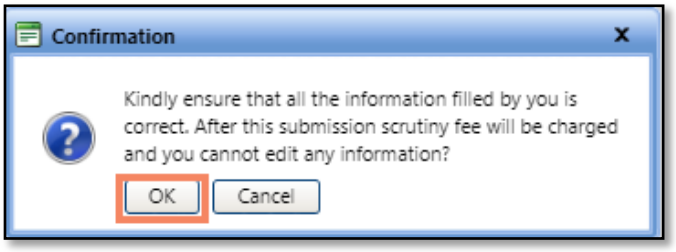


Figure 46: Fees Status before submission of proposal-file

Submit	Tap to submit the proposal-file (application).
Delete	Tap to delete the proposal-file (application).
	Click to see the application form details that you have already filled.
Back	Tap to move on previous page.

(i) Now, click **Submit** to submit the proposal-file (application), the new pop-up window appears displaying that once you submit the application, it will not be editable.

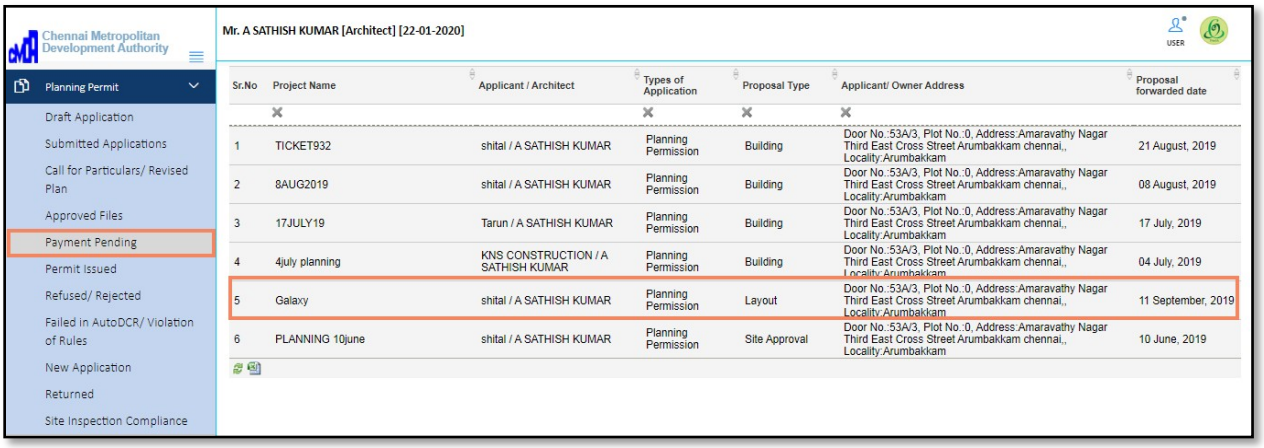


(ii) Click **OK**.

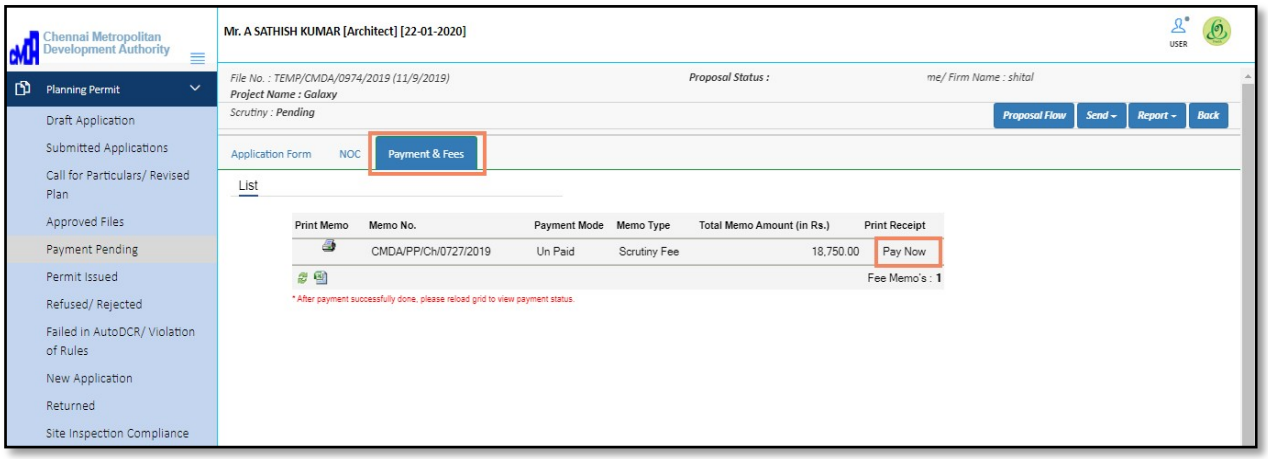
- Now, this proposal-file moves to the **Payment Pending** section.

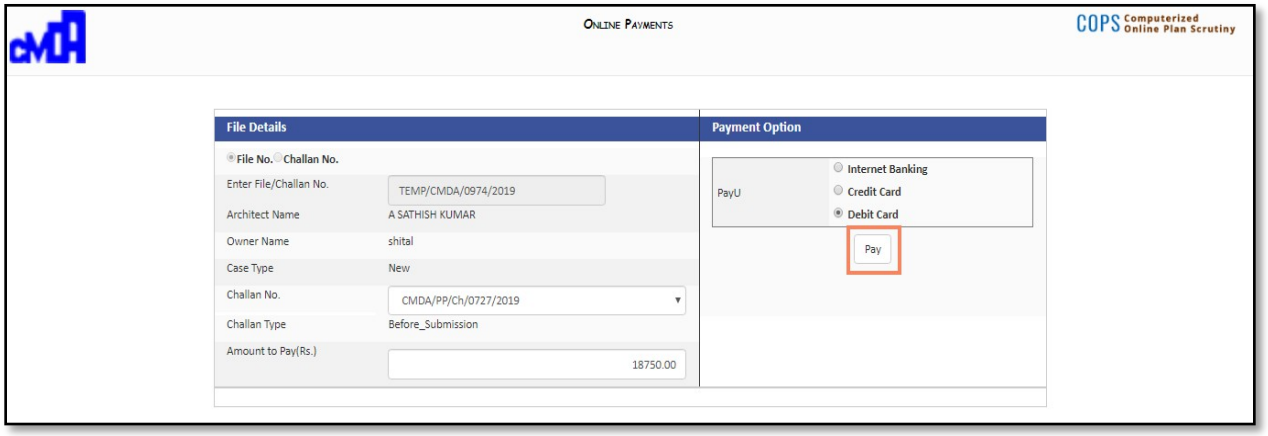
  (i) Go to the **Payment Pending** section.

  (ii) Search and open your proposal-file.



(iii) Go to the **Payment & Fees** tab, click **Pay Now** option will move to the next online payment window. Select the payment mode (Internet Banking / Credit card / Debit card) and click **Pay** to proceed further. (Refer Following Figure 47)





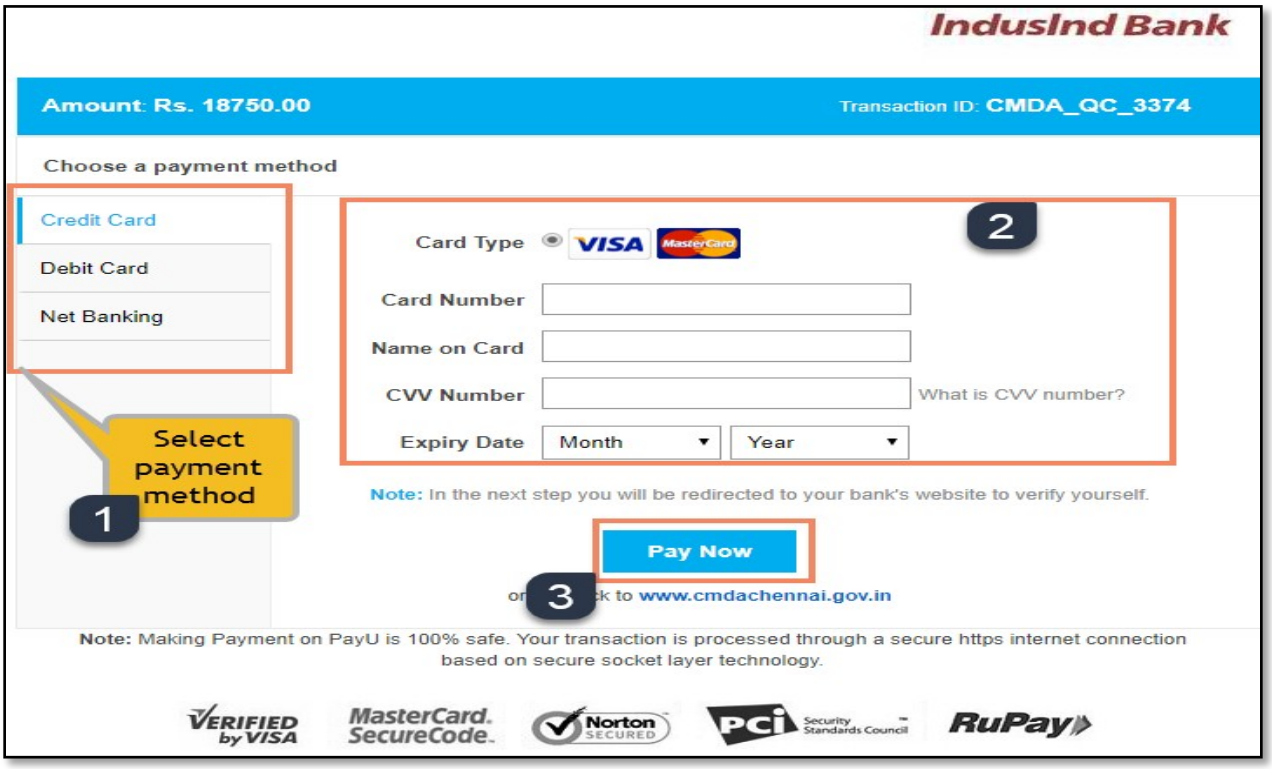
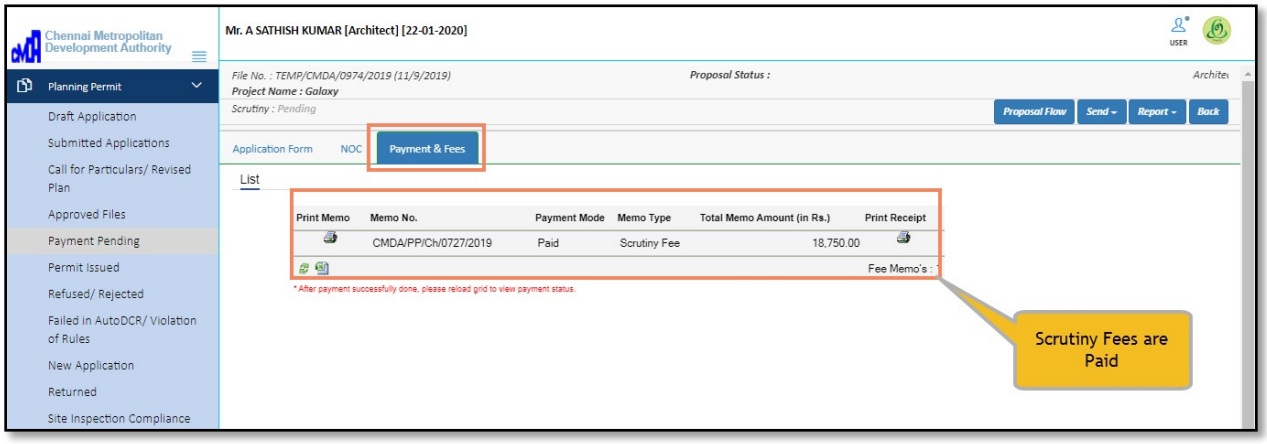


Figure 47: Payment & Fees

- Once you successfully pay the fees, the list will be updated as **Paid** against your memo. Now, you can able to send the proposal to CMDA.



4.5 E sign

- After Payment done, esign has to be done on the drawing PDF which was generated along with scrutiny pass drawing.

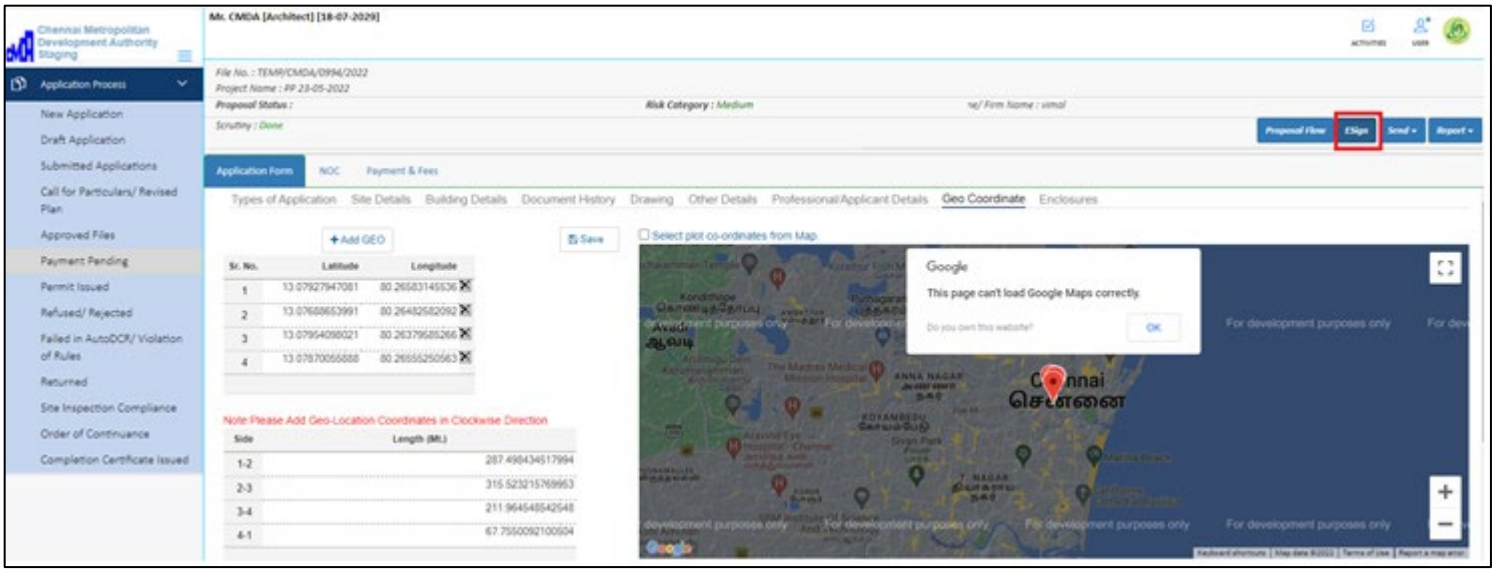
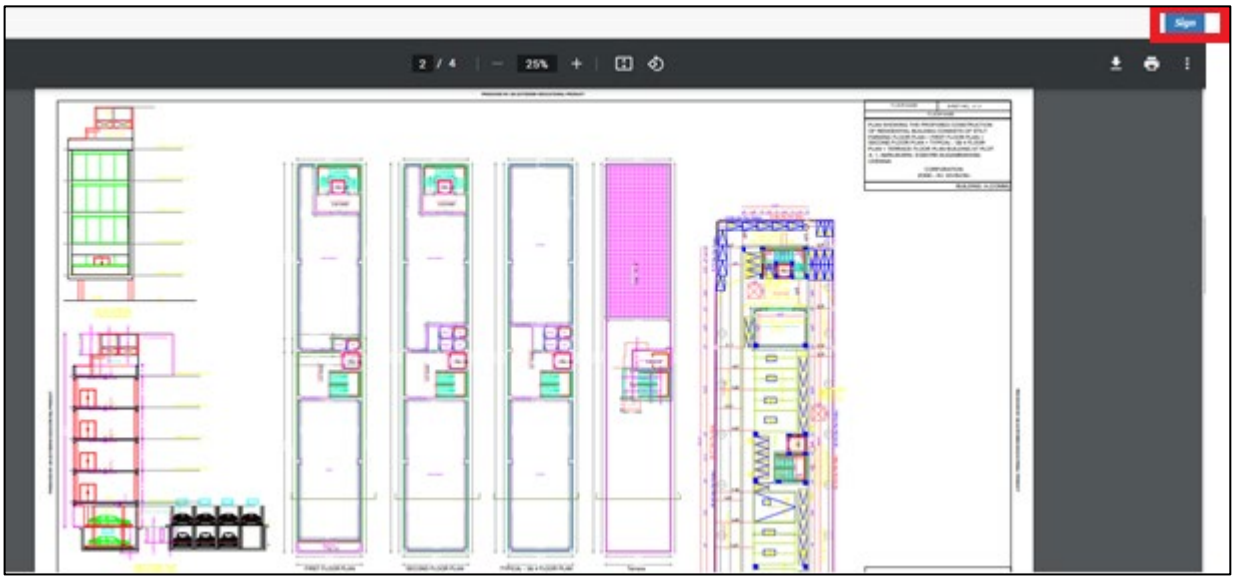
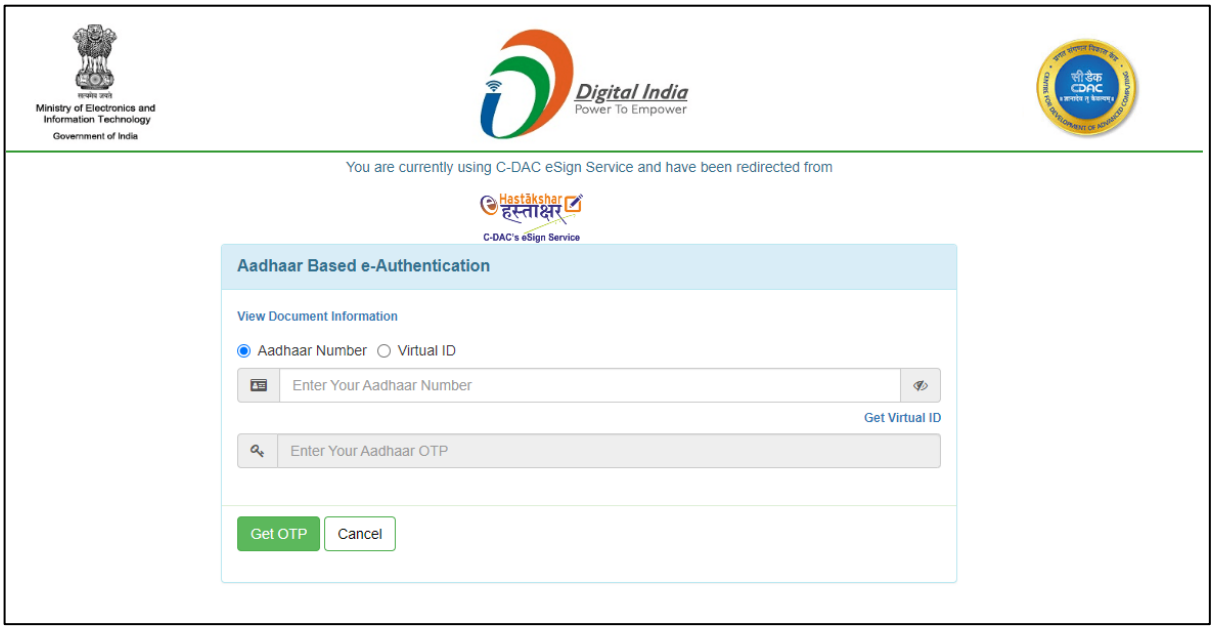


Figure 48: E Sign

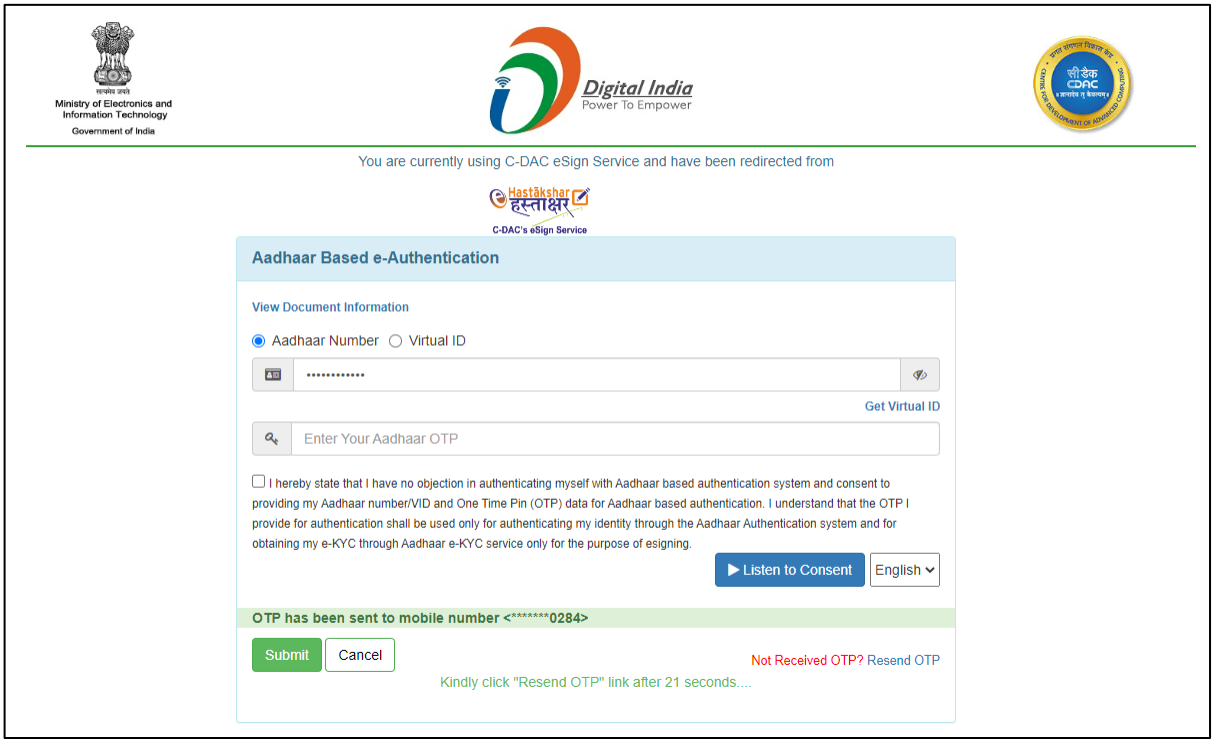
After click on the Esign, the drawing PDF will open and sign option will be showing.



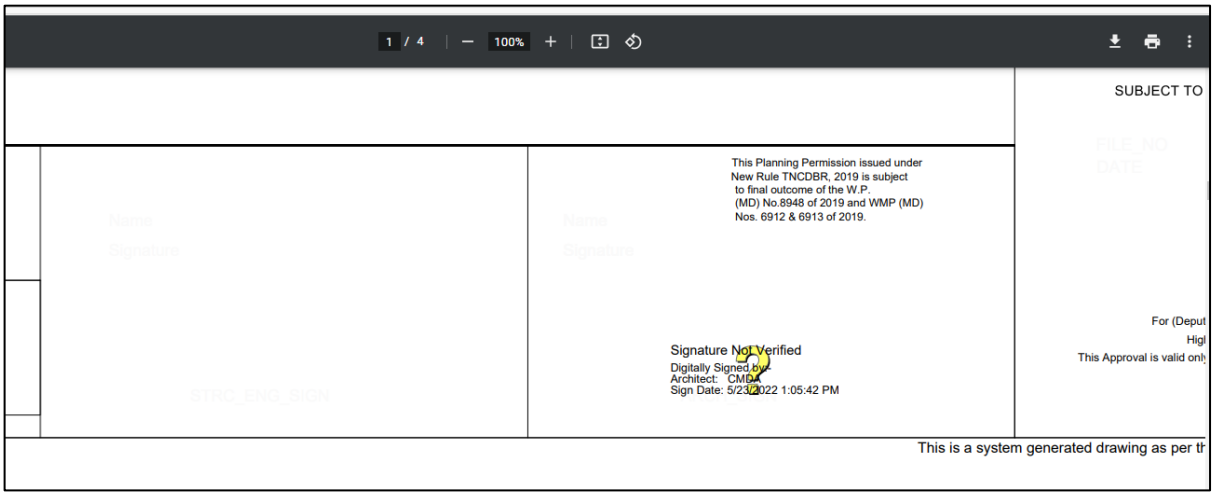
After click on the sign, a new window will open for Aadhar verification



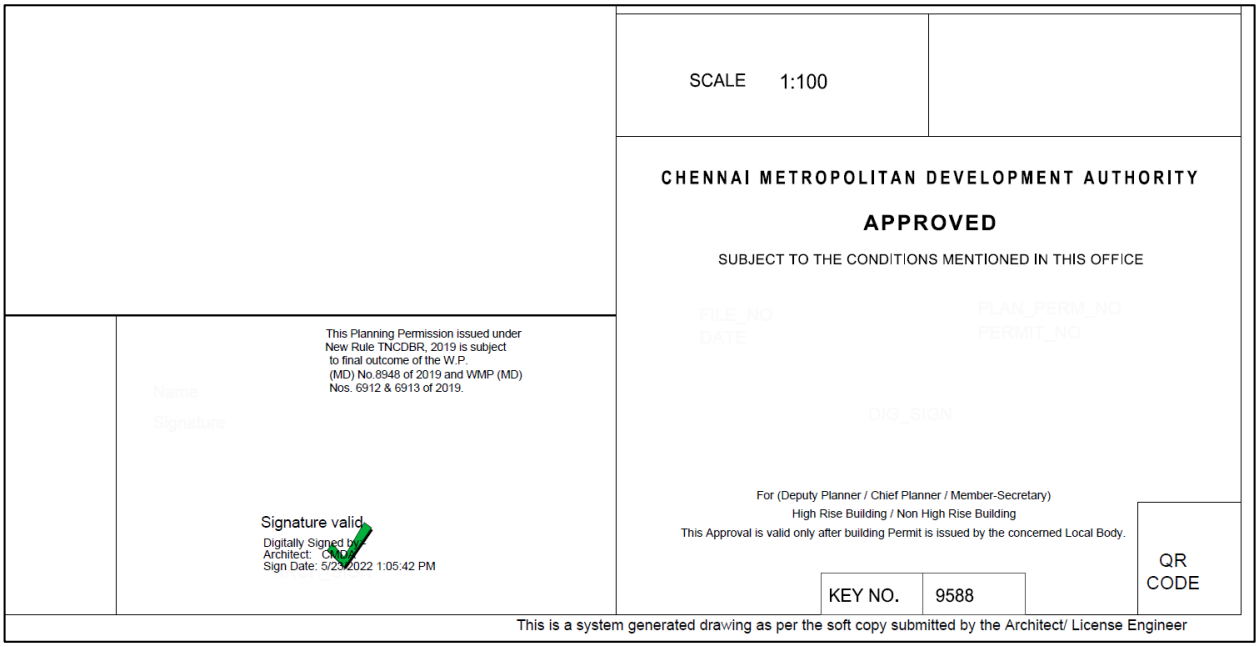
The valid Aadhar number has to be entered. Click on Get OTP. OTP will be send to the mobile number which was registered with AAdhar



Now, Click on submit. Aadhar will be validated and PDF will be signed successfully. The signed PDF is shown below.



Below is the screen, showing the PDF after signature verification



4.5.1 Proposal-Flow before Submission

(i) Architect can see the proposal flow of holding authority before submitting the application.

(i) Click **Proposal Flow** and see the flow.

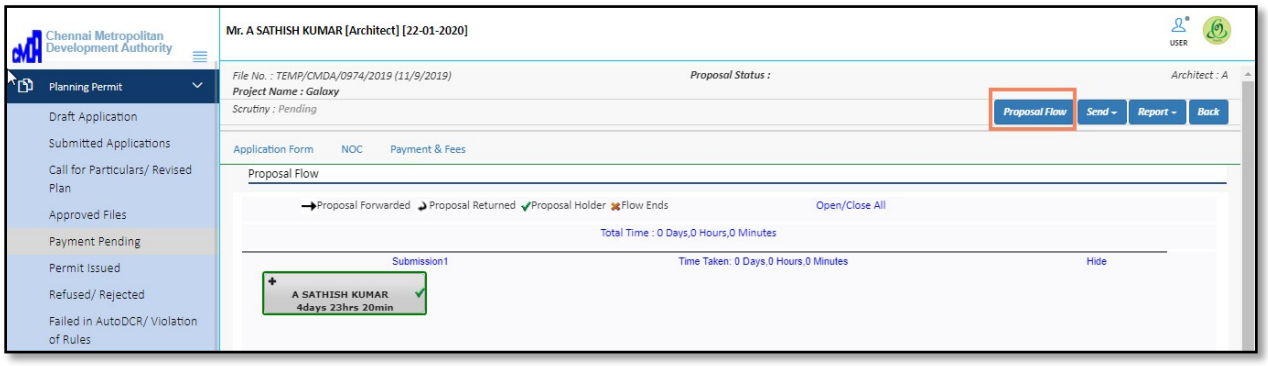
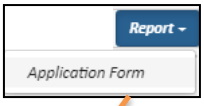


Figure 48: Proposal-Flow before Submission

4.5.2 Report (Application Form for Layout Proposal Type)

(i) In application form, architect can see and verify the filled details along with application type.

(i) Click **Report** and select **Application Form**.



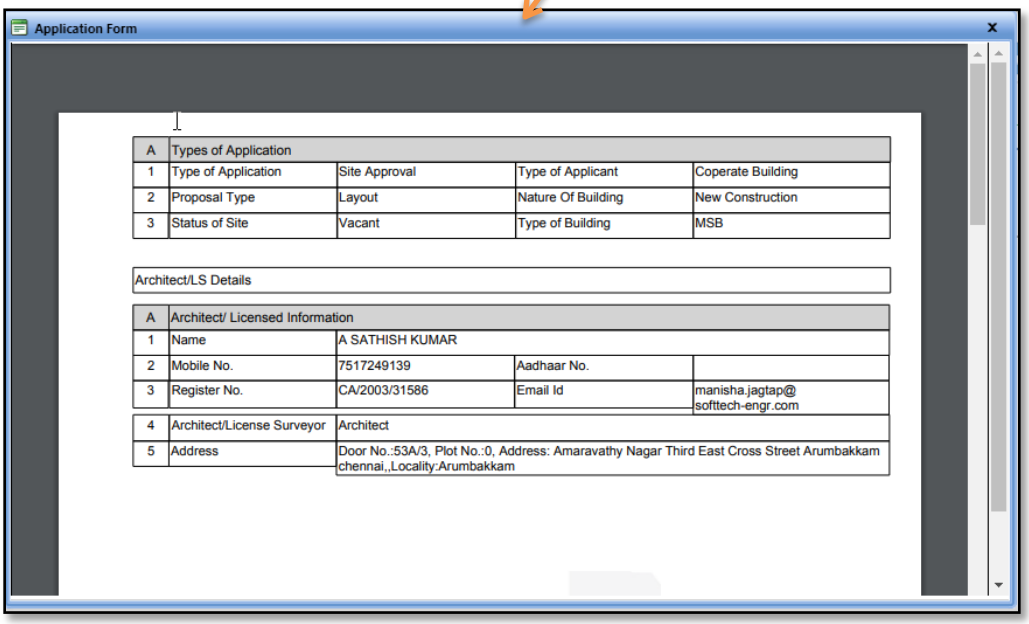
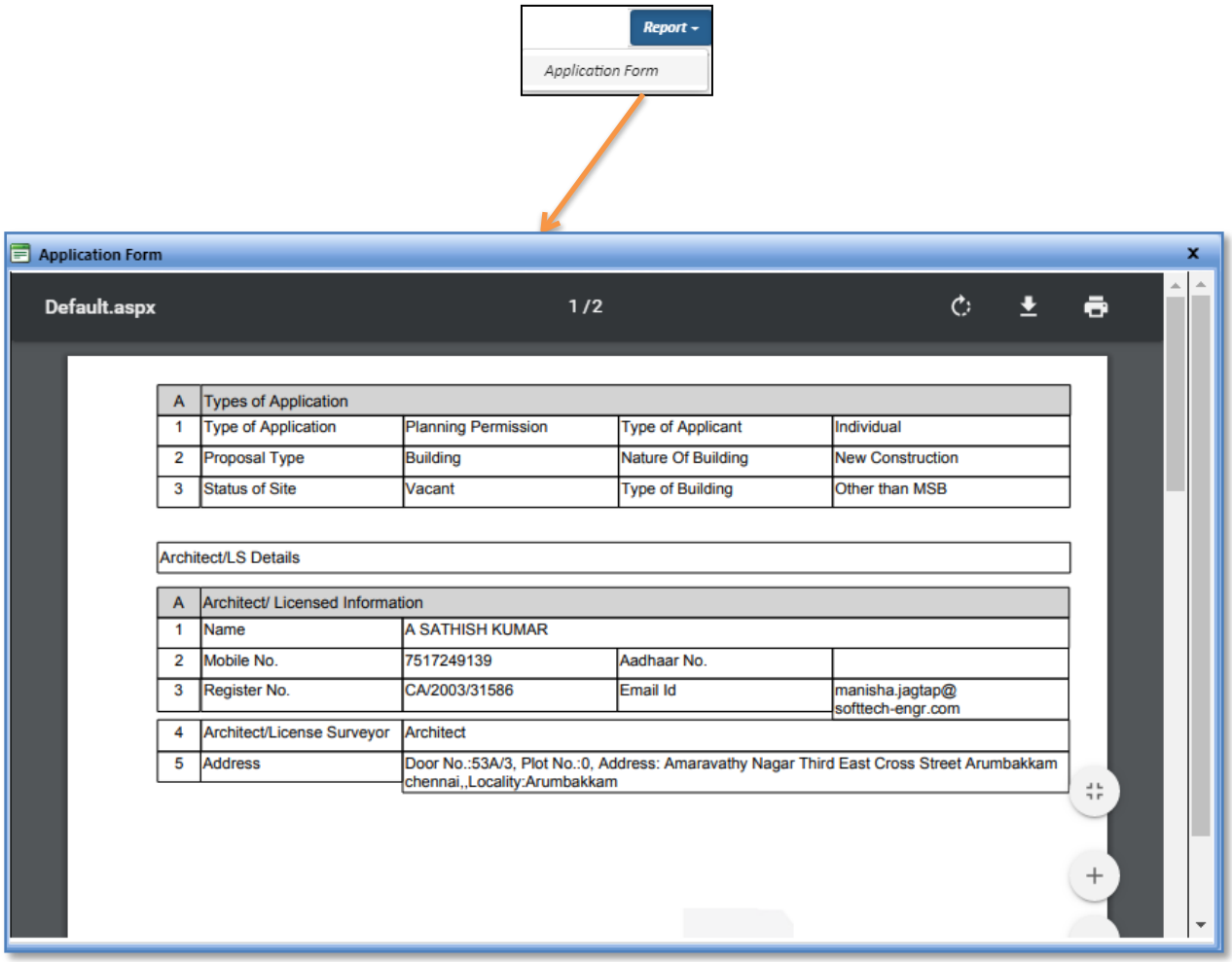


Figure 49: Application Form for Layout Proposal Type

4.5.3 Report (Application Form for Building Proposal Type)



A	Types of Application			
1	Type of Application	Planning Permission	Type of Applicant	Individual
2	Proposal Type	Building	Nature Of Building	New Construction
3	Status of Site	Vacant	Type of Building	Other than MSB

Architect/LS Details

A	Architect/ Licensed Information			
1	Name	A SATHISH KUMAR		
2	Mobile No.	7517249139	Aadhaar No.	
3	Register No.	CA/2003/31586	Email Id	manisha.jagtap@ softtech-engr.com
4	Architect/License Surveyor	Architect		
5	Address	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,,Locality:Arumbakkam		

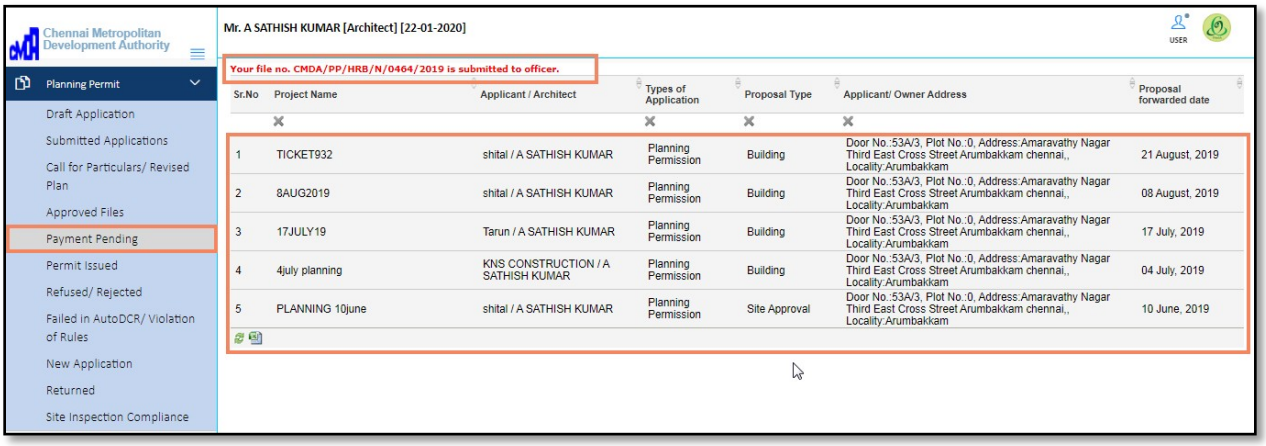
Figure 50: Application form for Building Proposal Type

4.6Sending Proposal-File to the CMDA

- Architect needs to send the proposal to the next level authority for approval. So, to send the proposal to the CMDA:

  (i) Click **Send** and select **Send to CMDA**.

- Proposal-file will be sent to the CMDA (next level officer). It will not be available in payment Pending section. (Refer Following Figure)



- The proposal-file appears in the **Submitted Applications** section.

  (i) Go to the **Submitted Applications** section and check your proposal-file.

4.6.1 Proposal-Flow after Submission

(i) Here, proposal-file is moved to the concerned next level authority.

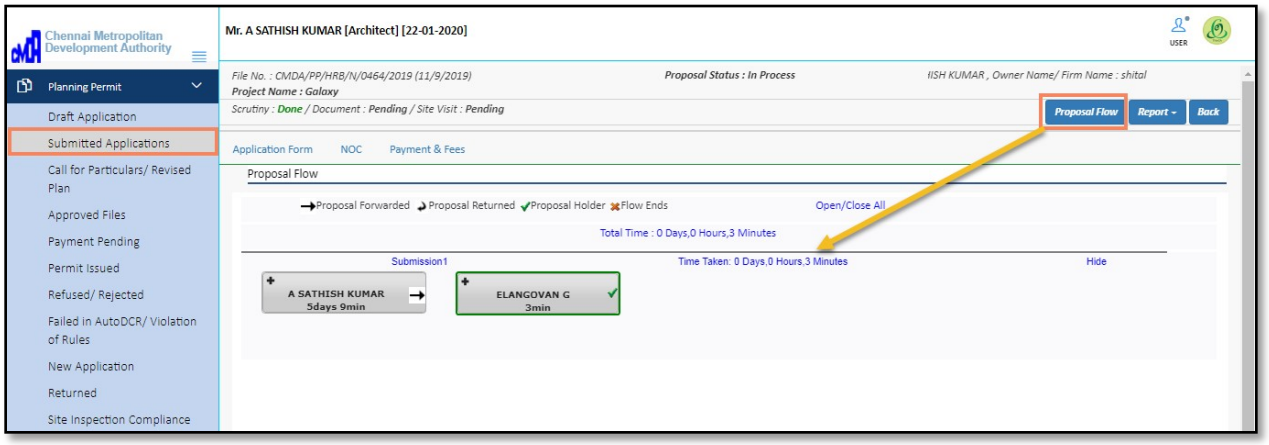


Figure 51: Proposal-Flow after Submission

4.6.2 Report (Acknowledgement Letter)

(i) Architect can see all the building information along with the applicant details in Acknowledgement Letter.

(ii) Click the **Report** and select **Acknowledgement Letter.**

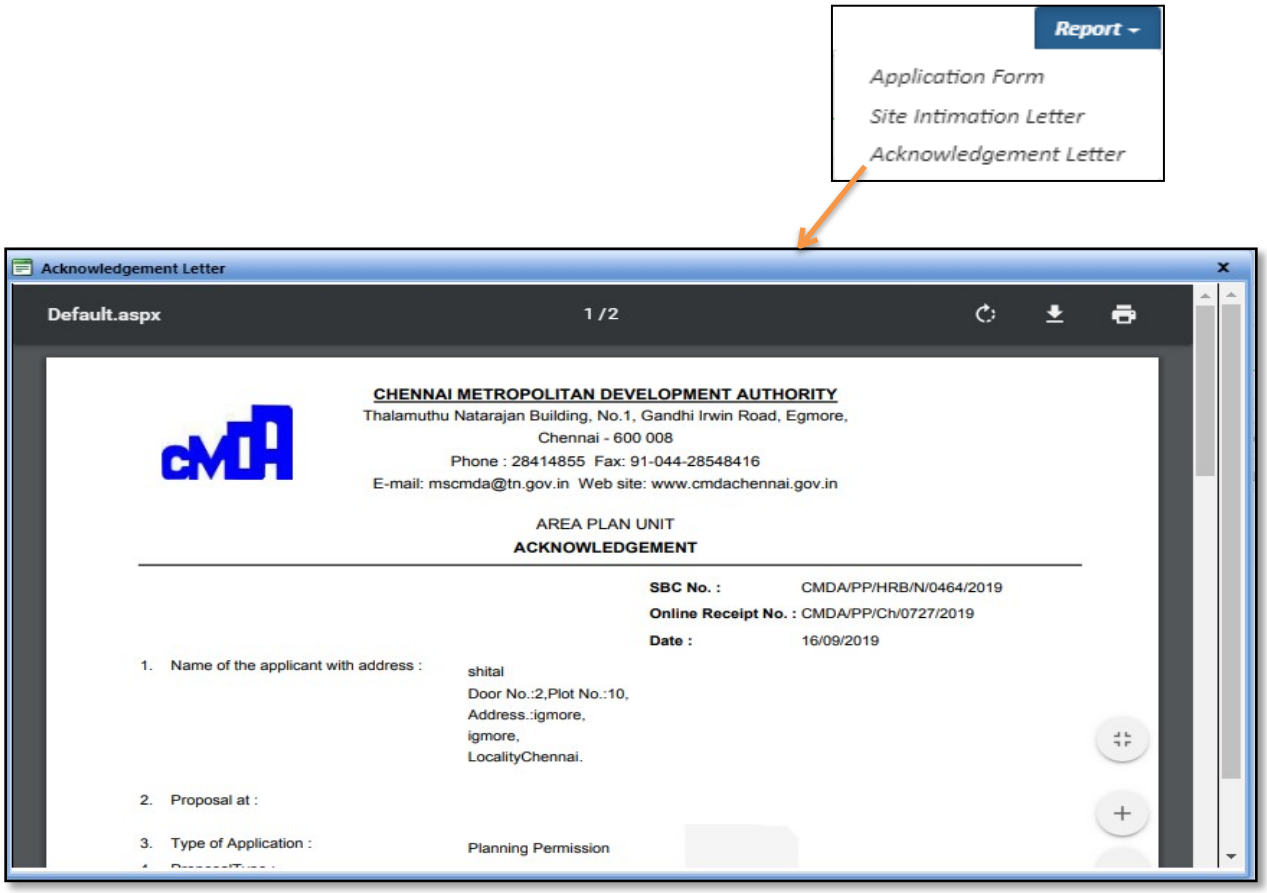


Figure 52: Acknowledgement Letter for Planning Permission

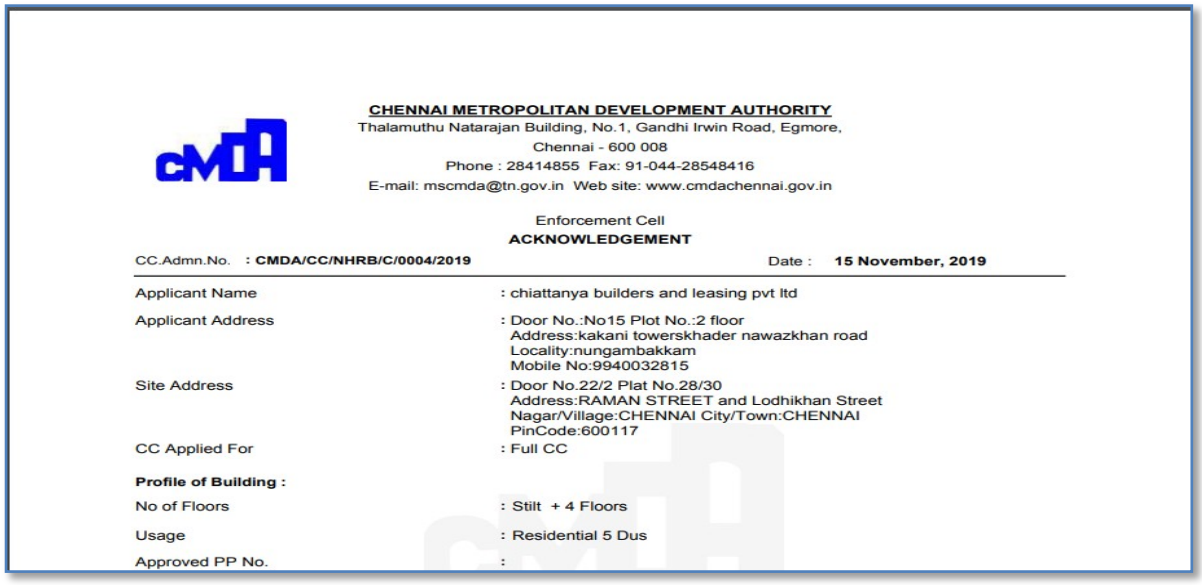


Figure 53: Acknowledgement Letter for Completion Certificate

4.7Site Inspection Compliance

- Site Visit rejection files are present in this section on the basis of technical issues.
  (i) Go to the **Site Inspection Compliance** section.
  (ii) Open any proposal-file to check the report and remarks.

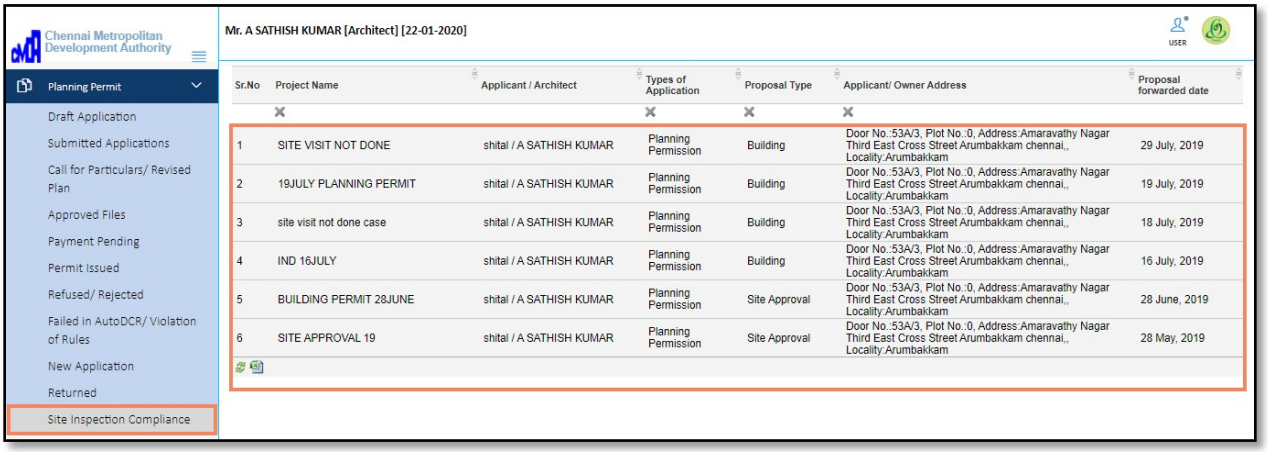


Figure 54: Proposal-files in Site Inspection Compliance list

- Architect can see the site inspection report in which the list is available of technical particulars. Architect can resolve these mentioned issues and can Re-submit the proposal-file again.
  (i) Open the **Site Inspection Compliance** tab.
  (ii) See the site inspection particulars (technical issues).
  (iii) If possible, select **Resolve Remark** to solve these particulars and click **Re-submit** button to send the proposal-file to the CMDA.

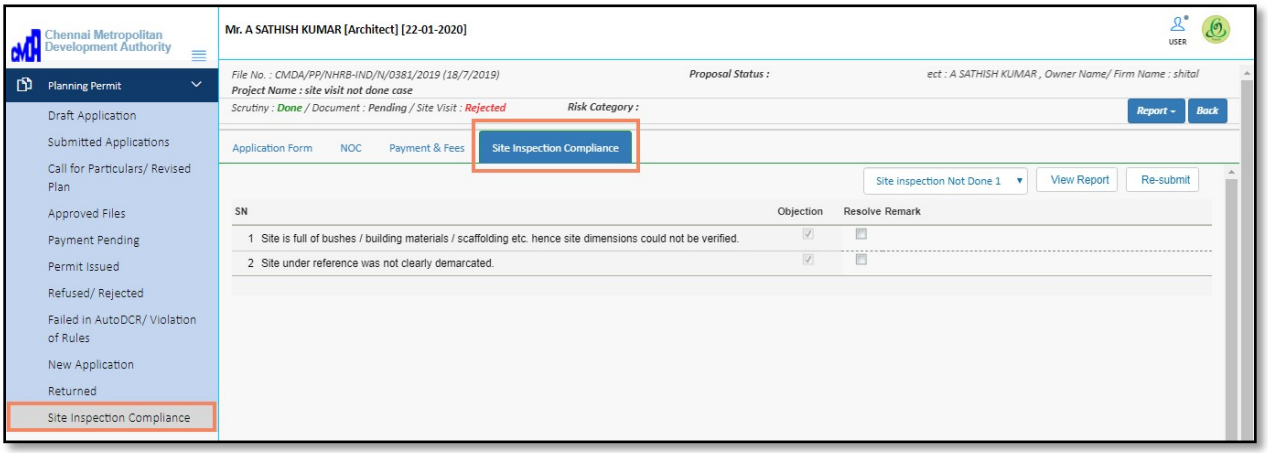


Figure 55: Particulars in Site Inspection Compliance

4.7.1 Report (Site Visit Report)

(i) Go to the **Report** and select any **Report** or click View Report to see the **Site Inspection Intimation Letter** and **Site Visit** report.

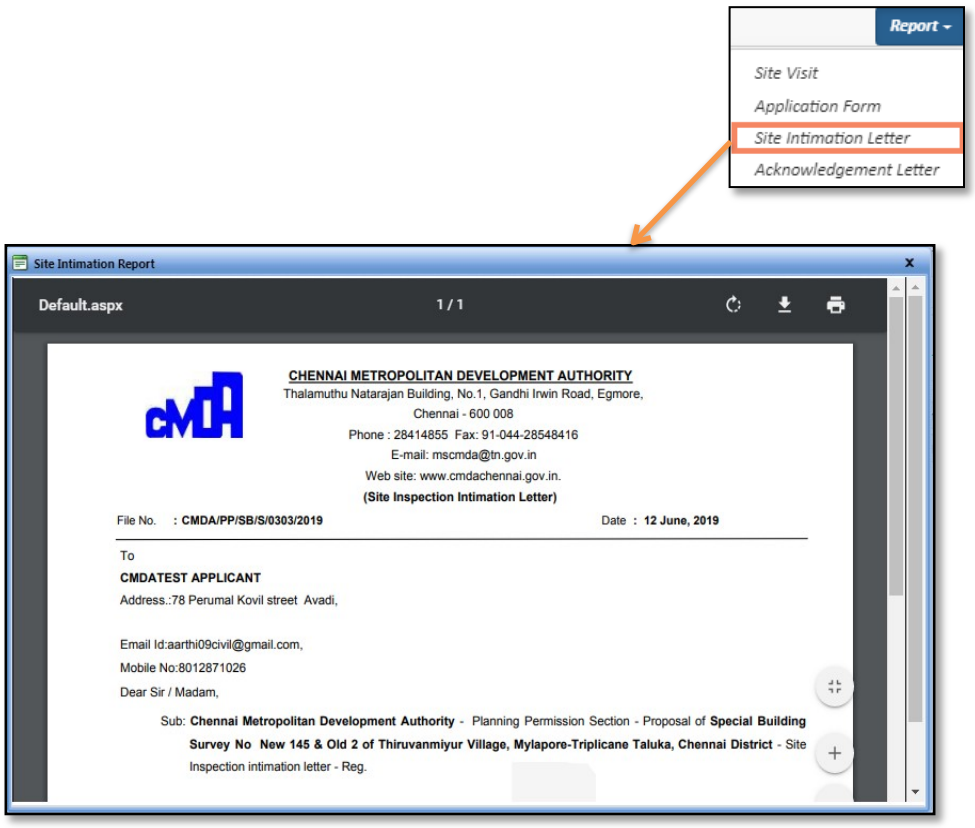


Figure 56: Site Intimation Report

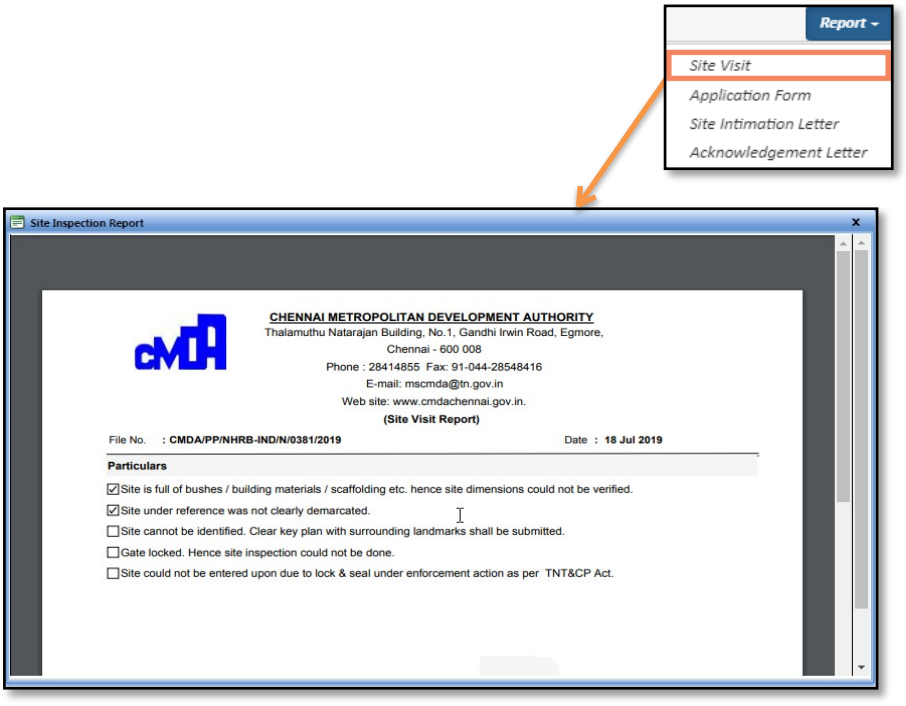


Figure 57: Site Visit Report

4.8Call for Particulars

After submitting the file, if drawing file or documents found with some defects, then these files move in the **Call for Particulars / Revised Plan** section after called for particulars by the CMDA. User can resend the file for pre-checking of scrutiny if a particular related to drawing is called for particulars.

(i) Click **Application Form** tab and select the **Drawing** sub-tab.
(ii) Click **Select Files** to attach the drawing.

Note: Drawing file should be in .DWG format.

(iii) Click **Send Pre-check** to send the file to the scrutiny.

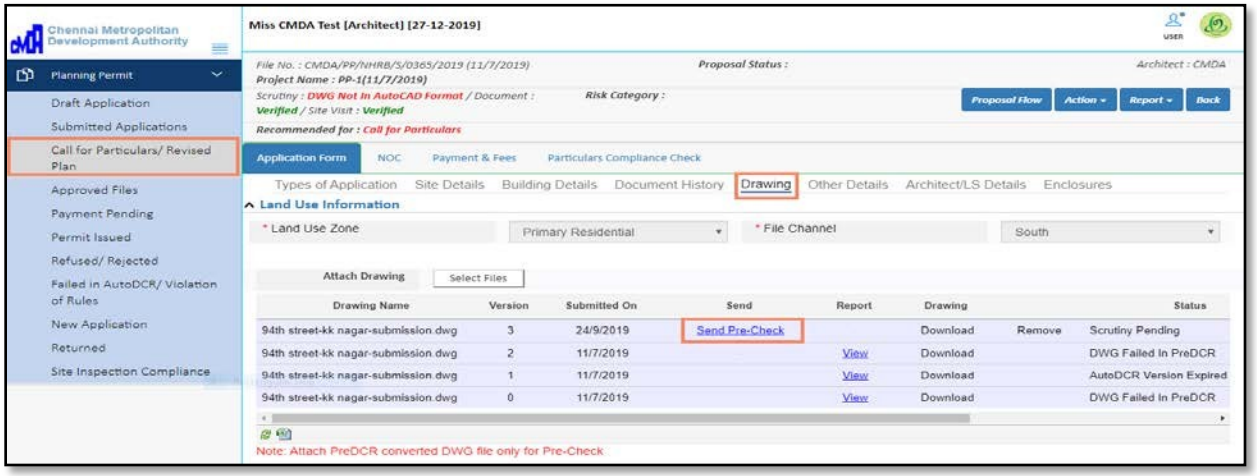


Figure 58: Sending drawing for pre-checking (call for particulars)

4.8.1 Attaching the Particulars for Compliance check

(i) Go to the **Particulars compliance check** section.

(ii) Click to attach the files for the particulars.

(iii) Click Save & Submit Particulars Compliance to proceed further.

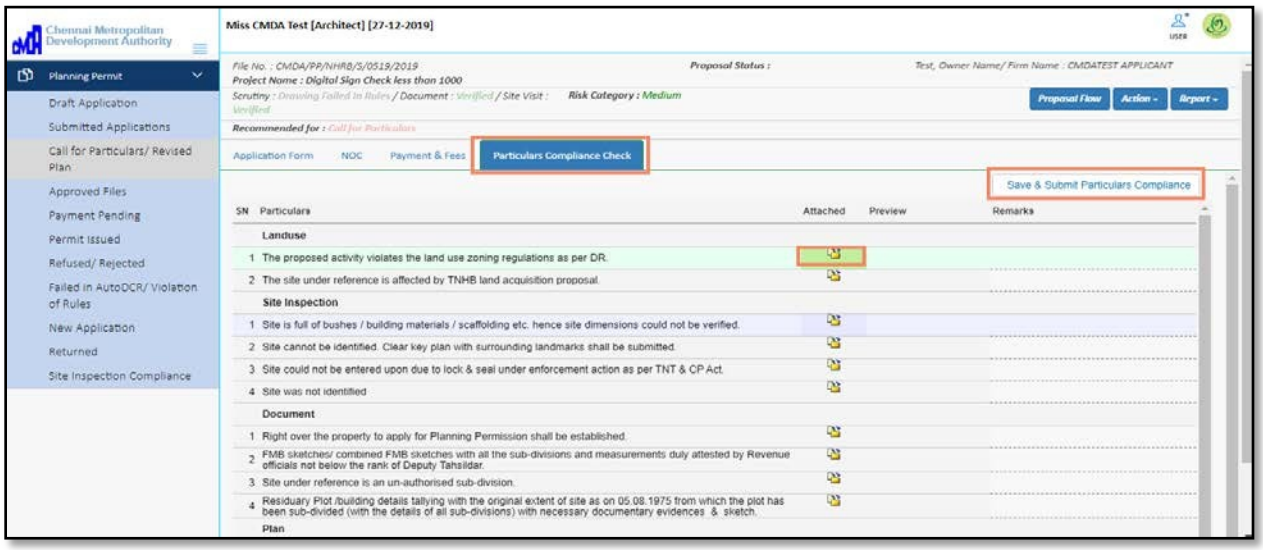


Figure 59: Attaching the Particulars for Compliance check

After saving the particulars, architect needs to create the scrutiny fees.

(i) Click Action and select Create Scrutiny Fees

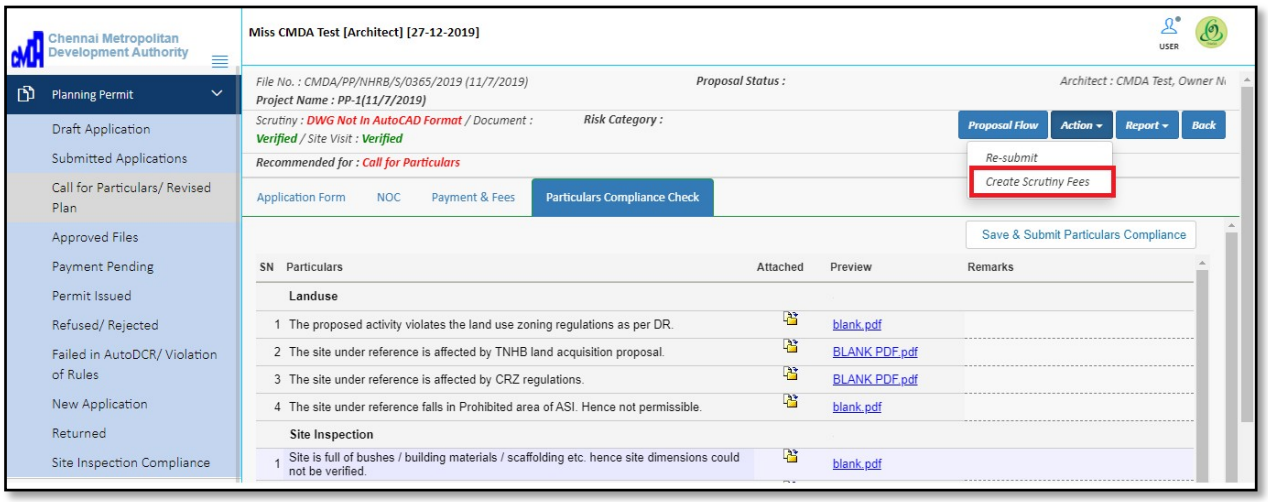


Figure 60: Creating Scrutiny Fees

(ii) To pay the regenerated scrutiny fees, click Pay Now button, it redirects to the next payment window. (Payment of Fees is explained in section 4.4)

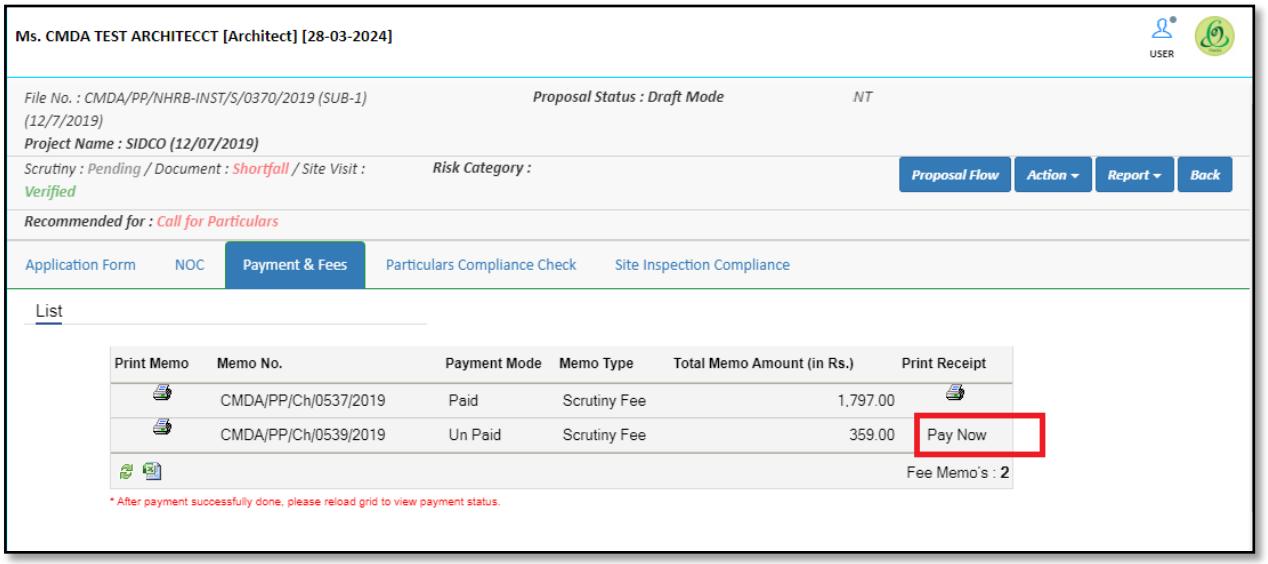


Figure 61: Paying Fees

(iii) After paying the scrutiny fees, the architect needs to resubmit the file to CMDA.

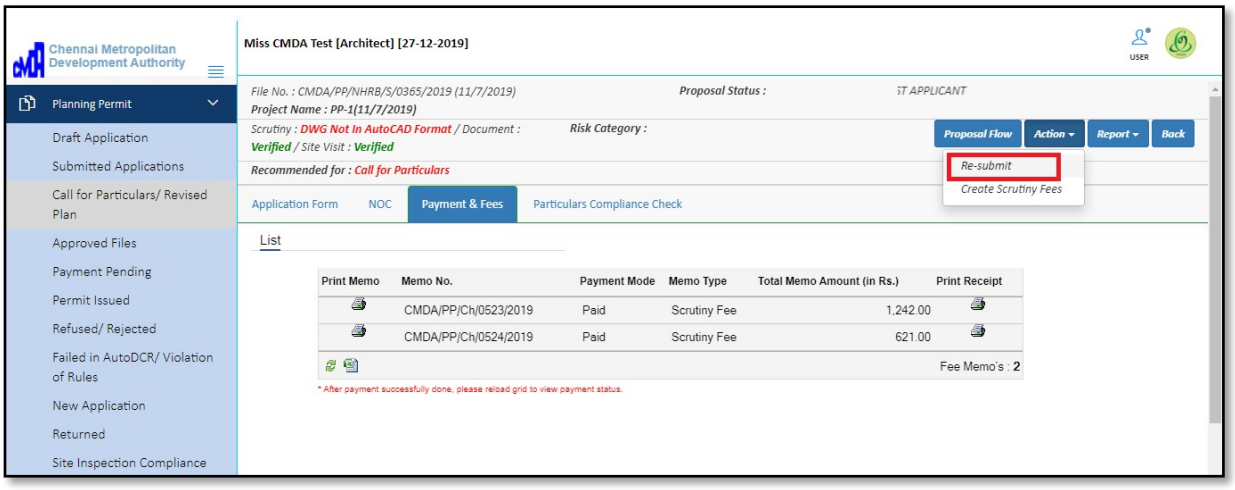


Figure 62: Re-submitting the file to CMDA

(iv) User can also see the **Call for Particular** letter in Reports section. Refer following figure.

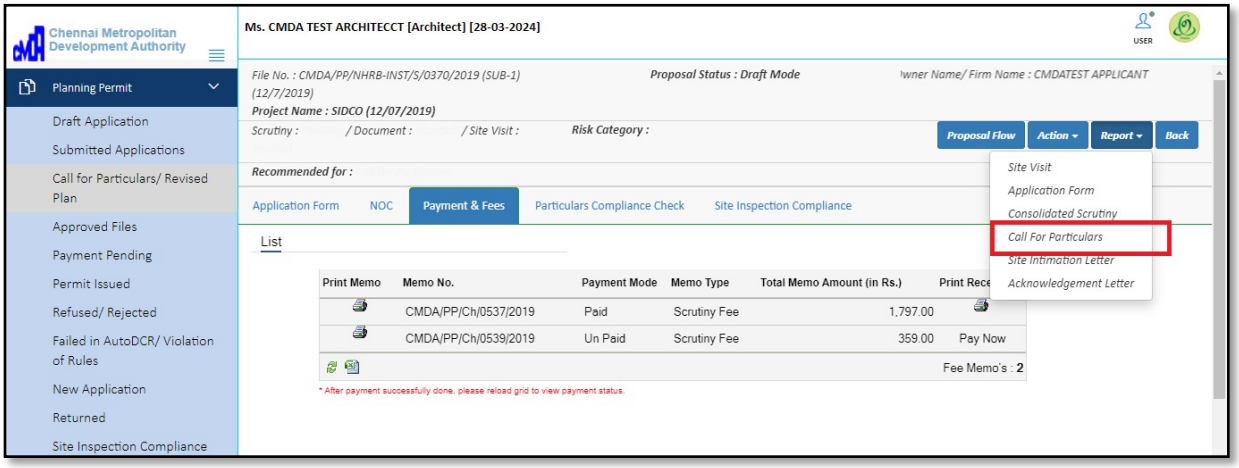
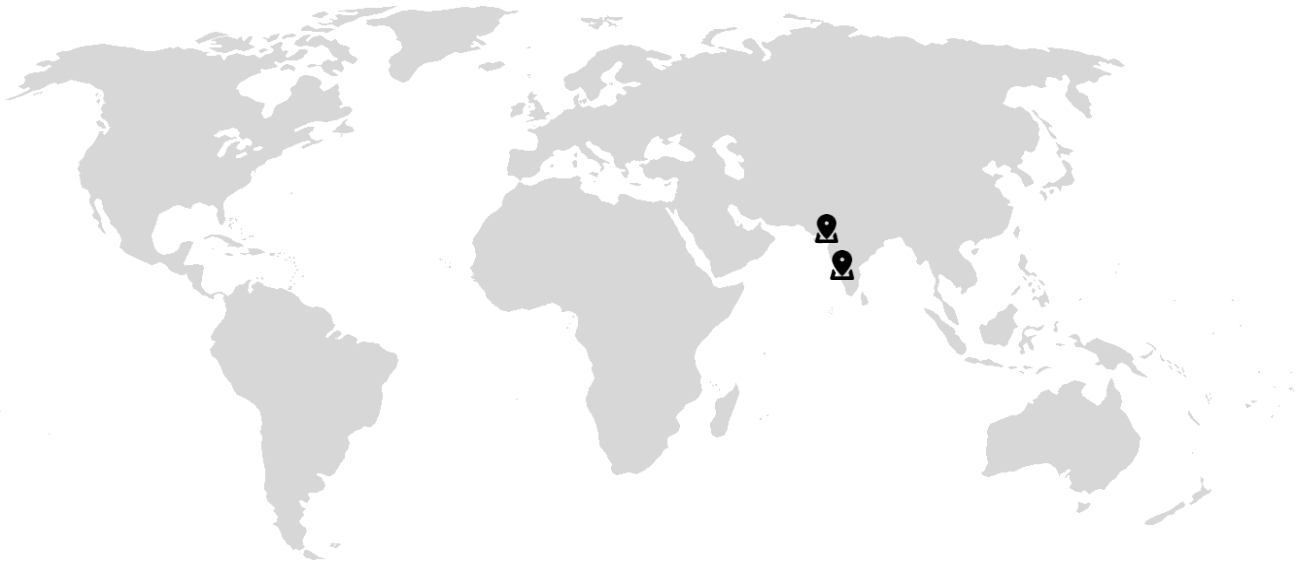


Figure 63: Call for Particulars (Report)

❑❑❑

Scan to open the PPA CMDA online



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