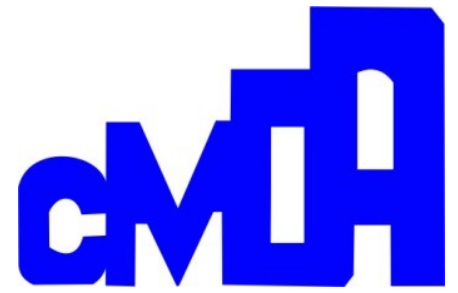


**Empowering
business
transformation**

in the architecture, engineering,
and construction domain



**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/>.

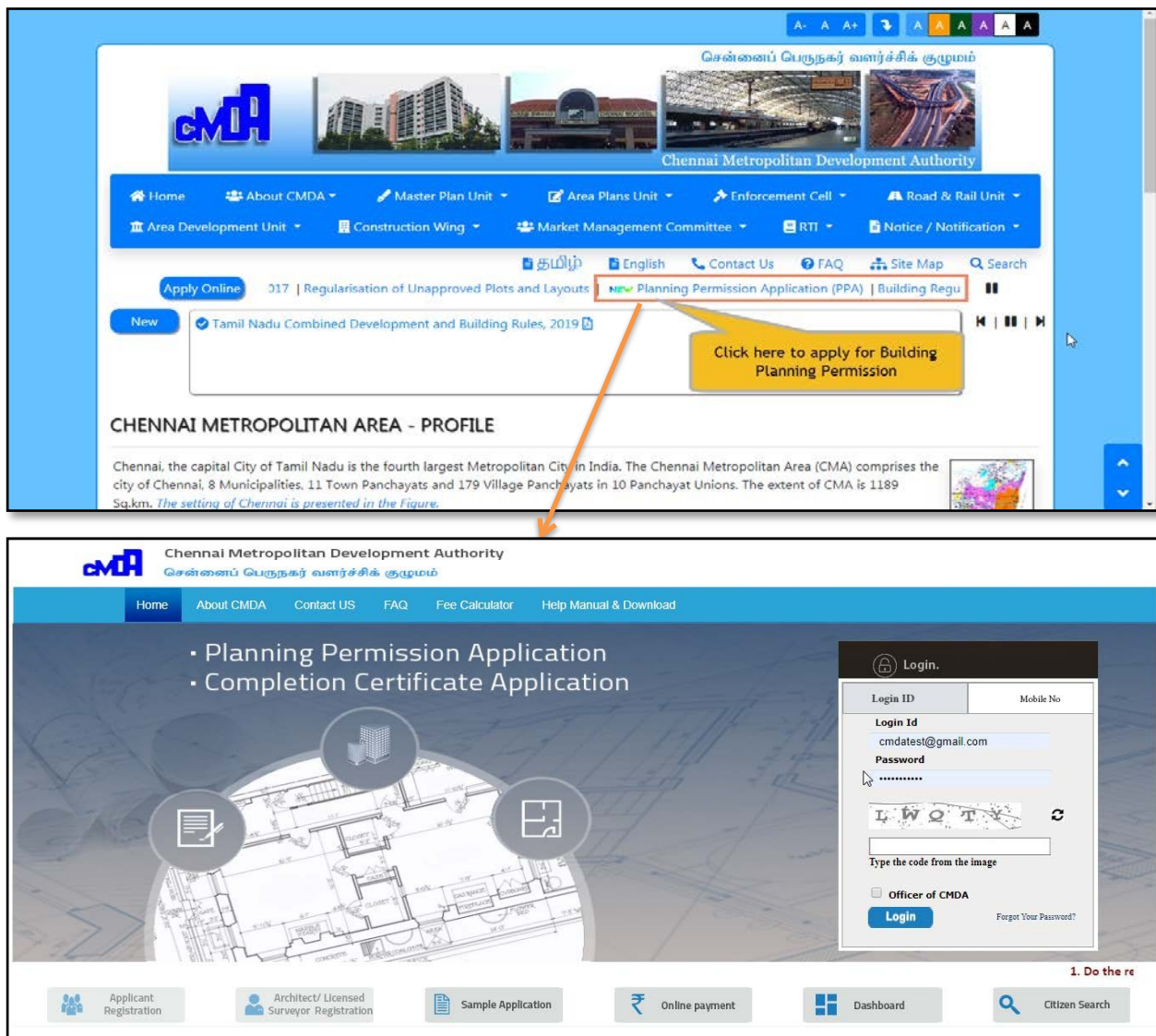


Figure 1: Accessibility to the CMDA and Planning Permission

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

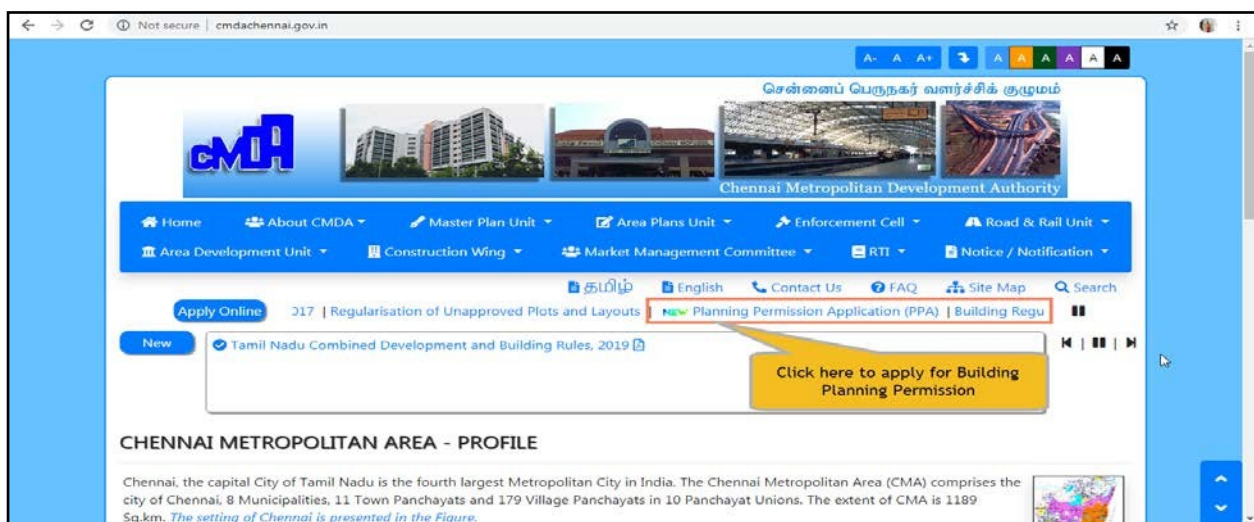




Figure 2: CMDA Planning Permission Home Page

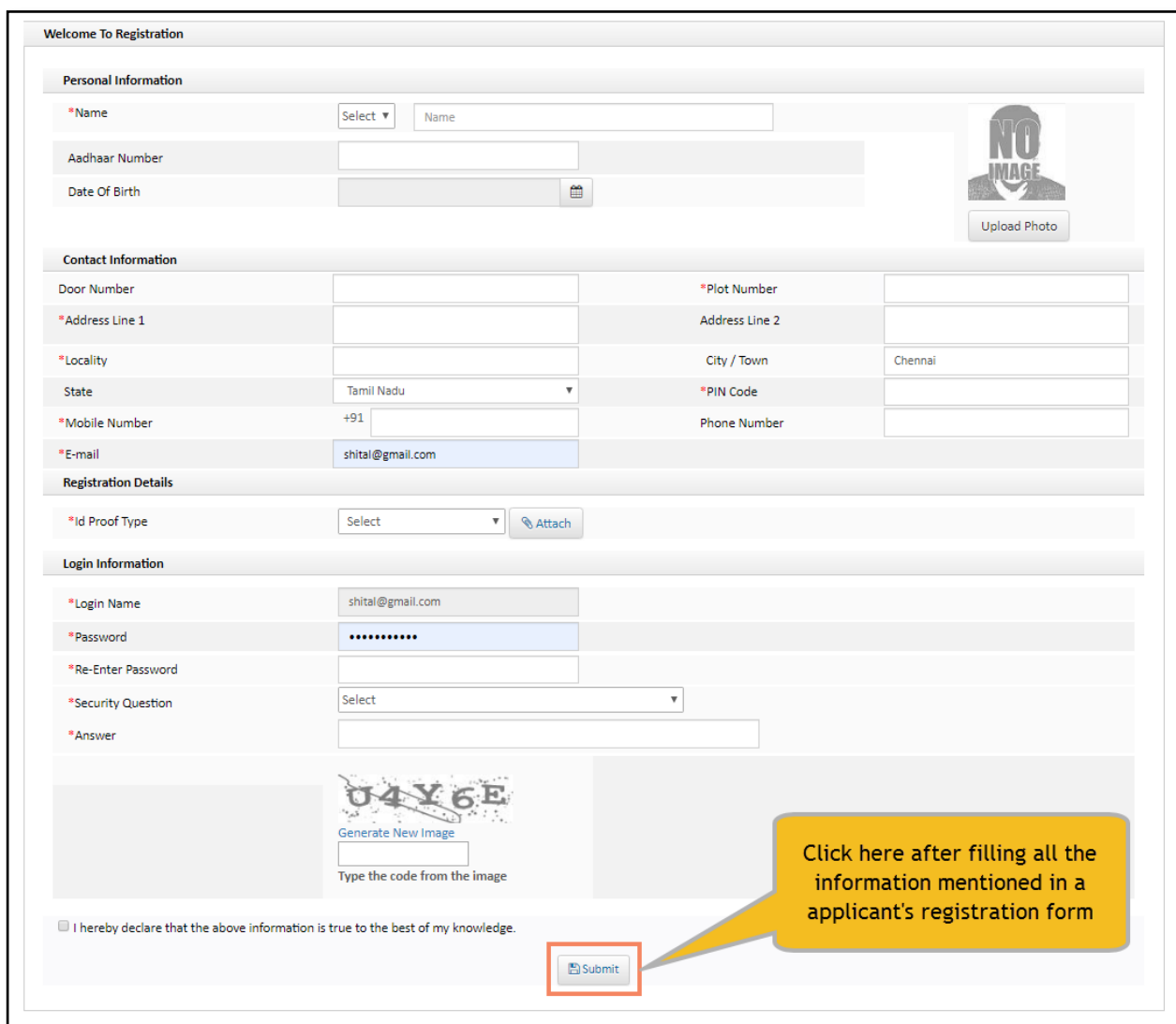
2.2 Icons Present on CMDA Planning Permission Home Page

	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.
	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.
	Click to see the sample filled application of proposal-file from applicant login to submitting application.
	Click to pay the online payment of proposal-file.
	Click to see the status (count) of all proposal-files.
	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.



Welcome To Registration

Personal Information

*Name 

Aadhaar Number

Date Of Birth

Contact Information

Door Number *Plot Number

*Address Line 1 Address Line 2

*Locality City / Town

State *PIN Code

*Mobile Number Phone Number

*E-mail

Registration Details

*Id Proof Type

Login Information


*Login Name

*Password

*Re-Enter Password

*Security Question

*Answer



 Type the code from the image


I hereby declare that the above information is true to the best of my knowledge.

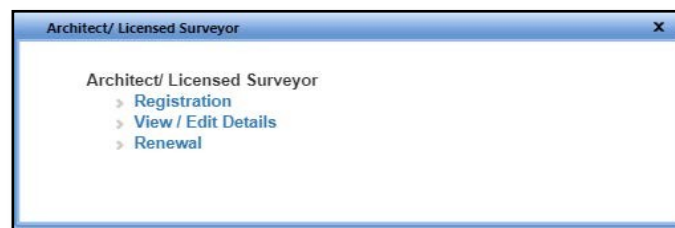
Click here after filling all the information mentioned in a applicant's registration form

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

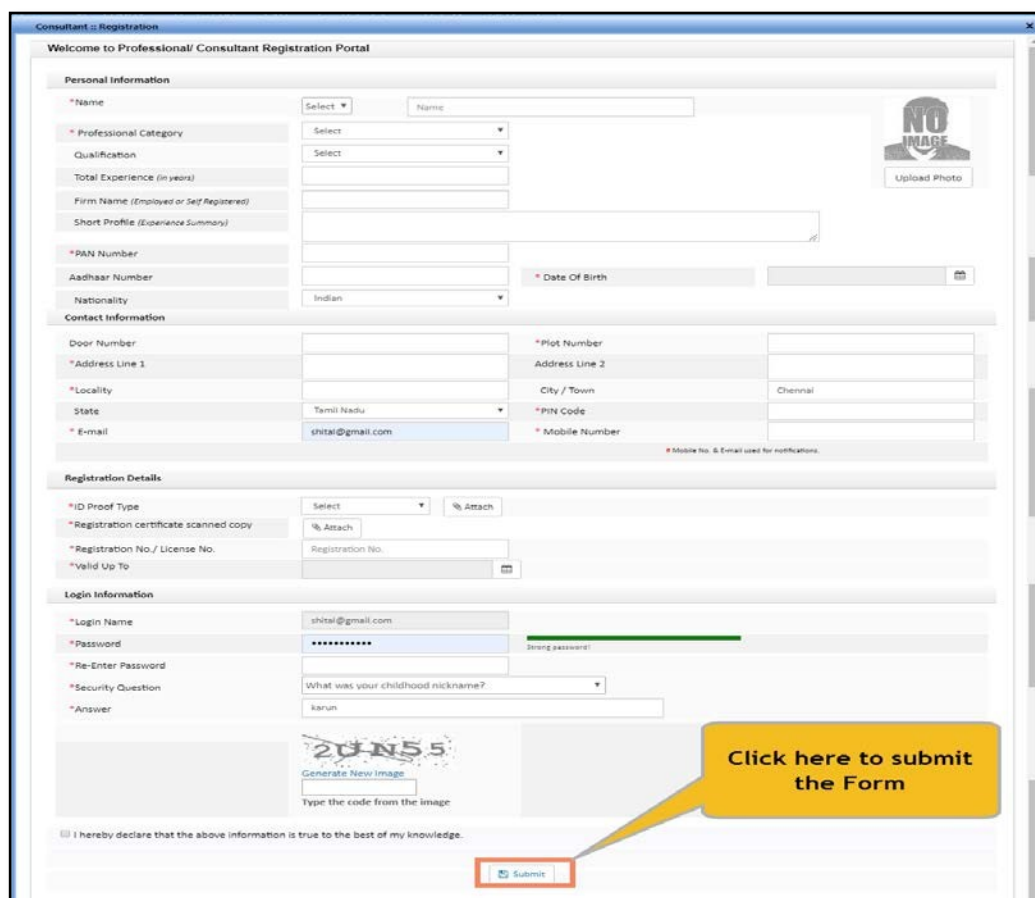
- Any architect or any licensed engineer holding valid registration from Council of Architecture is eligible to do the Login process. For that, architect will require the prescribed format of application along with a scanned copy of registration certificate.
- (i) Click  button, the pop-up window appears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



Personal Information

*Name: Select, Name
 *Professional Category: Select
 Qualification: Select
 Total Experience (in years):
 Firm Name (Employed or Self Registered):
 Short Profile (Experience Summary):
 *PAN Number:
 Aadhaar Number:
 Nationality: Indian
 *Date Of Birth:

Contact Information

Door Number:
 *Address Line 1:
 *Locality:
 State: Tamil Nadu
 *E-mail: shital@gmail.com
 *Plot Number:
 Address Line 2:
 City / Town: Chennai
 *PIN Code:
 *Mobile Number:

Registration Details

*ID Proof Type: Select, Attach
 *Registration certificate scanned copy: Attach
 *Registration No./ License No.: Registration No.
 *Valid Up To:

Login Information

*Login Name: shital@gmail.com
 *Password: *****
 *Re-Enter Password:
 *Security Question: What was your childhood nickname?
 *Answer: karun

20255
 Generate New Image
 Type the code from the image

I hereby declare that the above information is true to the best of my knowledge.

Submit

Click here to submit the Form

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**.



The screenshot shows a window titled "LTP Renewal" with a close button (x) in the top right corner. The main content area is titled "Welcome To Profile Details". Below the title, there are two input fields: "Registration Number" and "Mobile Number". Each input field has a placeholder text "Enter Registration Number" and "Enter Mobile Number" respectively. Below the input fields, there are two buttons: "Check Status" and "Edit My 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**.



The screenshot shows a window titled "LTP Renewal" with a close button (x) in the top right corner. The main content area is titled "Welcome To Renewal". Below the title, there is an input field labeled "Registration Number" with a placeholder text "Enter Registration Number". To the right of the input field, there is a button labeled "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.
 - Enter your (applicant’s) login details, provide the given captcha and click **Login**
 - OR**
 - 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.

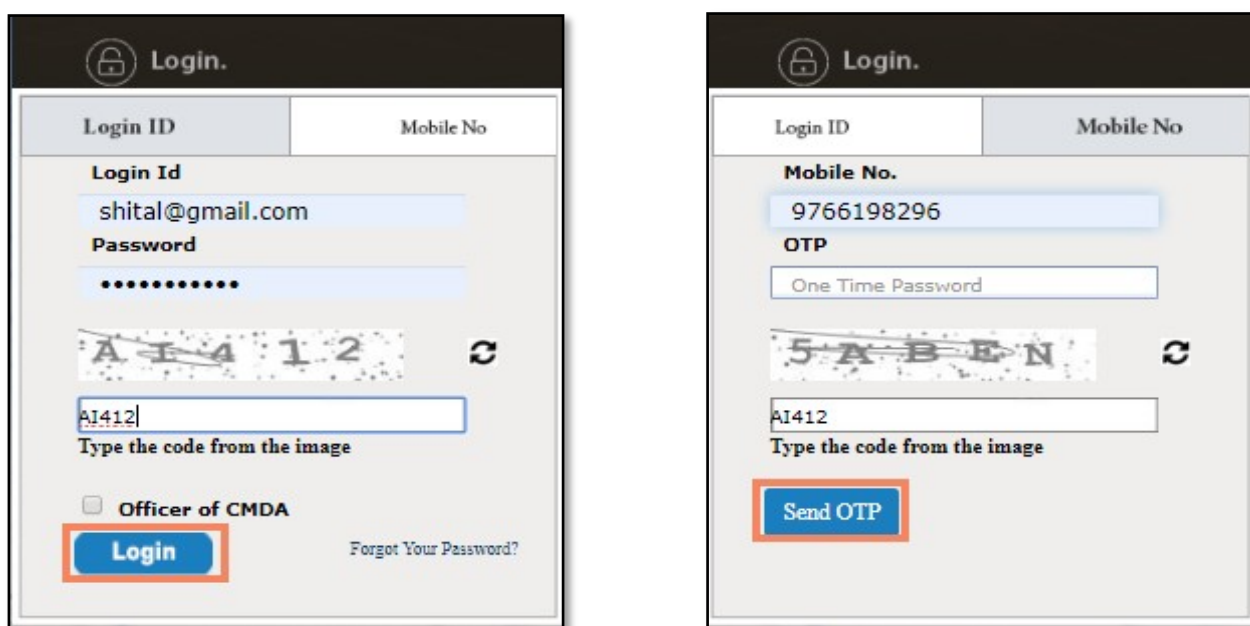


Figure 7: Applicant’s Login

- After Applicant’s Login, following page comes into sight.

Sr.No	Project Name	Architect	Applicant/ Owner Address	Proposal forwarded date
1	RESI COMM DRW 10	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	10 September, 2019
2	10TH SEP RESI COMM	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	10 September, 2019
3	PP 3	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	03 September, 2019
4	PP 3	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	03 September, 2019
5	6TH AUG 19	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	06 August, 2019
6	2AUG 2019 PLANNING PERMIT	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	03 August, 2019
7	2AUG2019 PLANNING PERMIT	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	02 August, 2019
8	PLANNING 29JULY	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	29 July, 2019
9	LAND COST	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	25 July, 2019
10	Demo	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	18 July, 2019
11	CALL FOR PERT CASE	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	15 July, 2019
12	PLANNING CLRENCE 9	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	09 July, 2019
13	PLANNING 9TH	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	09 July, 2019
14	9TH JULY PLANNING	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	09 July, 2019
15	8TH JULY PLANNING PERMIT	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	08 July, 2019
16	planning permit 6	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	06 July, 2019

Applicant can check their proposal-file's status

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**.

Sr.No	Project Name	Architect	Applicant/ Owner Address	Proposal forwarded date
1	DRAFT LETTER TEST	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	04 September, 2019
2	DRAFT LETTER TEST	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	04 September, 2019
3	PP 3	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	03 September, 2019
4	21AUG 2019 PLANNING	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	21 August, 2019
5	8aug 2019 planning per	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	05 August, 2019
6	8TH aug	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	05 August, 2019
7	2AUG	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	02 August, 2019
8	planning permit 31	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	31 July, 2019
9	DC EDIT ISSUE	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	29 July, 2019
10	20JULY PLANNING PERMIT	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	20 July, 2019
11	PLANNING PERMIT JULY111	A SATHISH KUMAR	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality Arumbakkam	04 July, 2019

- 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.

Name	Designation	Registration NO.
A SATHISH KUMAR	Architect	CA/2003/31586
Babu Venkatesan	Architect	2010/48200
ESAKIRAJ T	Licensed Surveyors	2398
EZHILARASAN V	Licensed Surveyors	1498
G JAYASANKAR	Licensed Surveyors	RE/GR-II/1903/031

(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.

Sr.No	Project Name	Architect	Applicant/ Owner Address	Proposal forwarded date
21	29AUG CC	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	29 August, 2019
22	CC 28AUG 2019	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	28 August, 2019
23	CC FLOW	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	20 August, 2019
24	cc issue 30July	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	30 July, 2019
25	CC Proposal 29519	M.VIJAY BASKAR		29 May, 2019
26	CC 28MAY	M.VIJAY BASKAR		28 May, 2019
27	CC proposal	VIJAYARAGHAVAN P K		21 May, 2019
28	Galaxy	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	11 September, 2019
29	Galaxy	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	11 September, 2019
30	Galaxy	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	11 September, 2019
31	26June planning permit	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	26 June, 2019
32	planning permit	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	26 June, 2019
33	PLANNING CLR	A SATHISH KUMAR	Door No.-53A/3, Plot No.-0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	19 June, 2019
34	CC Proposal 29519	M.VIJAY BASKAR		29 May, 2019
35	ASE	AMUTHA K	Door No.-19, Plot No.-0, Address: 1ST CROSS STREET, BHARATHI NAGAR, Locality:AMBATTUR	28 May, 2019
36	Site Approval 21519	M.VIJAY BASKAR		21 May, 2019
37	Site Approval 16519	M.VIJAY BASKAR		16 May, 2019

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.

Architect's / Registered Professional's Console

Mr. A SATHISH KUMAR [Architect] [22-01-2020]

Sr.No	Project Name	Applicant / Architect	Types of Application	Proposal Type	Applicant/ Owner Address	Proposal forwarded date
25	CC FLOW	shital / A SATHISH KUMAR	Completion Certificate	Partial CC	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	20 August, 2019
26	cc issue 30july	shital / A SATHISH KUMAR	Completion Certificate	Partial CC	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	30 July, 2019
27	Galaxy	shital / A SATHISH KUMAR	Planning Permission	Layout	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	11 September, 2019
28	Galaxy	shital / A SATHISH KUMAR	Planning Permission	Layout	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	11 September, 2019
29	Galaxy	shital / A SATHISH KUMAR	Planning Permission	Layout	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	11 September, 2019
30	26june planning permit	shital / A SATHISH KUMAR	Planning Permission	Layout	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	26 June, 2019
31	planning permit	shital / A SATHISH KUMAR	Planning Permission	Layout	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	26 June, 2019
32	ASD2	Shenbagaraman Periyamayagam / A SATHISH KUMAR	Planning Permission	Site Approval	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	03 September, 2019
33	ASD2	Shenbagaraman Periyamayagam / A SATHISH KUMAR	Planning Permission	Site Approval	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	03 September, 2019
34	3july	RAM SAI Industries / A SATHISH KUMAR	Planning Permission	Site Approval	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	03 July, 2019
35	PLANNING CLR	shital / A SATHISH KUMAR	Planning Permission	Site Approval	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai,, Locality:Arumbakkam	19 June, 2019

- 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.

The screenshot shows the 'Types of Application' form for a 'Layout' proposal. The 'Planning Permission' dropdown is highlighted with a red box, and a yellow callout bubble points to it with the text 'Planning Permission is for Layout'. The form includes fields for 'Type of Application', 'Proposal Type', 'Status of Site', 'Type of Applicant', and 'Total no of plots (proposed)'. A note at the bottom states: 'Note: if total number of plots (proposed) entered is <= 8, "proposal doesn't come under Layout" and won't be able to proceed with the application.'

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

The screenshot shows the 'Types of Application' form for a 'Building' proposal. The 'Planning Permission' dropdown is highlighted with a red box, and a yellow callout bubble points to it with the text 'Planning Permission is for Building'. The form includes fields for 'Type of Application', 'Proposal Type', 'Nature Of Building', 'Status of Site', 'Type of Applicant', and 'Type of Building'. A note at the bottom states: '(if height of the building is more than 18.30 m means it comes under MSB)'

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.

The screenshot shows the 'Types of Application' form for Mr. A SATHISH KUMAR [Architect] [22-01-2020]. The form is titled 'Types of Application' and includes the following fields:

- Type of Application:** Planning Permission
- Proposal Type:** Building
- Nature Of Building:** Select
- Status of Site:** Select
- Type of Applicant:** Select
- Type of Building:** Select

Buttons for 'Save' and 'Save & Next' are located at the bottom of the form.

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.

The screenshot shows the 'Types of Application' form for Miss CMDA Test [Architect] [27-12-2019]. The form is titled 'Types of Application' and includes the following fields:


- Type of Application:** Planning Permission
- Proposal Type:** Building
- Nature Of Building:** Additional Construction
- Status of Site:** Vacant
- Planning Permit No.:** 5656
- Type of Applicant:** Individual
- Type of Building:** NHRB-INST
- File Number:** CMDA/PP/NHRB 001
- Planning Permit Date:** 01/10/2019

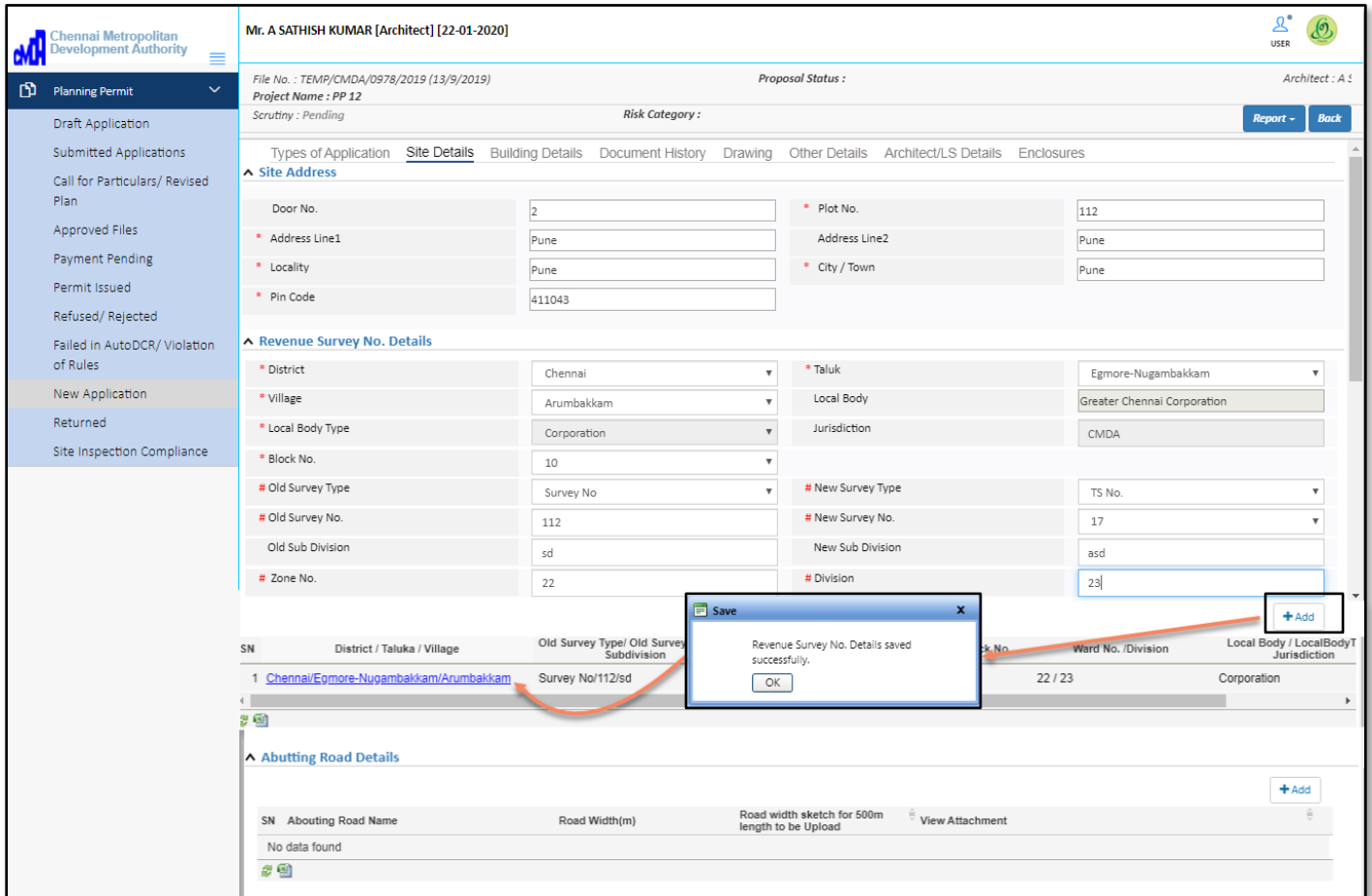
Buttons for 'Save' and 'Save & Next' are located at the bottom of the form.

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



Chennai Metropolitan Development Authority

Mr. A SATHISH KUMAR [Architect] [22-01-2020]

File No. : TEMP/CMDA/0978/2019 (13/9/2019) Proposal Status : Architect : A S

Project Name : PP 12

Scrutiny : Pending Risk Category :

Types of Application **Site Details** Building Details Document History Drawing Other Details Architect/LS Details Enclosures

Site Address

Door No. 2 Plot No. 112

* Address Line1 Pune Address Line2 Pune

* Locality Pune * City / Town Pune

* Pin Code 411043

Revenue Survey No. Details

* District Chennai * Taluk Egmore-Nugambakkam

* Village Arumbakkam Local Body Greater Chennai Corporation

* Local Body Type Corporation Jurisdiction CMDA

* Block No. 10

* Old Survey Type Survey No. * New Survey Type TS No.

* Old Survey No. 112 * New Survey No. 17

Old Sub Division sd New Sub Division asd

* Zone No. 22 * Division 23

Save

Revenue Survey No. Details saved successfully.

OK

SN District / Taluka / Village Old Survey Type/ Old Survey No./ Old Subdivision New Survey Type/ New Survey No./ New Subdivision Block No. Ward No. /Division Local Body / LocalBodyType / Jurisdiction Landuse Card

1 Chennai/Egmore-Nugambakkam/Arumbakkam Survey No/112/sd TS.NO/17/asd 10 22 / 23 Corporation



Abutting Road Details



SN Abutting Road Name Road Width(m) Road width sketch for 500m length to be Upload View Attachment

No data found

Figure 14: Site Details

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

SN	District / Taluka / Village	Old Survey Type/ Old Survey No./ Old Subdivision	New Survey Type/ New Survey No./ New Subdivision	Block No.	Ward No. /Division	Local Body / LocalBodyType / Jurisdiction	Landuse Card
1	Chennai/Egmore-Nugambakkam/Arumbakkam	Survey No/112/sd	TS.NO/17/asd	10	22 / 23	Corporation	 

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:
 - Click **+ Add** button.
 - Enter the Road details and click **Attach File** label to attach the road width sketch.

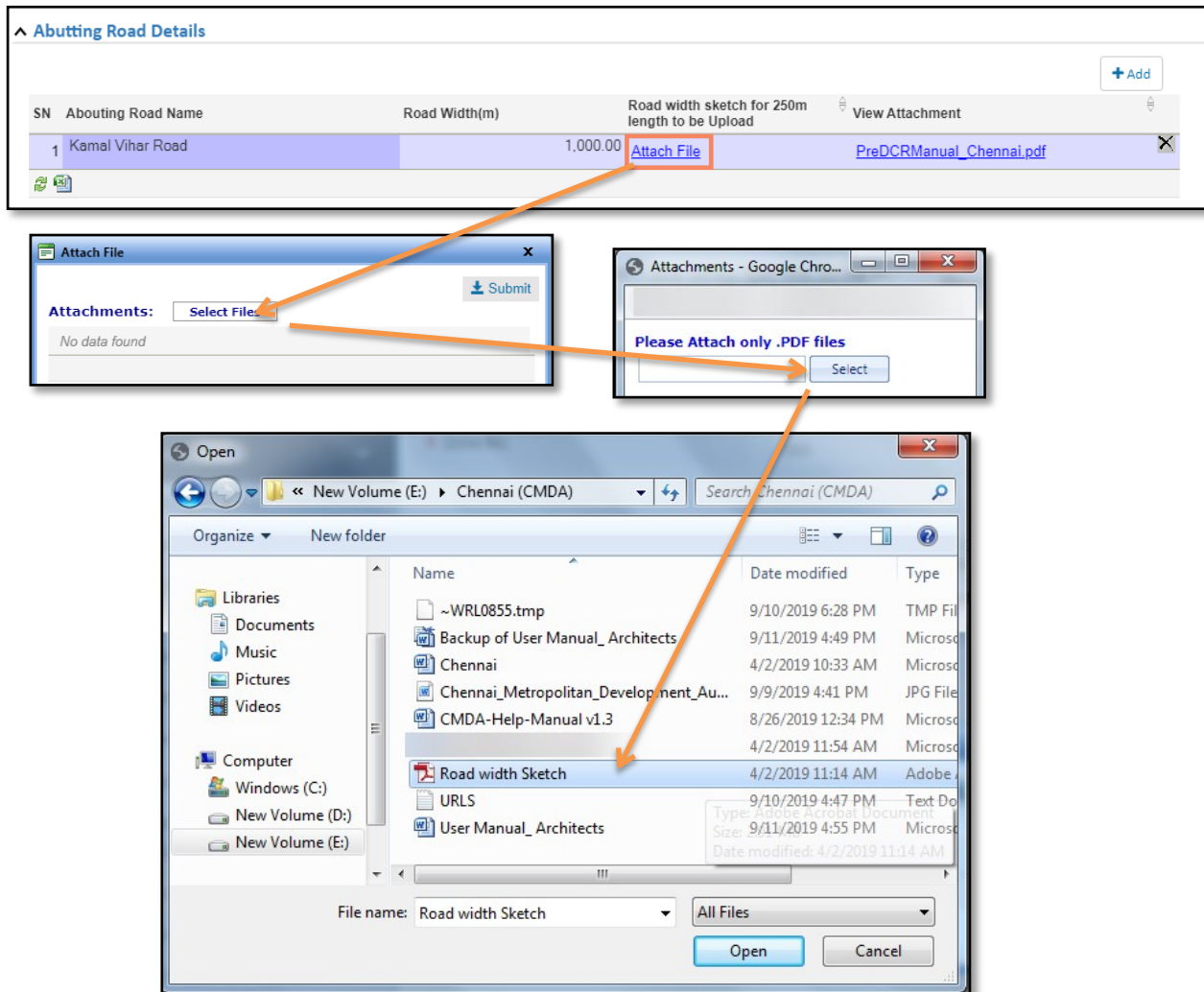


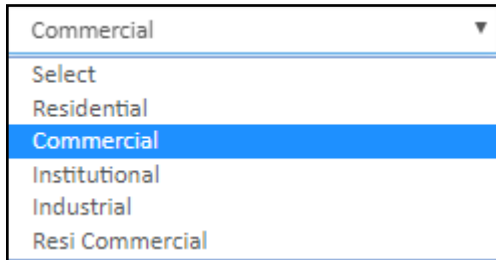
Figure 15: Attaching Road Width Sketch

- 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** to provide the building block name, building block status and building block Height. **Save** the details.

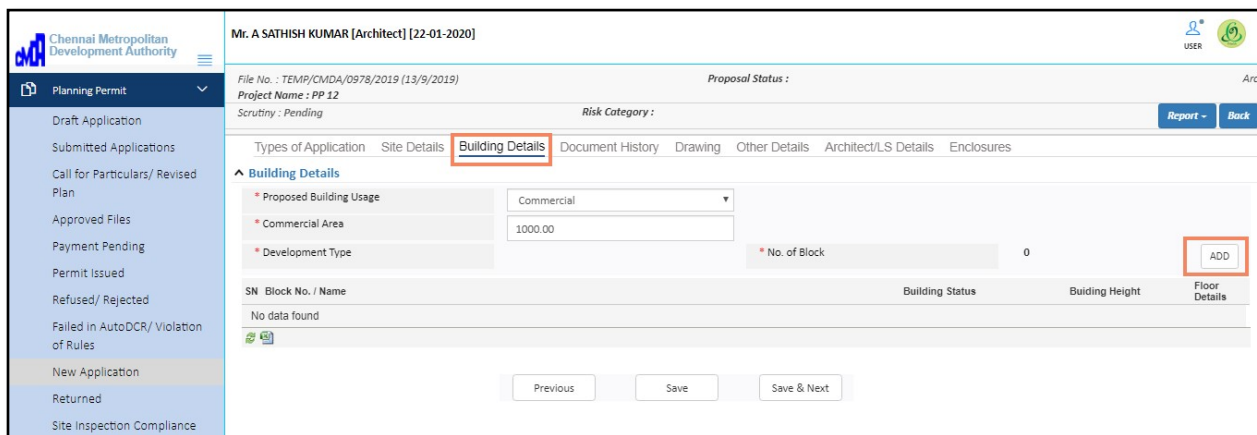
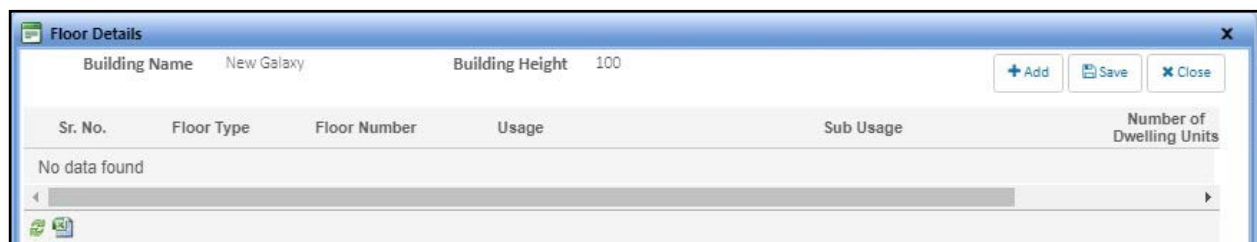


Figure 16: Adding Building Details

(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**.

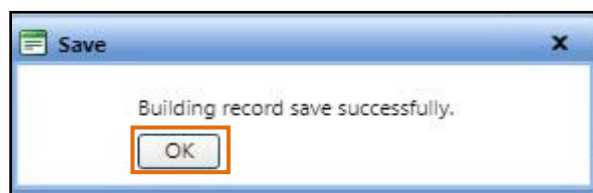
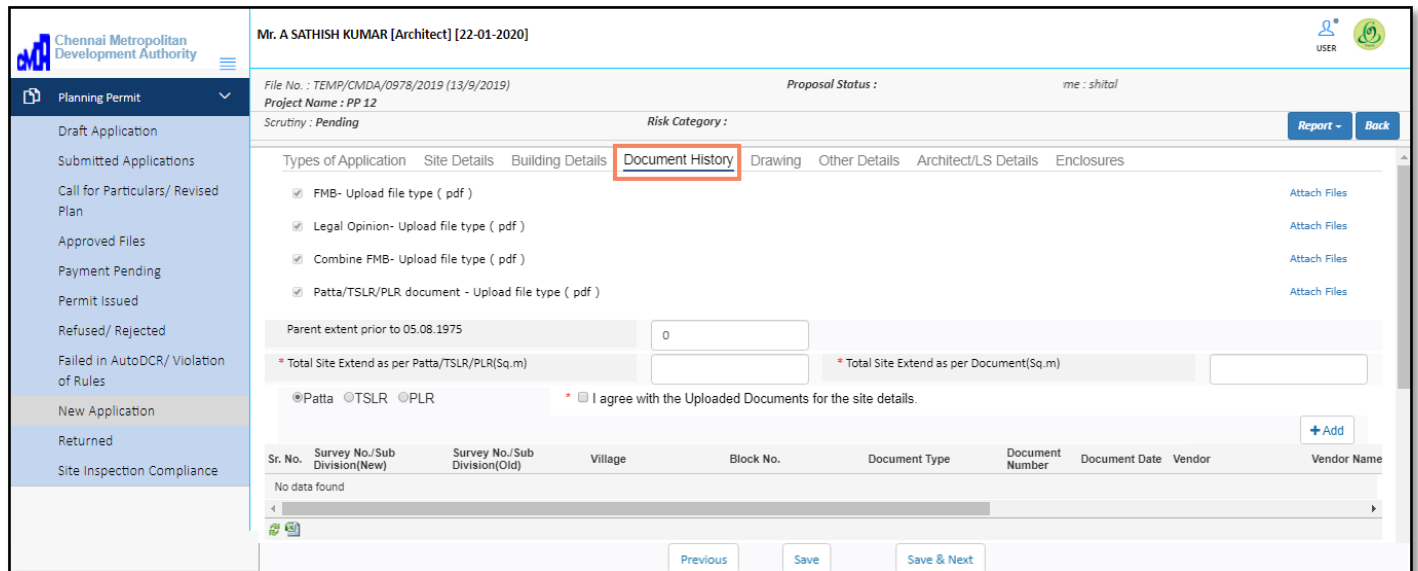


Figure 17: Building details record saved successfully

4.1.4 Document History

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



- To attach the documents:
 - 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.

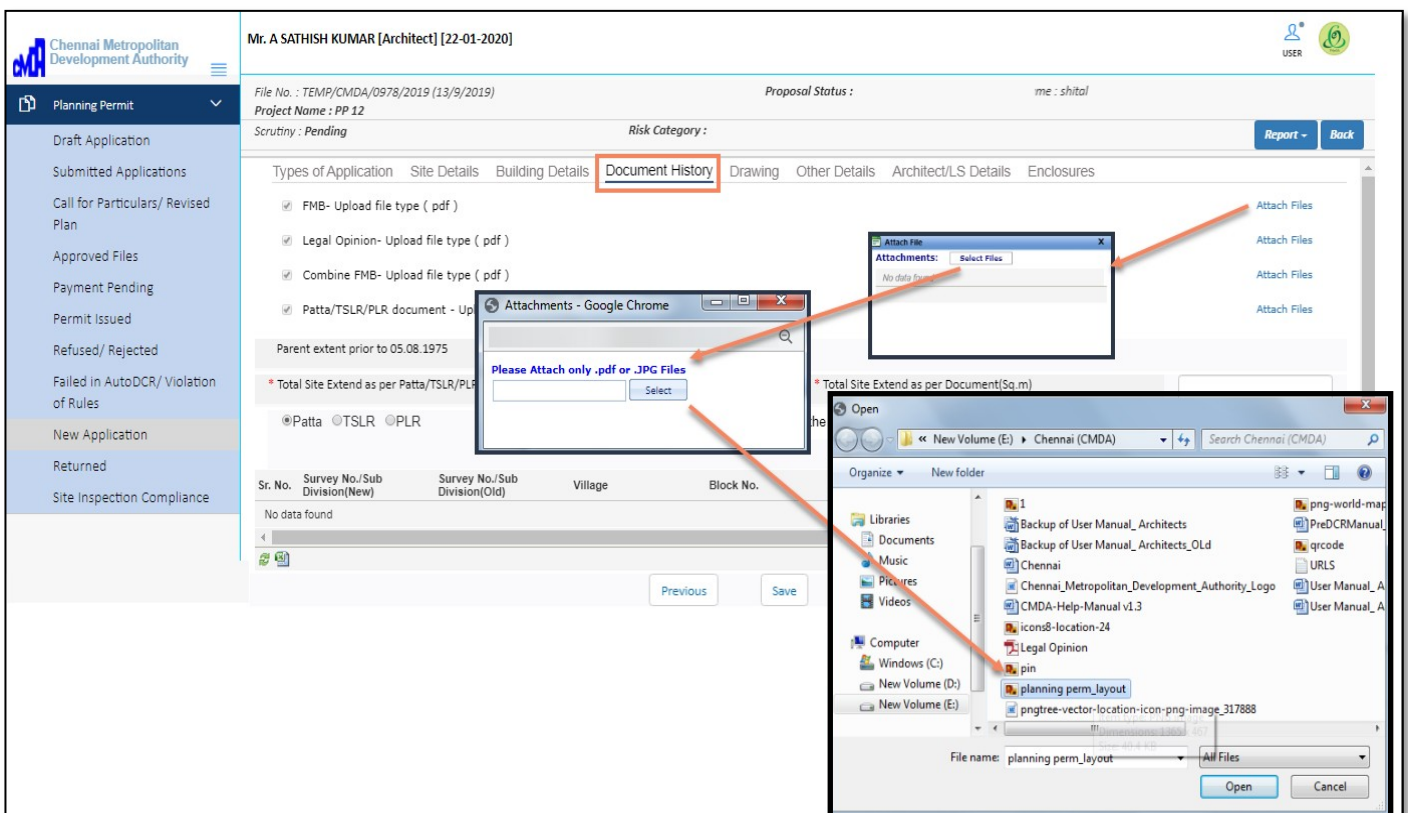


Figure 18: Attaching Documents

- (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.

Sr. No.	Survey No./Sub Division(New)	Survey No./Sub Division(Old)	Village	Block No.	Document Type	Document Number	Document Date	Vendor	Vendor Name
1	5/564654	544/4564 ;	Periyakudal;	6;	Gift Deed	54	09/11/2019	Donor	JHG

- (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.

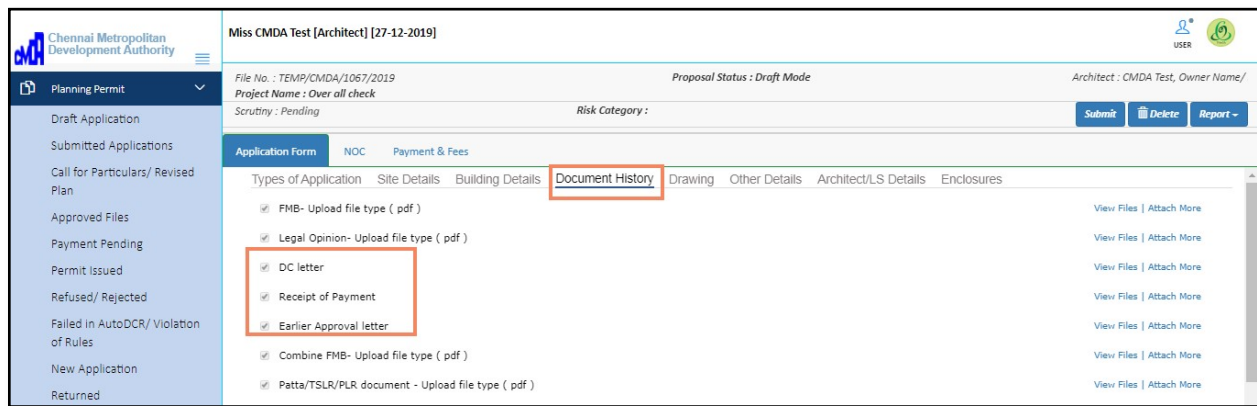


Figure 19: Additional Documents for Additional Construction Type

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 to attach the drawing.

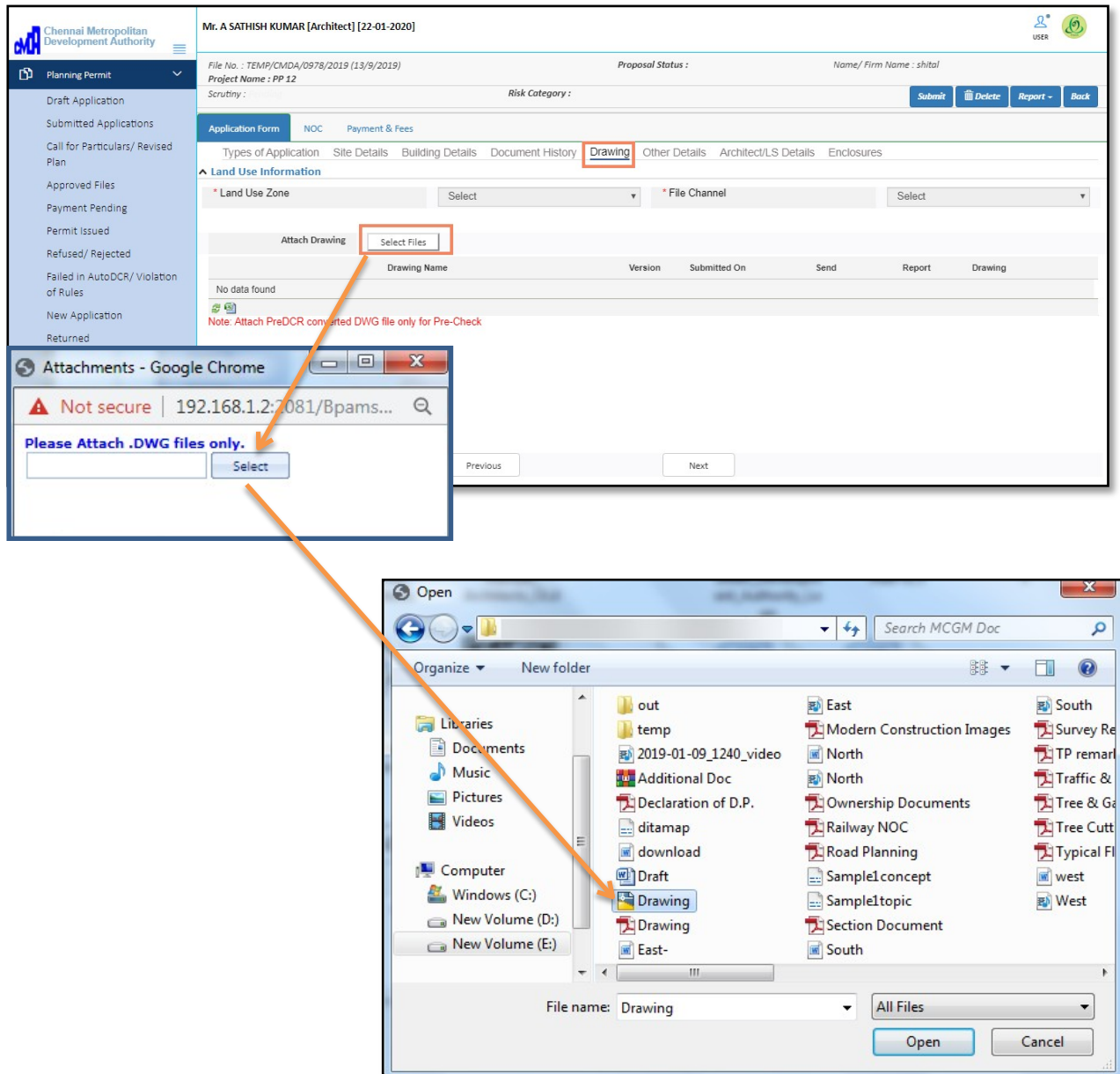
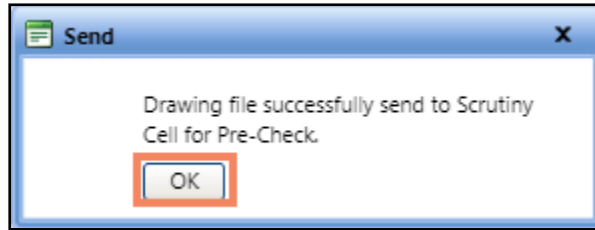


Figure 20: Attaching Drawing

- 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.
 - 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.

Drawing Name	Version	Submitted On	Report	Drawing	Status	Remark
SB RESI 956.dwg	0	17/9/2019	View	Download	Scrutiny Pass With Printing Done	PASS

Note: Attach PreDCR converted DWG file only for Pre-Check

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.

Drawing Name	Version	Submitted On	Send	Report	Drawing	Status
2413.dwg	0	25/6/2019	Send	View	Download	Scrutiny Failed in Rules

Note: Attach PreDCR converted DWG file only for Pre-Check

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)

Types of Application Site Details Building Details Document History **Drawing** Other Details Architect/LS Details Enclosures

Land Use Information

* Land Use Zone Primary Residential * File Channel North

Attach Drawing Select Files

Drawing Name	Version	Submitted On	Send	Report	Drawing	Status
Drawing.dwg	1	18/9/2019	Send Pre-Check		Download Remove	Scrutiny Pending
2413.dwg	0	25/6/2019		View	Download	Scrutiny Failed in Rules FAIL

Note: Attach PreDCR converted DWG file only for Pre-Check

(iii) Click 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**.
 - Fill all the necessary details and attach the mandatory files.
 - Click **Save** and **Save & Next**.

The screenshot displays the 'Other Details' section of a planning permit application. The interface includes a sidebar on the left with navigation options such as 'Draft Application', 'Submitted Applications', and 'Permit Issued'. The main content area is divided into several sections:

- Land / Plot Details:** Contains radio button questions such as 'Whether your Building falls Under Approved Layout', 'Do you want to utilize TDR?', and 'OSR Applicability'.
- Form B Details:** Includes text input fields for 'Particulars of proposed developments', 'Particulars of present and previous use of Buildings or land State', and 'Extent of Existing Building if any(Sq.m)'. It also features radio button questions about tree felling, advertisement boards, and land ownership.
- Form C Details:** A table with columns for 'Description', 'Distance in (Metre)', and 'Remarks'. It lists various distance requirements like 'Qualifying width available for a length of 250m/500m (Metre)' and 'Distance between the site and nearby water body (Metre)'.
- Provisions for Sump and Over Head Tank:** A table with columns for 'Sump Capacity' and 'OHT Capacity', listing categories like 'Drinking / Domestic', 'Fire Fighting', 'Rain Water Collection', and 'Sullage Water Recycling'.

At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Save & Next'. The 'Save' and 'Save & Next' buttons are highlighted with red boxes in the original image.

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.

Chennai Metropolitan Development Authority

Mr. A SATHISH KUMAR [Architect] [22-01-2020]

File No. : TEMP/CMDA/0978/2019 (13/9/2019)
Project Name : PP 12

Proposal Status :

Architect : A SATHISH

Scrutiny : Pending

Risk Category :

[Submit](#)
[Delete](#)
[Report](#)
[Back](#)

Application Form

NOC Payment & Fees

Types of Application Site Details Building Details Document History Drawing Other Details Architect/LS Details Enclosures

Architect/ Licensed Information

Architect/License Surveyor	Architect	Name	A SATHISH KUMAR
Door No.	53A/3	Plot No.	0
Address Line1	Amaravathy Nagar Third East Cross Street Ar	Address Line2	
Locality	Arumbakkam	Email.	manisha.jagtap@softtech-engr.com
Mobile Number	7517249139	Aadhaar No.	
Register Number	CA/2003/31586	* Registration Certificate scan copy	+ Attach Registration Certificate

Applicant Information

* Name	shital	* Father Name	S/O <input type="text" value="Father Name"/>
Door No.		Plot No.	10
Address Line1	igmore	Address Line2	
Locality	Chennai	Email id	manisha.jagtap@softtech-engr.com
Phone No.		Aadhaar No.	

Structural Engineer Information

* Consultant Name		* Address	
* Mobile No.		* Email Id	
* License No.		Aadhaar No.	
* Validity		* Registration Certificate scan copy	+ Attach Registration Certificate

Geotechnical Engineer

* Consultant Name		* Register No.	
* Address		* Mobile No.	
Aadhaar No.		* Email Id	
* Test Report No.		* Soil Report	+ Choose File
* Date		* Registration Certificate scan copy	+ Attach Registration Certificate

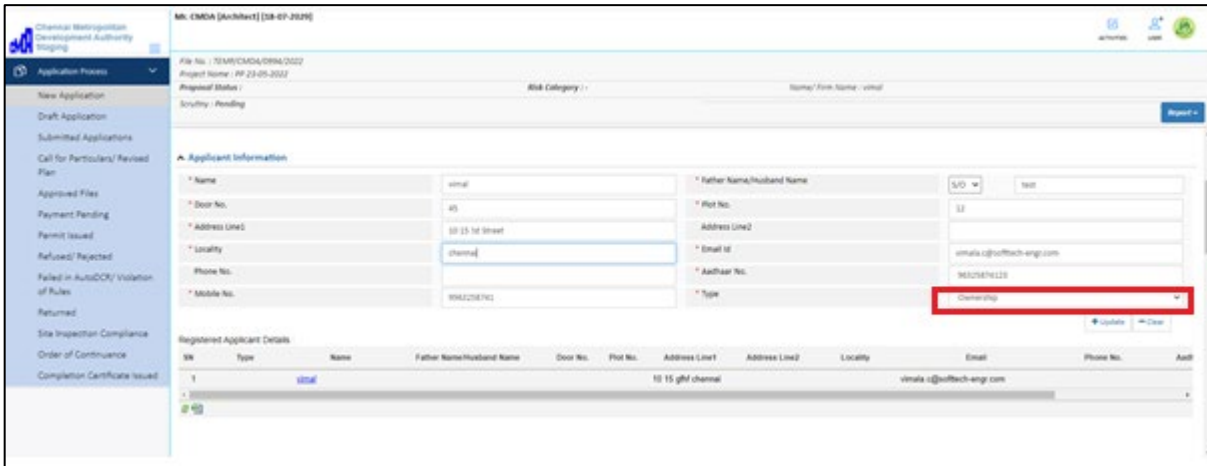
Site Engineer

* Name		* Qualification	Select
* Address		* Mobile No.	
* Email Id		Aadhaar No.	
* Degree Certificate Scan copy	+ Attach Degree Certificate		

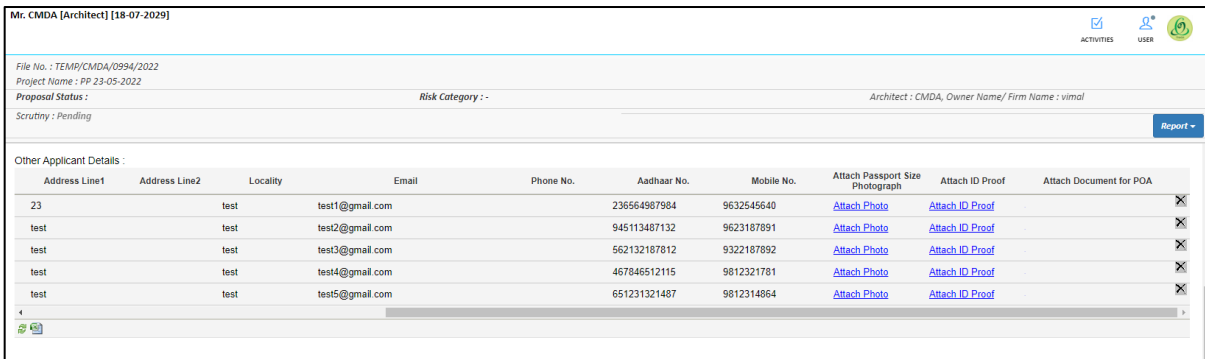
[Previous](#) [Save](#) [Save & Next](#)

Figure 24: Architect / LS Details

- In Applicant details ownership type to be selected as mandatory



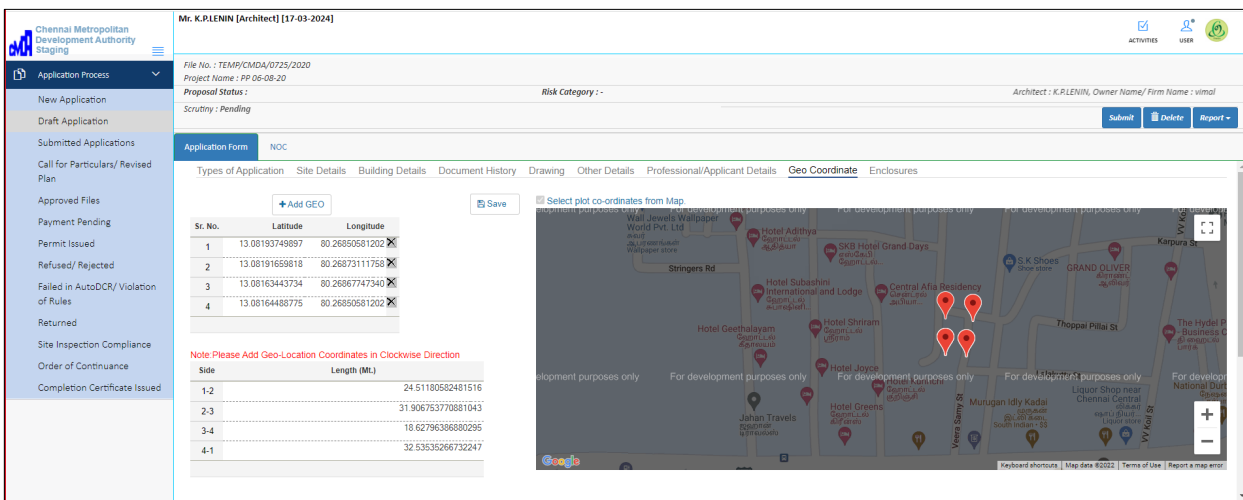
- Along with primary owner, additional of 6 owners can be added



- 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.

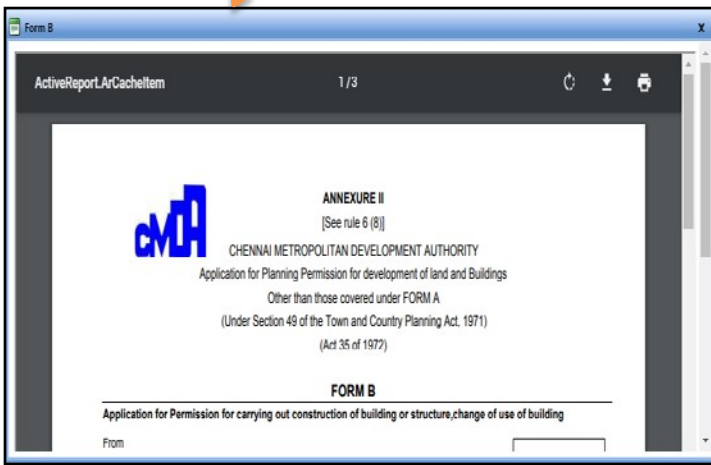
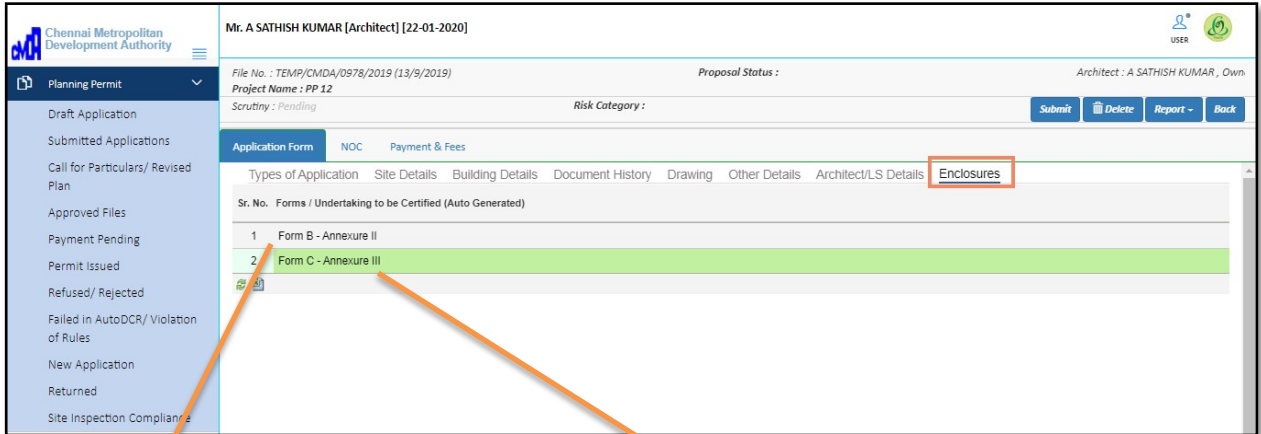


Figure 25: Enclosures (Form B & Form C)

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:


<input type="checkbox"/>	Select if you want to apply for NOC.
<input type="checkbox"/>	Select if you have the NOC certificate already.
<input type="checkbox"/>	Select if the NOC is not applicable for your building construction.

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

The screenshot displays the 'NOC Details' page in the CMDA system. The user is Mr. A SATHISH KUMAR, an Architect, with a session ID of [22-01-2020]. The project name is PP 12, and the proposal status is Pending. The risk category is also Pending. The main table lists 17 questions regarding various NOC types, each with radio button options for Yes, No, or NA. A 'Save' button is visible in the top right corner of the table area.

#	Description	Value	Attachment
1	Would you like to apply for Revenue NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
2	Would you like to apply for Traffic NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
3	Would you like to apply for Railways NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
4	Would you like to apply for ASI NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
5	Would you like to apply for AAI NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
6	Would you like to apply for Fire Service NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
7	Would you like to apply for IAF NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
8	Would you like to apply for Housing Board NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
9	Would you like to apply for Pollution Control Board NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
10	Would you like to apply for PWD (Inundation point of view) with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
11	Would you like to apply for CMRL with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
12	Would you like to apply for CRZ with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
13	Would you like to apply for Commissioner/Collector(Religious) with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
14	Would you like to apply for Department of Explosives NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
15	Would you like to apply for Environmental Clearance(EC) NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
16	Would you like to apply for PWD (Structural Drawing) with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
17	Would you like to apply for PCMWSSB for STP with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	

Figure 26: NOC Details

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

4.2 Completion 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 **Invite Architect**.

Chennai Metropolitan Development Authority

Mr. CMDATEST APPLICANT [Citizen]

USER

Invite Architect

Sr.No	Project Name	Architect	Applicant/ Owner Address	Proposal forwarded date
1	Message Test	CMDA		11 July, 2019
2	Message Integ	CMDA		11 July, 2019
3	NHR_ IND Test	CMDA		09 July, 2019
4	New SMS Test 8 July	CMDA		08 July, 2019
5	planning permit	CMDA		30 April, 2019
6	TEST - MSG	CMDA		29 April, 2019
7	LIVE FILE MISSING - 1	CMDA		15 April, 2019
8	LIVE FILE MISSING - 2	CMDA		15 April, 2019
9	TESTING 11.01.2019	Vadivukkarasi AC		11 January, 2019
10	PROJECT 2	Vadivukkarasi AC		11 January, 2019
11	PROJECT - 1	Vadivukkarasi AC		10 January, 2019
12	Completion	CMDA		19 September, 2019

- 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.

Chennai Metropolitan Development Authority

Mr. CMDATEST APPLICANT [Citizen]

USER

Invite Architect or LS to Proceed Further

* Architect or LS Name Project Name

Type of Application * Proposal Type

Note: Please click on checkbox to select Architect/License Surveyor

	Name	Designation	Registration NO.
<input type="checkbox"/>	Alfin Jacob	Licensed Surveyors	RE/GR-III/19/04/033
<input type="checkbox"/>	B Chandran	Licensed Surveyors	1836
<input type="checkbox"/>	C R RAJU	Architect	CA/09/12626
<input type="checkbox"/>	C. Ezhil Maran	Architect	CA/2003/30721
<input type="checkbox"/>	C.SATHIYANARAYANA SINGH	Licensed Surveyors	RE/GR-II/19/04/135

Invite

- (iii) Select the **Type of Application** as **Completion Certificate** and **Proposal Type** from the available list options.
- (iv) Provide the **Project Name**.

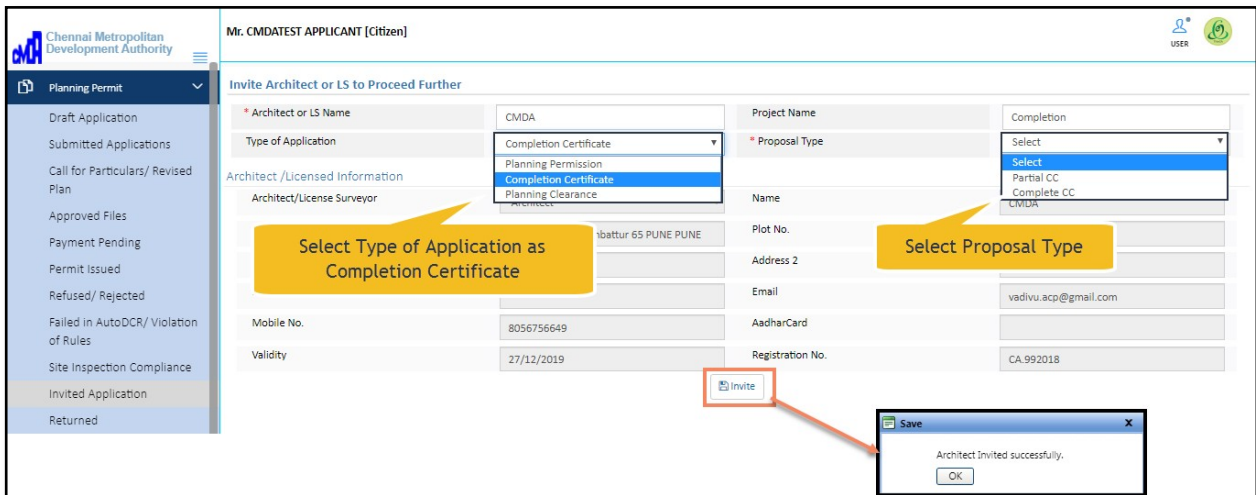



Figure 27: Inviting Architect (For completion certificate)

- (v) Click  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.

Sr.No	Project Name	Applicant / Architect	Types of Application	Proposal Type	Applicant/ Owner Address	Proposal forwarded date
1	CMDA TEST - 9-9-2019	CMDATEST APPLICANT / CMDA Test	Planning Permission	Building		09 September, 2019
2	LIVE FILE MISSING - 2	CMDATEST APPLICANT / CMDA Test	Planning Permission	NA		15 April, 2019
3	Completion	CMDATEST APPLICANT / CMDA Test	Completion Certificate	Partial CC		19 September, 2019
4	CC (29/08/2019)	CMDATEST APPLICANT / CMDA Test	Completion Certificate	Complete CC		29 August, 2019
5	TEST COMPLETE CC - 20-8-2019	CMDATEST APPLICANT / CMDA Test	Completion Certificate	Complete CC		20 August, 2019
6	PP LAYOUT	CMDATEST APPLICANT / CMDA Test	Planning Permission	Layout		02 August, 2019
7	MSB TESTING66	CMDATEST APPLICANT / CMDA Test	Planning Permission	Layout		06 June, 2019
8	LAYOUT TESTING 235	CMDATEST APPLICANT / CMDA Test	Planning Permission	Layout		23 May, 2019
9	TESTING LAYOUT 23	CMDATEST APPLICANT / CMDA Test	Planning Permission	Layout		23 May, 2019
10	TESTING LAYOUT 23	CMDATEST APPLICANT / CMDA Test	Planning Permission	Layout		23 May, 2019
11	layout project	CMDATEST APPLICANT / CMDA Test	Planning Permission	NA		07 May, 2019
12	TESTING SB 225	CMDATEST APPLICANT / CMDA Test	Planning Permission	Site Approval		22 May, 2019

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

Miss CMDA Test [Architect] [27-12-2019]

File No. : TEMP/CMDA/1004/2019 (19/9/2019) Architect : CA

Project Name : Completion Risk Category :

Scrutiny : Verified Report - Back

Types of Application | Site Details | Part I | Part II | Part III | Document History | Architect/LS Details | Enclosures

* Type of Application: **Completion Certificate** | * Type of Applicant: Select

* Proposal Type: Partial CC | * Type of Building: Select

Save | Save & Next

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.

The screenshot displays the 'Miss CMDA Test [Architect] [27-12-2019]' interface. The left sidebar lists various application stages, with 'Draft Application' selected. The main content area shows the 'Types of Application' tab, which is highlighted with a red box. Below this, there are four input fields: '* Type of Application', 'Completion Certificate' (with a dropdown menu showing 'Complete CC'), '* Type of Applicant' (with a dropdown menu showing 'Individual'), and '* Type of Building' (with a dropdown menu showing 'NHRB'). At the bottom of the form, two buttons are visible: 'Save' and 'Save & Next', both of which are highlighted with red boxes.

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**.
 - 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.

The screenshot displays the 'Site Details' tab within the Chennai Metropolitan Development Authority (CMDA) web portal. The interface is organized into several sections:

- Header:** Shows the project name 'Miss CMDA Test [Architect] [27-12-2019]' and the user profile.
- Navigation:** A sidebar on the left lists various application stages, with 'Planning Permit' selected.
- Application Form:** The 'Site Details' sub-tab is active, showing fields for 'Planning Permit No.', 'Planning Permit Date', and 'Risk Category'.
- Site Address:** Contains input fields for 'Door No.', 'Address Line1', 'Locality', 'Pin Code', 'Plot No.', 'Address Line2', and 'City / Town', along with a 'File Channel' dropdown.
- Revenue Survey No. Details:** A table with columns for 'SN', 'District / Taluka / Village', 'Old Survey Type/ Old Survey No./ Old Subdivision', 'New Survey Type/ New Survey No./ New Subdivision', 'Block No.', 'Ward No. /Division', and 'Local Body / LocalBody Jurisdiction'. A 'Save' dialog box is overlaid on this table, indicating successful saving.
- Abutting Road Details:** A table with columns for 'SN', 'Abutting Road Name', 'Road Width(m)', 'Road width sketch for 500m length to be Upload', and 'View Attachment'. A '+ Add' button is highlighted in a red box.

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:
 - Read the description and enter the values.
 - Select the dates for planning and building permits.
 - Select the use of construction.
 - Save** all the details and click to move further.

The screenshot displays the Chennai Metropolitan Development Authority (CMDA) web portal. The main content area is titled "Miss CMDA Test [Architect] [27-12-2019]". It shows the following details:

- File No.:** TEMP/CMDA/1004/2019 (19/9/2019)
- Project Name:** Completion
- Scrutiny:** Verified
- Risk Category:** (Empty)
- Architect:** CMDA Test, Owner I

The main content area is divided into sections: "Types of Application", "Site Details", "Part I", "Part II", "Part III", "Document History", "Architect/LS Details", and "Enclosures". The "Part I" section is currently active and contains a table with the following details:

#	Description
1	CC Application is for part/ whole building
2	Planning Permit Date for the Project
3	Building Permit No. for the Project
4	Building Permit Date for the Project
5	CMDA Channel File No.
6	Nature of construction
7	Use of construction
8	Additions made, if any
9	Security Deposit amount
10	Security Deposit payment details (Cash / Bank Guarantee)

The "Nature of construction" field (row 6) is currently selected, and a dropdown menu is open, showing the following options:

- Residential
- Commercial
- Industrial
- Institutional
- Information Technology
- Open Space and Recreation
- Residential Cum Commercial
- Others

The "Next" button is highlighted with a red box, indicating the next step in the process.

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.

Chennai Metropolitan Development Authority

Planning Permit

- Draft Application
- Submitted Applications
- Call for Particulars/ Revised Plan
- Approved Files
- Payment Pending
- Permit Issued
- Refused/ Rejected
- Failed in AutoDCR/ Violation of Rules
- New Application
- Returned
- Site Inspection Compliance

Miss CMDA Test [Architect] [27-12-2019]

File No. : TEMP/CMDA/1004/2019 (19/9/2019) Proposal Status :
 Project Name : Completion st, Owner Name/ Firm Name : CMDATEST APPLICANT
 Scrutiny : Verified Risk Category :

Types of Application Site Details Part I Part II Part III Document History Architect/LS Details Enclosures

Save Report Back

#	Description	Value
1	Date of approval and Ref. No.	
2	Date of Completion	
3	I No. of dwelling units constructed	
4	II If the dwelling units are more/ less than the approval, specify the reason	
5	I No. of Floors constructed	
6	II If No. of Floors is not as per the approval, Number of Floors added/ reduced	
7	I No. of Blocks constructed	
8	II No. of Blocks constructed more or less than the approval, specify the No. of Blocks	
9	No. of Parking stalls provided	
10	Shortage of Car Parking if any	
11	I Is there any change in Parking arrangement against the approved one?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
12	I Is there any change of use, against the approved use	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
13	I Whether FSB is free from any structure	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
14	I Are SSB's free from any Structure such as Pump Room, Motor Room	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
15	I Whether RSB is from any structure?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
16	I Are the gates provided as per approval?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
17	I Is the Terrace free from Column projections?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
18	I If the construction is outside the City, Upflow filter is provided	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
19	I Are the Balconies completed as per the approval?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
20	I How many Wardrobes are provided?	
21	II How many as per the approval?	
22	III How many additional made exceeding the approval?	
23	I Is there any Well in the site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA

Previous Next

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 + Add Block Name. 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 X 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**:

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

Parameter	Block (if any)	As per the Approved Plan (metres)	As on Site (metres)	Remark
F.S.B.				
R.S.B.	Floor 1			
S.S.B. (1)				
S.S.B. (2)				
F.S.B.				
R.S.B.	Floor 2			
S.S.B. (1)				
S.S.B. (2)				

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

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

Parameter	Block (if any)	As per the Approved Plan (metres)	As on Site (metres)	Remark
Length	Floor 1			
Breadth				
Length	Floor 2			
Breadth				

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

Setback Details		Dimension of the Building		Other Details	Structures on Setback Spaces	
Parameter	Block (if any)	As per the Approved Plan (metres)	As on Site (metres)	Remark		
F.S.I.						
Coverage						
Height of the building	Floor 1					
	Floor 2					
Height of the Parapet wall	Floor 1					
	Floor 2					
No. of Dwelling Units						
Usage	Floor 1					
	Floor 2					
Still Floor Height	Floor 1					
	Floor 2					
Turning Radius						
Landscaping details, if any in set-back space						
No. of Car Parking						
No. of Two-wheeler						
Parking						
Open to sky (O.T.S) size of the area	Floor 1					
	Floor 2					
	Floor 1					

Save

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

Setback Details		Dimension of the Building		Other Details	Structures on Setback Spaces
Parameter	Block (if any)	As per the Approved Plan (metres)	As on Site (metres)	Remark	
Motor Room/ Pump Room	Floor 1				
	Floor 2				
Servant Toilet	Floor 1				
	Floor 2				
Security Room	Floor 1				
	Floor 2				
Open Transformer					
Septic Tank with Upflow Filter					
Sewerage Treatment Plant					

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.

The screenshot displays the 'Document History' section of the CMDA web portal. The page title is 'Miss CMDA Test [Architect] [27-12-2019]'. The user is logged in as 'USER'. The application details include 'File No.: TEMP/CMDA/1098/2019', 'Project Name: POTENTIAL CONSTRUCTIONS', and 'Scrutiny: Verified'. The 'Document History' tab is selected, showing a list of required documents with checkboxes and 'Attach Files' links. A table at the bottom is currently empty, with a '+ Add' button highlighted.

Sr. No.	Survey No./Sub Division(New)	Survey No./Sub Division(Old)	Village	Block No.	Document Type	Document Number	Document Date	Vendor	Vendor No
No data found									

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.

Chennai Metropolitan Development Authority

Miss CMDA Test [Architect] [27-12-2019]

File No. : TEMP/CMDA/1098/2019
Project Name : POTENTIAL CONSTRUCTIONS
Scrutiny : Verified
Risk Category :
Architect : CMDA Test, Owner Name/ F
Submit Delete Report

Application Form NOC Payment & Fees

Types of Application Site Details Part I Part II Part III Document History Architect/LS Details Enclosures

Architect/ Licensed Information

Architect/License Surveyor	Architect	Name	CMDA Test
Door No.		Plot No.	
Address Line1		Address Line2	
Locality		Email	vadivu.acp1@gmail.com
Mobile Number	9999999999	Aadhaar No.	
Register Number	CA.992018	* Registration Certificate scan copy	+ Attach Registration Certificate

Applicant Information

* Name	CMDATEST APPLICANT	* Father Name/Husband Name	S/O Father Name
Door No.		Plot No.	
Address Line1	78 Perumal Kovil street Avadi	Address Line2	
Locality		Email Id	AAA@gmail.com
Phone No.		Aadhaar No.	

Structural Engineer Information

* Consultant Name		* Address	
* Mobile No.		* Email Id	
* License No.		Aadhaar No.	
* Validity		* Registration Certificate scan copy	+ Attach Registration Certificate

Geotechnical Engineer

* Consultant Name		* Register No.	
* Address		* Mobile No.	
Aadhaar No.		* Email Id	
* Test Report No.		* Soil Report	+ Choose File
* Date		* Registration Certificate scan copy	+ Attach Registration Certificate

Site Engineer

* Name		* Qualification	Select
* Address		* Mobile No.	
* Email Id		Aadhaar No.	
* Degree Certificate Scan copy	+ Attach Degree Certificate		

Previous Save Save & Next

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.

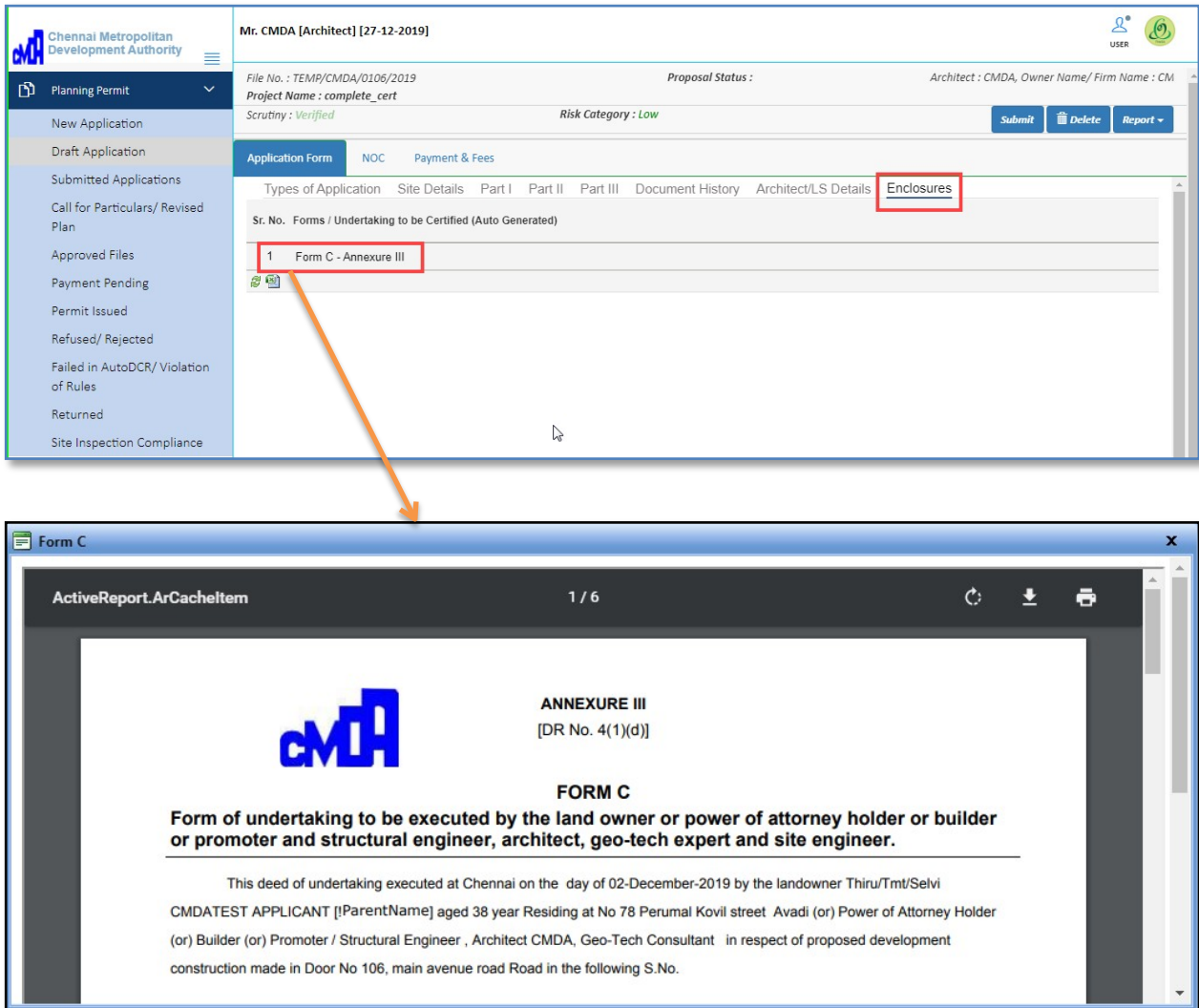


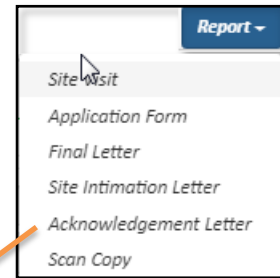
Figure 35: Enclosures in CC

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.

- Click the **Report** and select **Acknowledgement Letter**.





CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY
Thalamuthu Natarajan Building, No.1, Gandhi Irwin Road, Egmore,
Chennai - 600 008
Phone : 28414855 Fax: 91-044-28548416
E-mail: mscmda@tn.gov.in Web site: www.cmdachennai.gov.in

Enforcement Cell
ACKNOWLEDGEMENT

CC Admn No. : CMDA/CC/NHRB/C/0004/2019

Date : 15 November, 2019

Applicant Name	: chiattanya builders and leasing pvt ltd
Applicant Address	: Door No.:No15 Plot No.:2 floor Address:kakani towerskhader nawazkhan road Locality:nungambakkam Mobile No:9940032815
Site Address	: Door No.22/2 Plat No.28/30 Address:RAMAN STREET and Lodhikhan Street Nagar/Village:CHENNAI City/Town:CHENNAI PinCode:600117
CC Applied For	: Full CC
Profile of Building :	
No of Floors	: Stilt + 4 Floors
Usage	: Residential 5 Dus
Approved PP No.	:
Approval Letter No.	: BC1/11527/2018
Approval Letter Date	: 20 August, 2018

Admission Counter

Figure 36: Acknowledgement Letter

4.3 Planning 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.

The screenshot shows the 'Types of Application' tab in the CMDA web portal. The user is Mr. A SATHISH KUMAR [Architect] [22-01-2020]. The application details include:

- File No.: TEMP/CMDA/D974/2019 (11/9/2019)
- Project Name: Galaxy
- Proposal Status: Architect : A SATHISH KUMAR, Owner Name/ Firm Name : shital
- Scrutiny: Report - Back

The form fields are:

- * Type of Application: Planning Permission
- * Proposal Type: Layout
- Status of Site: Vacant
- * Type of Applicant: Company / Organization
- * Total no of plots (proposed): 9

Note: If total number of plots (proposed) entered is <= 8, "Your proposal doesn't come under Layout" and won't be able to proceed with the application.

Buttons: Save, Save & Next

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**.
 - 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**.

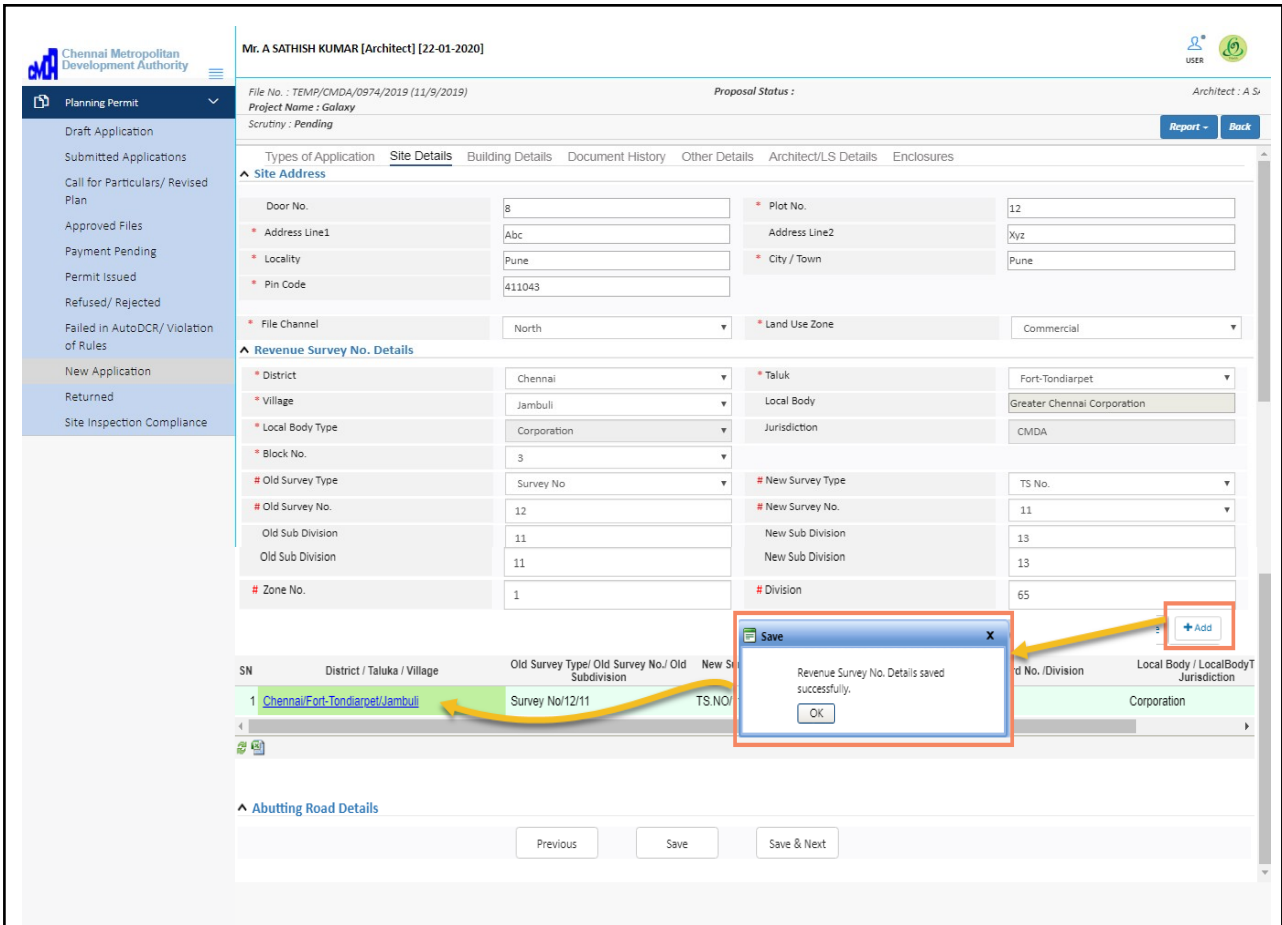






Figure 38: Site Details

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

SN	District / Taluka / Village	Old Survey Type/ Old Survey No./ Old Subdivision	New Survey Type/ New Survey No./ New Subdivision	Block No.	Ward No. /Division	Local Body / LocalBodyT Jurisdiction	Landuse Card
1	Chennai/Egmore-Nugambakkam/Arumbakkam	Survey No/66/dfgd	RS.NO/2/dgf	22	564 / 5	Corporation	 

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:
 - Click **+ Add** button.
 - Enter the Road details and click **Attach File** label to attach the road width sketch.

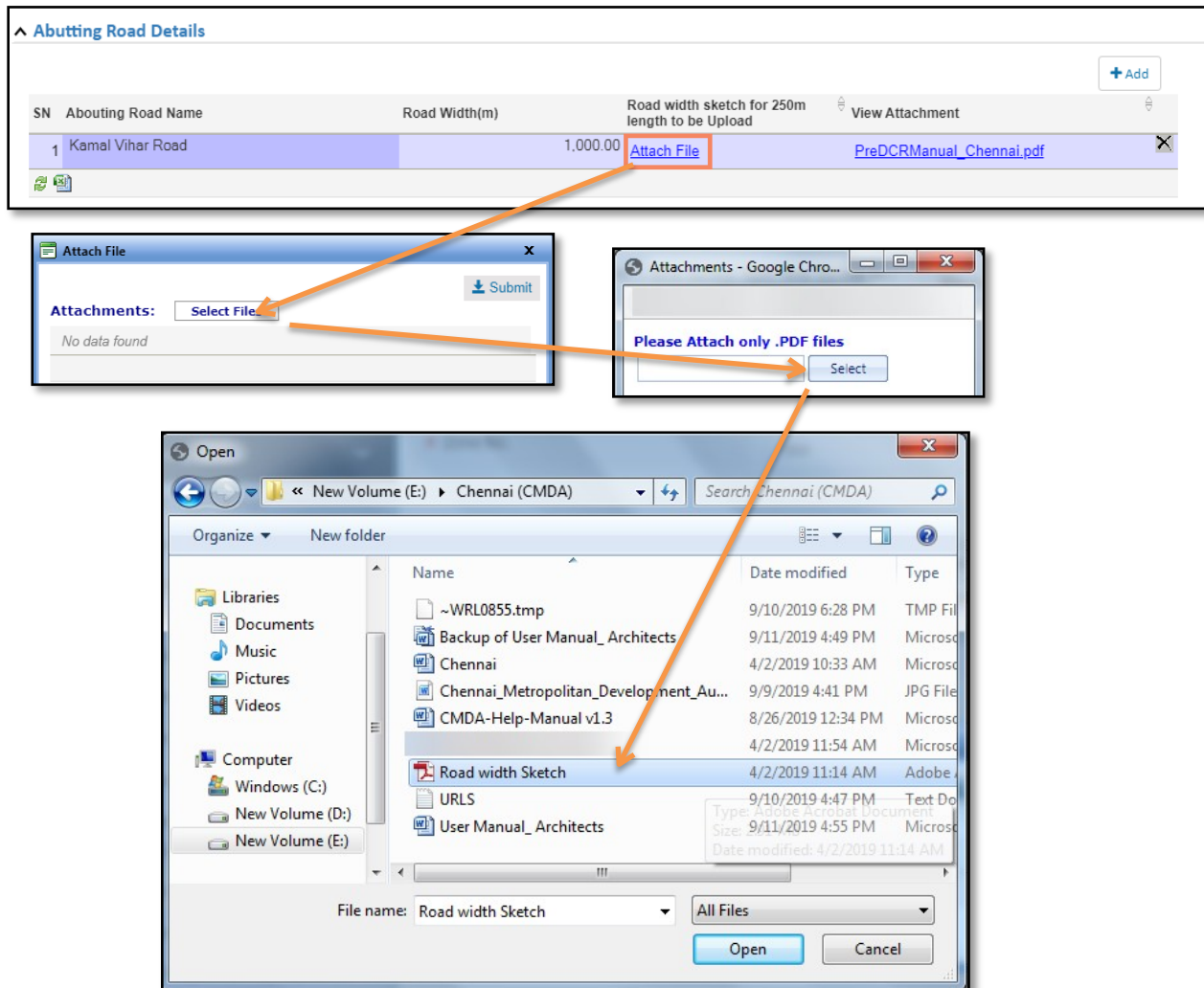
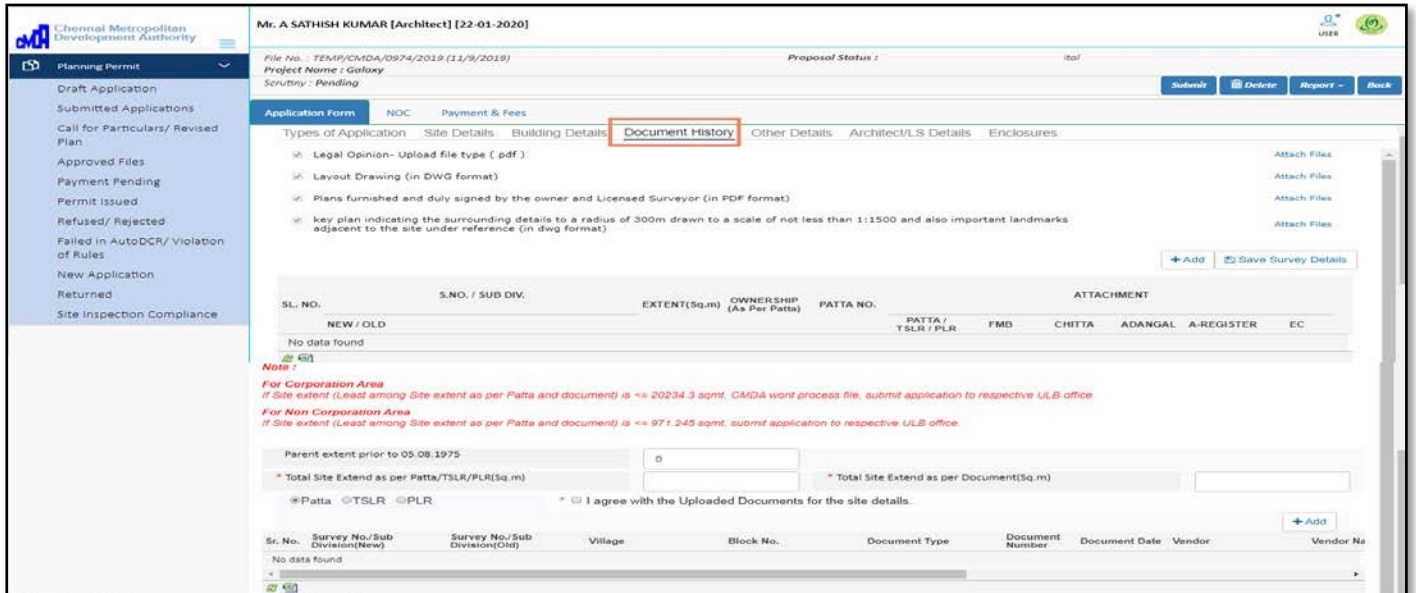


Figure 39: Attaching Road Width Sketch

- 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.

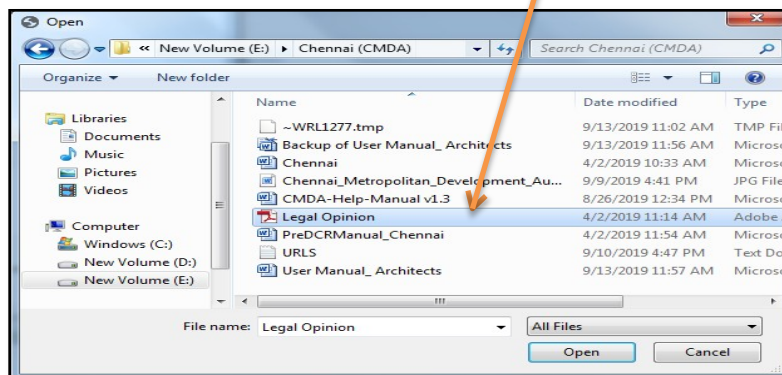
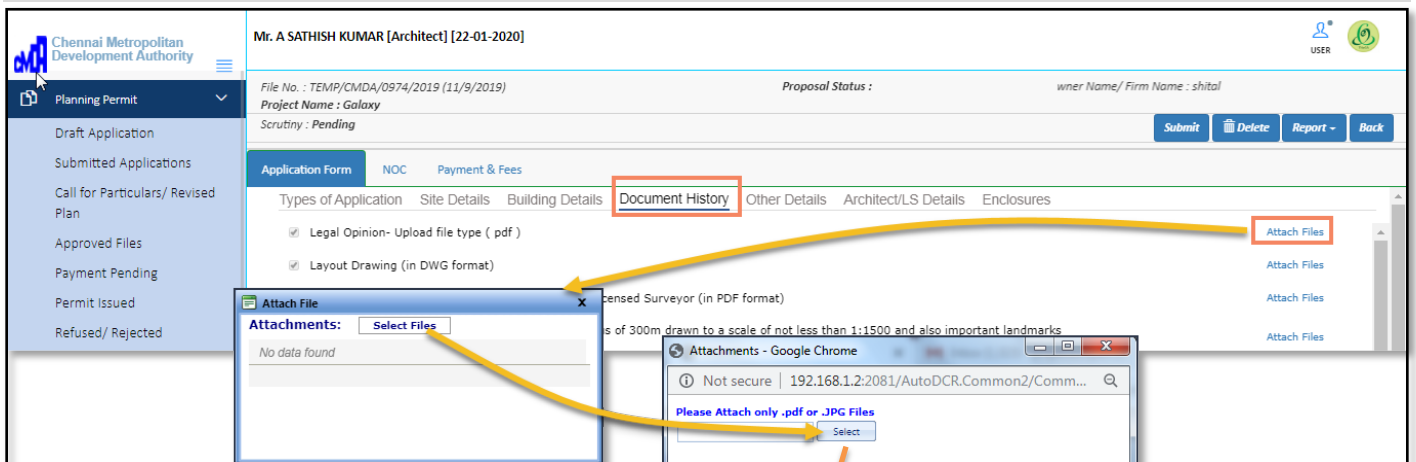


Figure 40: Attaching Documents

(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**.

SL. NO.	S.NO. / SUB DIV.	EXTENT(Sq.m)	OWNERSHIP (As Per Patta)	PATTA NO.	ATTACHMENT					
					PATTA / TSLR / PLR	FMB	CHITTA	ADANGAL	A-REGISTER	EC
1	2/dgf (New),66/dfgd (Old)	1,000.00	100	12	Attach File	Attach File	Attach File	Attach File	Attach File	Attach File

• After saving the details, you can delete the record from the list with **X** 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.

Note :
For Corporation Area
 * Site extent (Least among Site extent as per Patta and document) is <= 20234.3 sqmt, CMDA wont process file, submit application to respective ULB office.
For Non Corporation Area
 * Site extent (Least among Site extent as per Patta and document) is <= 971,245 sqmt, submit application to respective ULB office.

Parent extent prior to 05.08.1975: 100.00

* Total Site Extend as per Patta/TSLR/PLR(Sq.m): 233.00 * Total Site Extend as per Document(Sq.m): 236.00

Patta TSLR PLR * I agree with the Uploaded Documents for the site details.

+Add

Sr. No.	Survey No./Sub Division(New)	Survey No./Sub Division(Old)	Village	Block No.	Document Type	Document Number	Document Date	Vendor	Vendor No
No data found									

Previous **Save** **Save & Next**

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**.

The screenshot displays the 'Other Details' form within the CMDA web portal. The user is Mr. A SATHISH KUMAR [Architect] [22-01-2020]. The application is for a Planning Permit (File No.: TEMP/CMDA/0974/2019 (11/9/2019), Project Name: Galaxy, Scrutiny: Pending). The form is divided into several sections:

- Particulars of present and previous use of land:**
 - 1. Present use of land: For construction. * If vacant, the last previous use: other purpose.
 - 2. State whether the applicant owns or controls any adjoining land. Yes No
 - 3. Does the proposed development involve felling of any trees? Yes No
 - 4. Information regarding the proposed use:
 - (i) State number and type of dwelling units (whether bungalows, houses, flats, etc.) factories shops, institutions, parks & play fields etc. proposed: 2.00
 - (ii) Extent of land use proposed: (extent in hectares)

Land allotted for residential purpose	0
Land allotted for commercial purpose	0
Land allotted for industrial purpose	0
Land allotted for institutional purpose	0
Land allotted for park and play fields	0
Land allotted for roads and pathways	0
Land allotted for other uses (to be specified)	0
 - 5. Does the proposed development involve erection of any advertisement board? Yes No
 - 6. Whether the land in question is property belonging to a Wakf or a Hindu Religious. Yes No
 - If so whether proper prior approval or authority clearance has been obtained for the proposed development. Yes No
- Existing use of adjoining land:**
 - North: 0 East: 0
 - South: 0 West: 0
- Layout Plan details:**
 - * Patta Extent (Sq.m.): Document Extent (Sq.m.):
 - * Least Plot Extent:

Sl. No.	Categories of Reserved Area	Extent (Sq.m)	Percentage (%)
1	Road Area	0	(Road Area / Least Plot Extent) * 100
2	Plot-able Area	0	-
3	Park Area (OSR)	0	(Park Area / Plotable Area) * 100
4	E.W.S Area	0	(E.W.S Area / Plotable Area) * 100
5	Public Purpose Plots	0	(Public Purpose Plot Area / Plotable Area) * 100
6	Shop Site	0	-
7	Regular Plots	0	-

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.

Chennai Metropolitan Development Authority

Mr. A SATHISH KUMAR [Architect] [22-01-2020]

File No. : TEMP/CMDA/0974/2019 (11/9/2019) Proposal Status : Architect : A :

Project Name : Galaxy

Scrutiny :

Submit Delete Report Back

Application Form NOC Payment & Fees

Types of Application Site Details Building Details Document History Other Details **Architect/LS Details** Enclosures

Architect/ Licensed Information

Architect/License Surveyor	Architect	Name	A SATHISH KUMAR
Door No.	53A/3	Plot No.	0
Address Line1	Amaravathy Nagar Third East Cross Street Ar	Address Line2	
Locality	Arumbakkam	Email.	manisha.jagtap@softtech-engr.com
Mobile Number	7517249139	Aadhaar No.	
Register Number	CA/2003/31586	* Registration Certificate scan copy	+ Attach Registration Certificate

Applicant Information

* Name	shital	* Father Name	S/O	Father Name
Door No.		Plot No.	10	
Address Line1	igmore	Address Line2		
Locality	Chennai	Email Id	manisha.jagtap@softtech-engr.com	
Phone No.		Aadhaar No.		
* Mobile No.	7517249139			

Previous Save Save & Next

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.

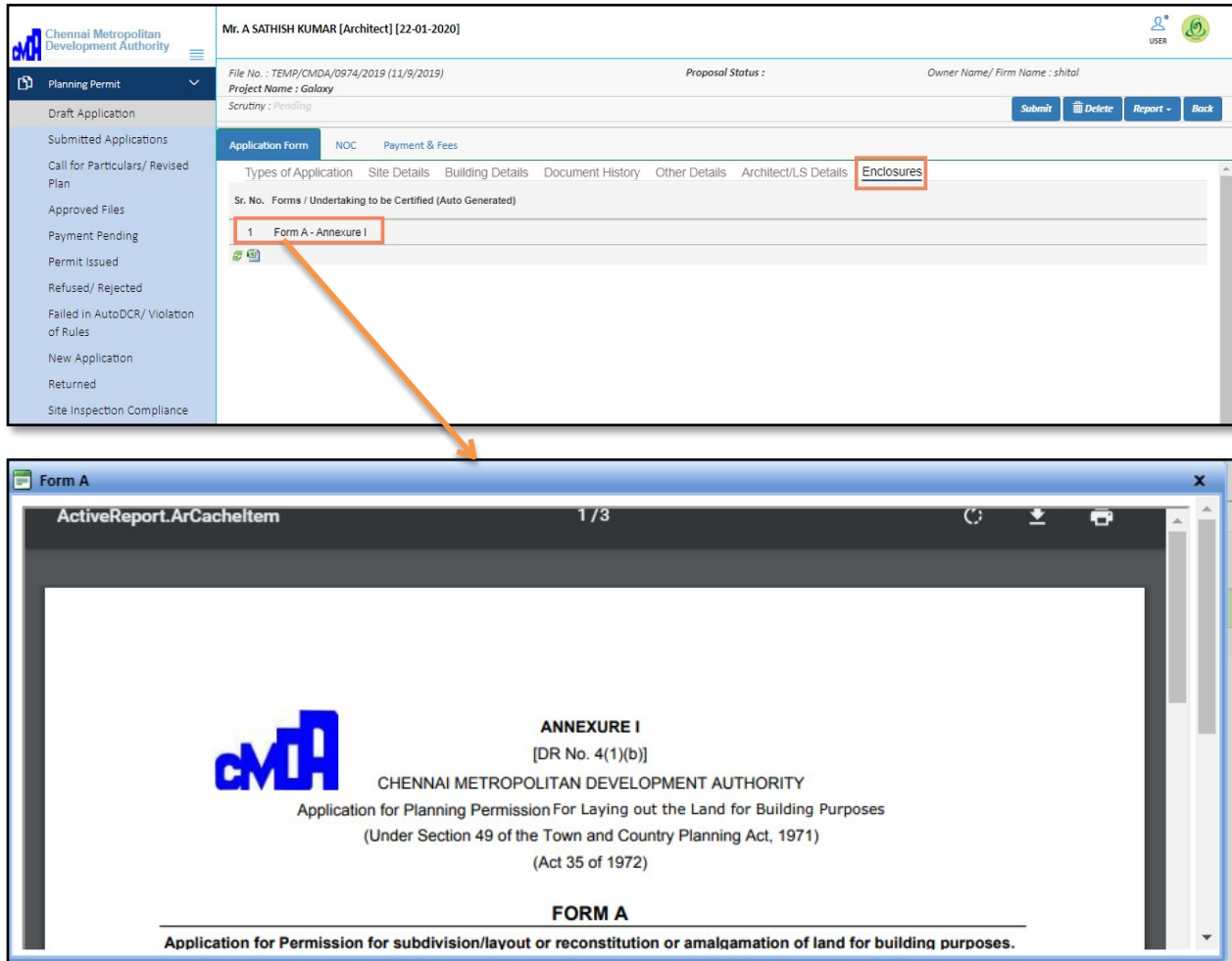


Figure 44: Enclosure

4.3.7 NOC Details

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

Description values:

<input type="checkbox"/>	Select if you want to apply for NOC.
<input type="checkbox"/>	Select if you have the NOC certificate already.
<input type="checkbox"/>	Select if the NOC is not applicable for your building construction.

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

Chennai Metropolitan Development Authority

Mr. A SATHISH KUMAR [Architect] [22-01-2020]

File No. : TEMP/CMDA/0974/2019 (11/9/2019) Proposal Status : H KUMAR, Owner Name/ Firm Name : shital

Project Name : Galaxy

Scrutiny : Pending

Application Form **NOC** Payment & Fees

Submit Delete Report - Back

Save

#	Description	Value	Attachment
1	Would you like to apply for Revenue NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
2	Would you like to apply for Traffic NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
3	Would you like to apply for Railways NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
4	Would you like to apply for ASI NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
5	Would you like to apply for AAI NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
6	Would you like to apply for Fire Service NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
7	Would you like to apply for IAF NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
8	Would you like to apply for Housing Board NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
9	Would you like to apply for Pollution Control Board NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
10	Would you like to apply for PWD (Inundation point of view) with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
11	Would you like to apply for CMRL with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
12	Would you like to apply for CRZ with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
13	Would you like to apply for Commissioner/Collector(Religious) with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
14	Would you like to apply for Department of Explosives NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
15	Would you like to apply for Environmental Clearance(EC) NOC with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
16	Would you like to apply for PWD (Structural Drawing) with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
17	Would you like to apply for PCMWSSB for STP with this application ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	

Figure 45: NOC Details

4.4 Payment & 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.

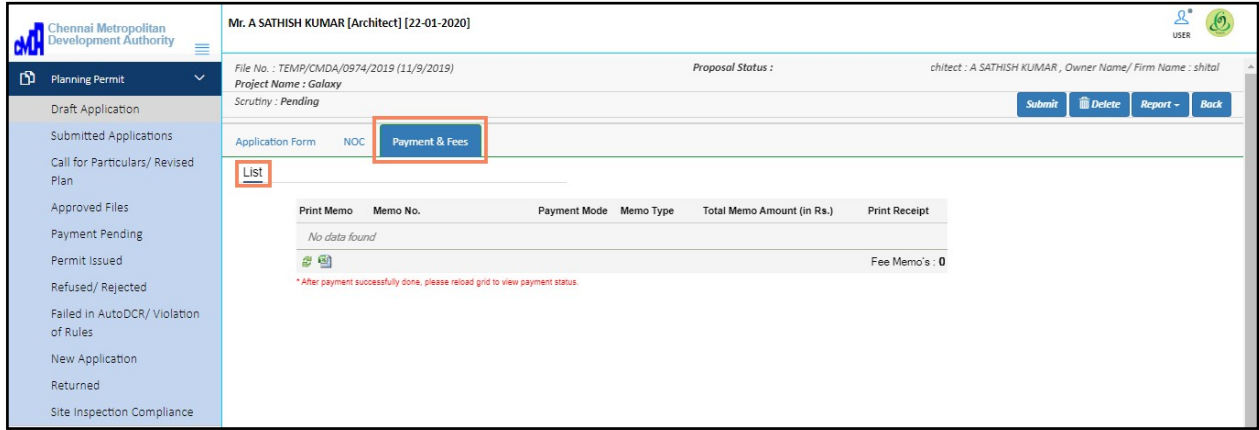




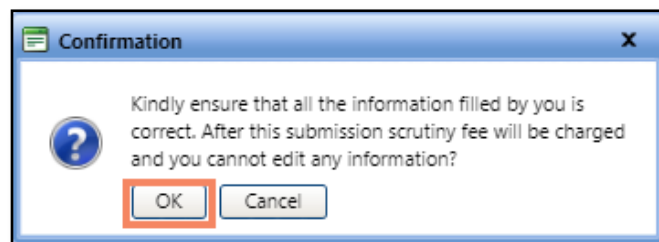


Figure 46: Fees Status before submission of proposal-file

	Tap to submit the proposal-file (application).
	Tap to delete the proposal-file (application).
	Click to see the application form details that you have already filled.
	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.
 - Go to the **Payment Pending** section.
 - Search and open your proposal-file.

Sr.No	Project Name	Applicant / Architect	Types of Application	Proposal Type	Applicant/ Owner Address	Proposal forwarded date
1	TICKET932	shital / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai., Locality: Arumbakkam	21 August, 2019
2	8AUG2019	shital / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai., Locality: Arumbakkam	08 August, 2019
3	17JULY19	Tarun / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai., Locality: Arumbakkam	17 July, 2019
4	4July planning	KNS CONSTRUCTION / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai., Locality: Arumbakkam	04 July, 2019
5	Galaxy	shital / A SATHISH KUMAR	Planning Permission	Layout	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai., Locality: Arumbakkam	11 September, 2019
6	PLANNING 10June	shital / A SATHISH KUMAR	Planning Permission	Site Approval	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai., Locality: Arumbakkam	10 June, 2019

- 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)

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CMDA/PP/Ch/0727/2019	Un Paid	Scrutiny Fee	18,750.00	Pay Now

Fee Memo's : 1

* After payment successfully done, please reload grid to view payment status.

File Details

File No. / Challan No. TEMP/CMDA/0974/2019

Enter File/Challan No.

Architect Name

Owner Name

Case Type

Challan No.

Challan Type

Amount to Pay(Rs.)

Payment Option

PayU

Internet Banking
 Credit Card
 Debit Card

Pay

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.

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CMDA/PP/Ch/0727/2019	Paid	Scrutiny Fee	18,750.00	

*After payment successfully done, please reload grid to view payment status.

4.5 E sign

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

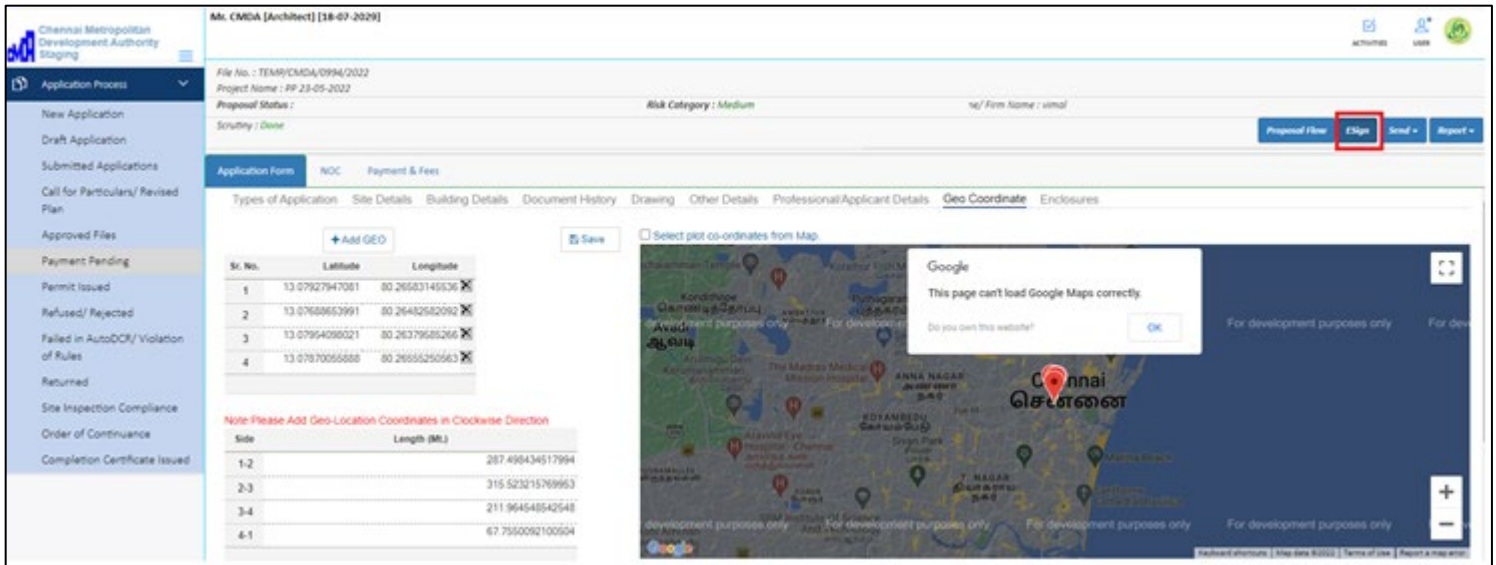


Figure 48: E Sign

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.

1 / 4 - 100% + [] [] []		↓ [] [] []
		SUBJECT TO
Name Signature	Name Signature	FILE NO DATE
ETRC_ENG_SIGN	This Planning Permission issued under New Rule TNCDBR, 2019 is subject to final outcome of the W.P. (MD) No.8948 of 2019 and WMP (MD) Nos. 6912 & 6913 of 2019. Signature Not Verified Digitally Signed by Architect: CMB Sign Date: 5/23/2022 1:05:42 PM	For (Deput High This Approval is valid only)
This is a system generated drawing as per tr		

Below is the screen, showing the PDF after signature verification

		SCALE 1:100	
		CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY APPROVED SUBJECT TO THE CONDITIONS MENTIONED IN THIS OFFICE	
Name Signature	This Planning Permission issued under New Rule TNCDBR, 2019 is subject to final outcome of the W.P. (MD) No.8948 of 2019 and WMP (MD) Nos. 6912 & 6913 of 2019.	FILE NO DATE	PLAN_PERM_NO PERMIT_NO
Signature valid Digitally Signed by Architect: CMB Sign Date: 5/23/2022 1:05:42 PM		For (Deputy Planner / Chief Planner / Member-Secretary) High Rise Building / Non High Rise Building This Approval is valid only after building Permit is issued by the concerned Local Body.	
		KEY NO.	9588
		QR CODE	
This is a system generated drawing as per the soft copy submitted by the Architect/ License Engineer			

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.

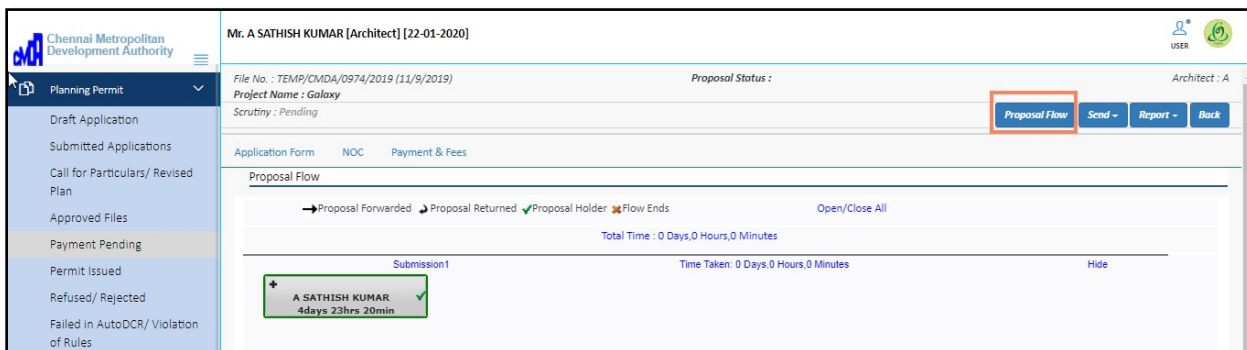


Figure 48: Proposal-Flow before Submission

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**.

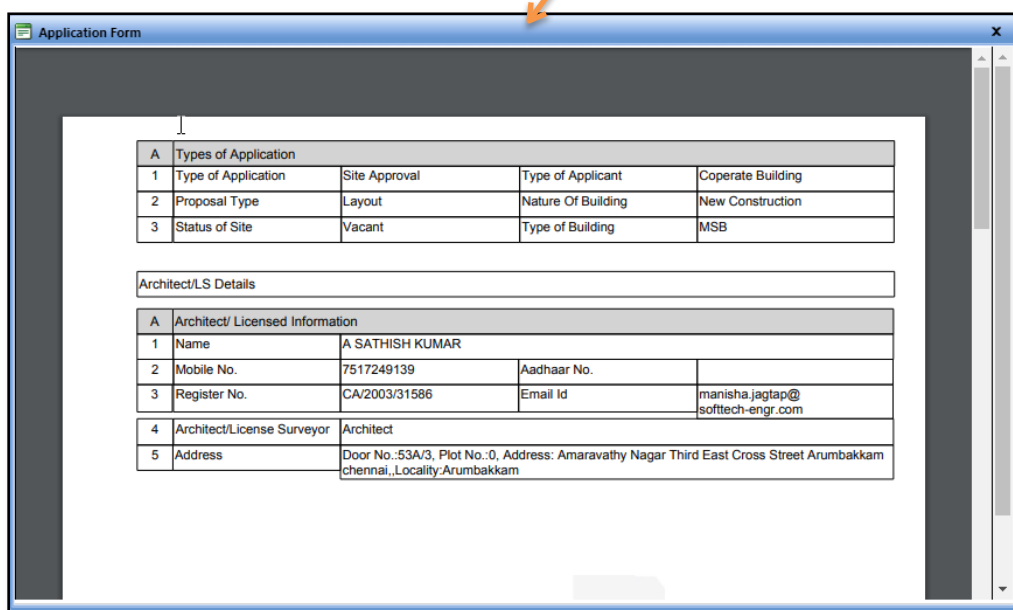
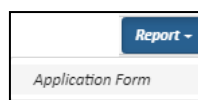


Figure 49: Application Form for Layout Proposal Type

4.5.3 Report (Application Form for Building Proposal Type)

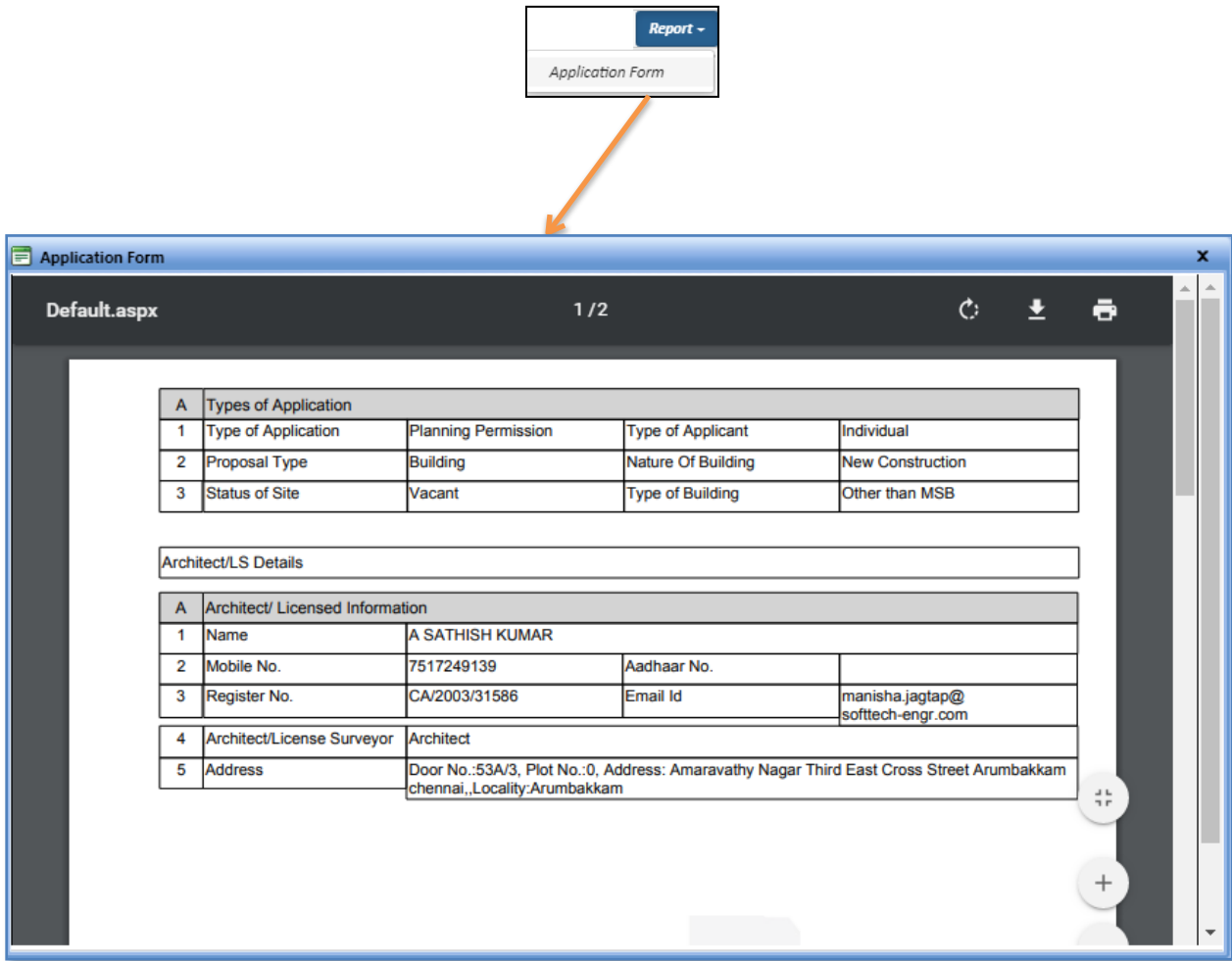
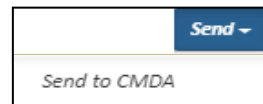


Figure 50: Application form for Building Proposal Type

4.6 Sending 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)

Sr.No	Project Name	Applicant / Architect	Types of Application	Proposal Type	Applicant/ Owner Address	Proposal forwarded date
1	TICKET932	shital / A SATHISH KUMAR	Planning Permission	Building	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality:Arumbakkam	21 August, 2019
2	8AUG2019	shital / A SATHISH KUMAR	Planning Permission	Building	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality:Arumbakkam	08 August, 2019
3	17JULY19	Tarun / A SATHISH KUMAR	Planning Permission	Building	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality:Arumbakkam	17 July, 2019
4	4july planning	KNS CONSTRUCTION / A SATHISH KUMAR	Planning Permission	Building	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality:Arumbakkam	04 July, 2019
5	PLANNING 10june	shital / A SATHISH KUMAR	Planning Permission	Site Approval	Door No.:53A/3, Plot No.:0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality:Arumbakkam	10 June, 2019

- 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.

Mr. A SATHISH KUMAR [Architect] [22-01-2020]

File No.: CMDA/PP/HRB/N/0464/2019 (11/9/2019) Proposal Status: In Process IISH KUMAR, Owner Name/ Firm Name: shital

Project Name: Galaxy

Scrutiny: Done / Document: Pending / Site Visit: Pending

Application Form NOC Payment & Fees

Proposal Flow

→ Proposal Forwarded → Proposal Returned ✓ Proposal Holder ✗ Flow Ends Open/Close All

Total Time: 0 Days, 0 Hours, 3 Minutes

Submission 1 Time Taken: 0 Days, 0 Hours, 3 Minutes Hide

A SATHISH KUMAR 5days 9min → ELANGOVAN G 3min ✓

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**.

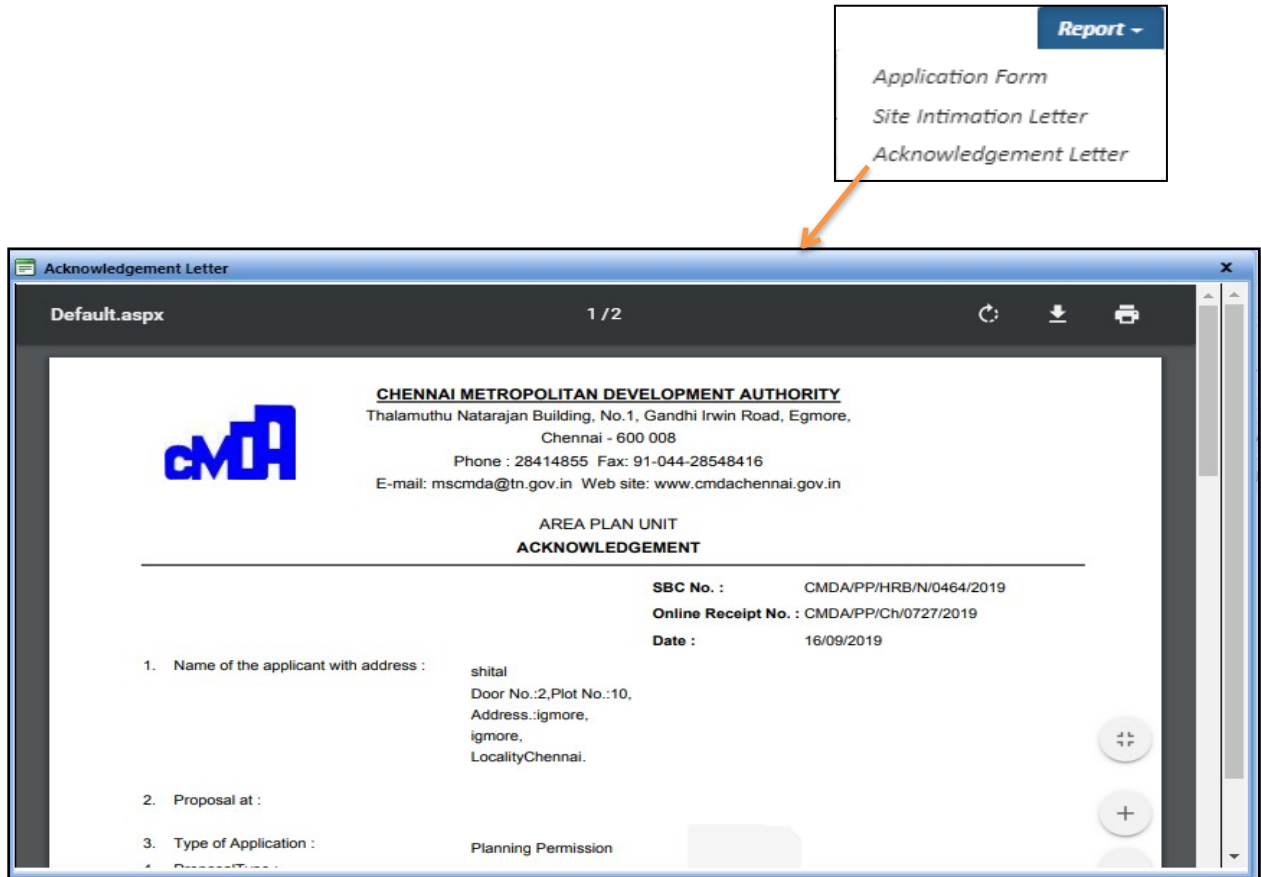


Figure 52: Acknowledgement Letter for Planning Permission

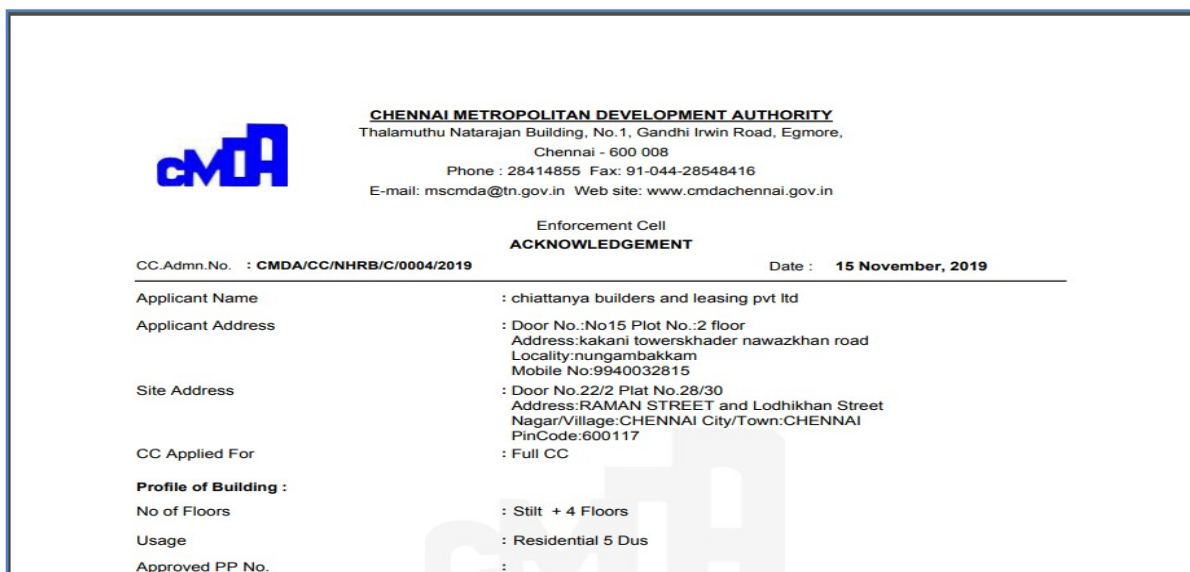


Figure 53: Acknowledgement Letter for Completion Certificate

4.7 Site Inspection Compliance

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

Sr.No	Project Name	Applicant / Architect	Types of Application	Proposal Type	Applicant/ Owner Address	Proposal forwarded date
1	SITE VISIT NOT DONE	shital / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	29 July, 2019
2	19JULY PLANNING PERMIT	shital / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	19 July, 2019
3	site visit not done case	shital / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	18 July, 2019
4	IND 16JULY	shital / A SATHISH KUMAR	Planning Permission	Building	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	16 July, 2019
5	BUILDING PERMIT 28JUNE	shital / A SATHISH KUMAR	Planning Permission	Site Approval	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	28 June, 2019
6	SITE APPROVAL 19	shital / A SATHISH KUMAR	Planning Permission	Site Approval	Door No. 53A/3, Plot No. 0, Address: Amaravathy Nagar Third East Cross Street Arumbakkam chennai, Locality: Arumbakkam	28 May, 2019


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.
 - Open the **Site Inspection Compliance** tab.
 - See the site inspection particulars (technical issues).
 - If possible, select **Resolve Remark** to solve these particulars and click **Re-submit** button to send the proposal-file to the CMDA.

SN	Objection	Resolve Remark
1	Site is full of bushes / building materials / scaffolding etc. hence site dimensions could not be verified.	<input type="checkbox"/>
2	Site under reference was not clearly demarcated.	<input type="checkbox"/>

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  to see the **Site Inspection Intimation Letter** and **Site Visit** report.

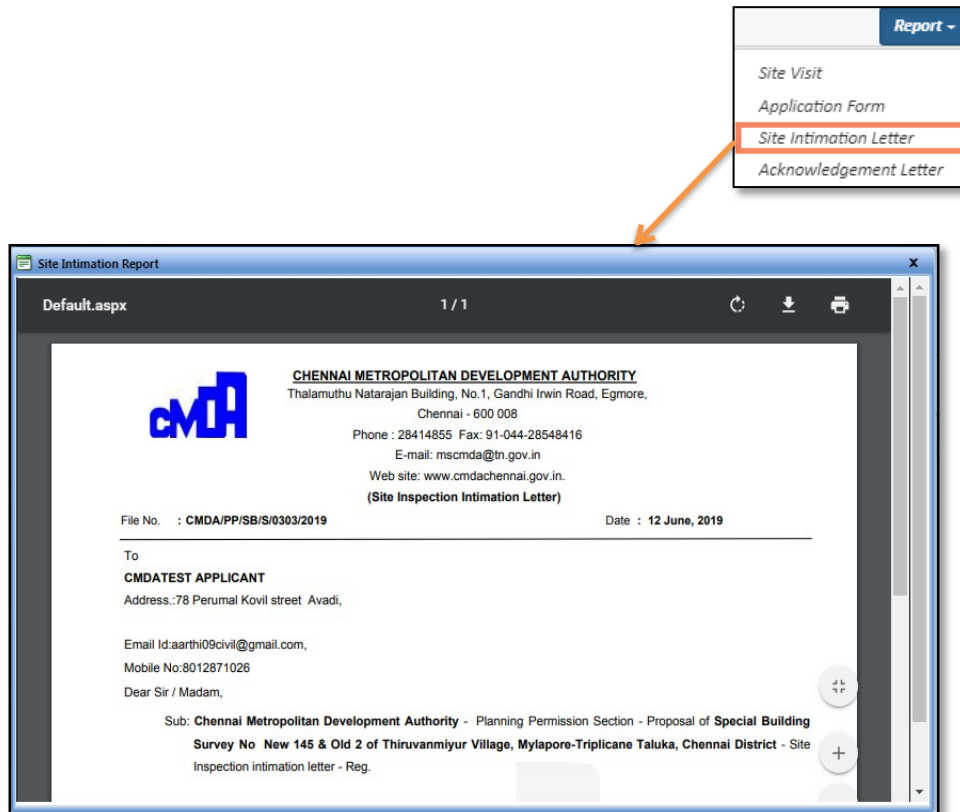


Figure 56: Site Intimation Report

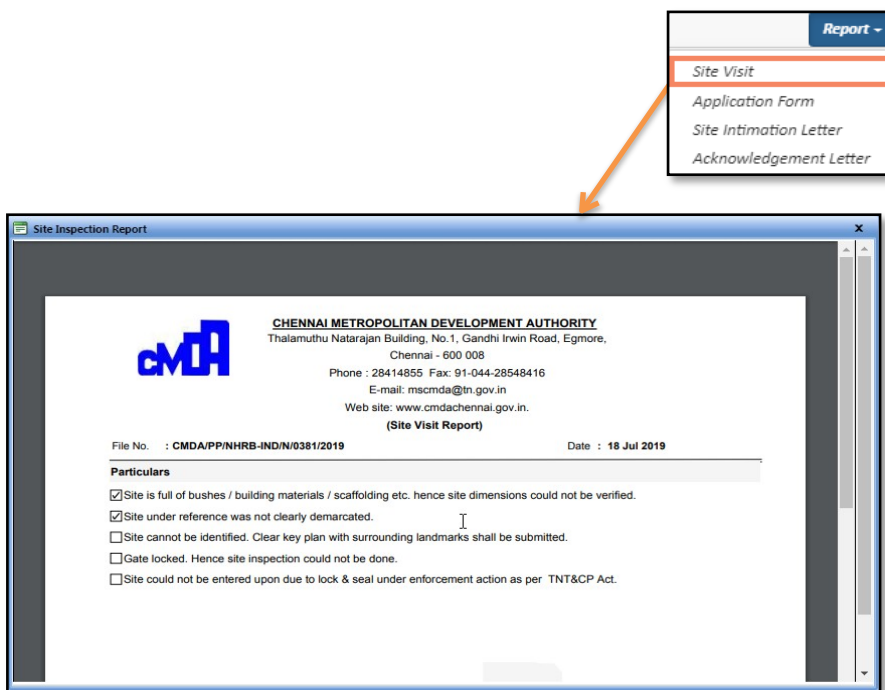


Figure 57: Site Visit Report

4.8 Call 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.

The screenshot shows the CMDA web portal interface. The left sidebar contains navigation options like 'Draft Application', 'Submitted Applications', and 'Call for Particulars/ Revised Plan'. The main content area displays the 'Miss CMDA Test [Architect] [27-12-2019]' details, including file number, project name, and risk category. The 'Drawing' sub-tab is active, showing a table of drawings with columns for Drawing Name, Version, Submitted On, Send, Report, Drawing, and Status. The 'Send Pre-Check' button is highlighted for the first drawing.

Drawing Name	Version	Submitted On	Send	Report	Drawing	Status
94th street-kk nagar-submission.dwg	3	24/9/2019	Send Pre-Check		Download	Remove
94th street-kk nagar-submission.dwg	2	11/7/2019		View	Download	Remove
94th street-kk nagar-submission.dwg	1	11/7/2019		View	Download	Remove
94th street-kk nagar-submission.dwg	0	11/7/2019		View	Download	Remove

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.

The screenshot shows the CMDA web portal interface. The left sidebar contains navigation options like 'Draft Application', 'Submitted Applications', and 'Call for Particulars/ Revised Plan'. The main content area displays the 'Miss CMDA Test [Architect] [27-12-2019]' details, including file number, project name, and risk category. The 'Particulars Compliance Check' tab is active, showing a table of compliance issues with columns for SN, Particulars, Attached, Preview, and Remarks. The 'Save & Submit Particulars Compliance' button is highlighted.

SN	Particulars	Attached	Preview	Remarks
Landuse				
1	The proposed activity violates the land use zoning regulations as per DR.			
2	The site under reference is affected by TNHB land acquisition proposal.			
Site Inspection				
1	Site is full of bushes / building materials / scaffolding etc. hence site dimensions could not be verified.			
2	Site cannot be identified. Clear key plan with surrounding landmarks shall be submitted			
3	Site could not be entered upon due to lock & seal under enforcement action as per TNT & CP Act.			
4	Site was not identified			
Document				
1	Right over the property to apply for Planning Permission shall be established.			
2	FMB sketches/ combined FMB sketches with all the sub-divisions and measurements duly attested by Revenue officials not below the rank of Deputy Tahsildar.			
3	Site under reference is an un-authorized sub-division.			
4	Residuary Plot (building details tallying with the original extent of site as on 05.08.1975 from which the plot has been sub-divided (with the details of all sub-divisions) with necessary documentary evidences & sketch.			
Plan				

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**

The screenshot shows the 'Miss CMDA Test [Architect] [27-12-2019]' page. The 'Action' dropdown menu is open, and 'Create Scrutiny Fees' is highlighted in red. The page displays a table of particulars with columns for SN, Particulars, Attached, Preview, and Remarks. The table includes entries for Landuse and Site Inspection.

SN	Particulars	Attached	Preview	Remarks
Landuse				
1	The proposed activity violates the land use zoning regulations as per DR.		blank.pdf	
2	The site under reference is affected by TNHB land acquisition proposal.		BLANK PDF.pdf	
3	The site under reference is affected by CRZ regulations.		BLANK PDF.pdf	
4	The site under reference falls in Prohibited area of ASI. Hence not permissible.		blank.pdf	
Site Inspection				
1	Site is full of bushes / building materials / scaffolding etc. hence site dimensions could not be verified.		blank.pdf	

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)

The screenshot shows the 'Ms. CMDA TEST ARCHITECCT [Architect] [28-03-2024]' page. The 'Payment & Fees' tab is selected. A table lists payment memos with columns for Print Memo, Memo No., Payment Mode, Memo Type, Total Memo Amount (in Rs.), and Print Receipt. The 'Pay Now' button is highlighted in red.

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CMDA/PP/Ch/0537/2019	Paid	Scrutiny Fee	1,797.00	
	CMDA/PP/Ch/0539/2019	Un Paid	Scrutiny Fee	359.00	Pay Now

Fee Memo's : 2

* After payment successfully done, please reload grid to view payment status.

Figure 61: Paying Fees

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

Chennai Metropolitan Development Authority

Miss CMDA Test [Architect] [27-12-2019]

File No. : CMDA/PP/NHRB/S/0365/2019 (11/7/2019) Proposal Status : IT APPLICANT

Project Name : PP-1(11/7/2019)

Scrutiny : **DWG Not In AutoCAD Format** / Document : Risk Category :

Verified / Site Visit : Verified

Recommended for : **Call for Particulars**

Application Form NOC **Payment & Fees** Particulars Compliance Check

List

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CMDA/PP/Ch/0523/2019	Paid	Scrutiny Fee	1,242.00	
	CMDA/PP/Ch/0524/2019	Paid	Scrutiny Fee	621.00	
				Fee Memo's : 2	

* After payment successfully done, please reload grid to view payment status.

Figure 62: Re-submitting the file to CMDA

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

Chennai Metropolitan Development Authority

Ms. CMDA TEST ARCHITECT [Architect] [28-03-2024]

File No. : CMDA/PP/NHRB-INST/S/0370/2019 (SUB-1) (12/7/2019) Proposal Status : Draft Mode

Project Name : SIDCO (12/07/2019) Owner Name/ Firm Name : CMDATEST APPLICANT

Scrutiny : / Document : / Site Visit : Risk Category :

Recommended for :

Application Form NOC **Payment & Fees** Particulars Compliance Check Site Inspection Compliance

List

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CMDA/PP/Ch/0537/2019	Paid	Scrutiny Fee	1,797.00	
	CMDA/PP/Ch/0539/2019	Un Paid	Scrutiny Fee	359.00	Pay Now
				Fee Memo's : 2	

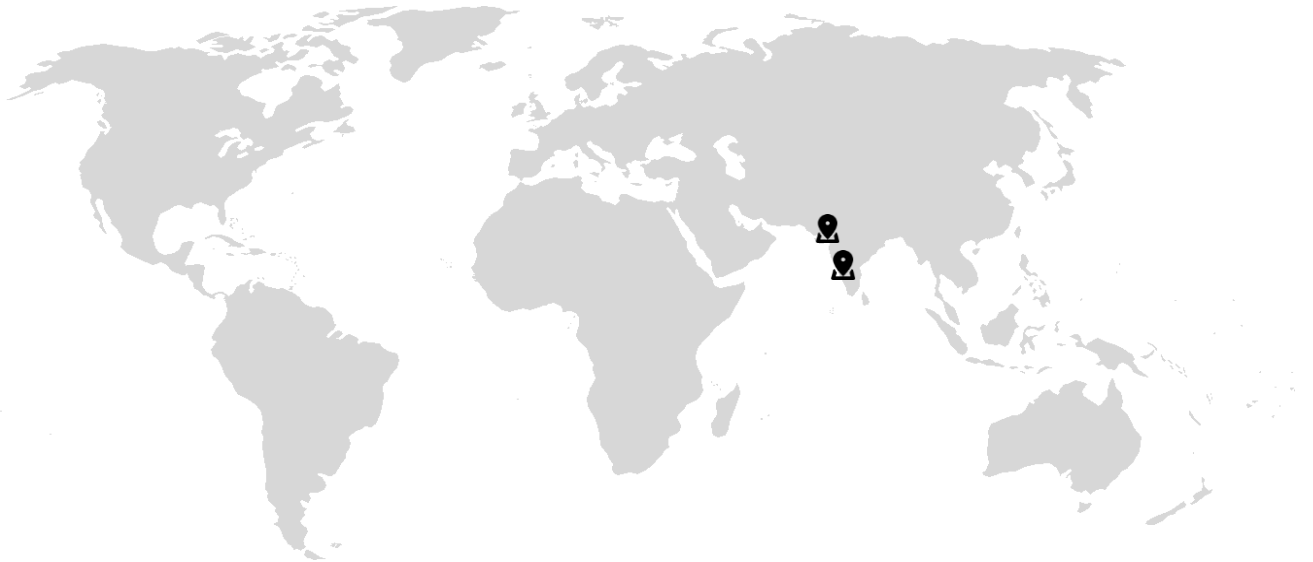
* After payment successfully done, please reload grid to view payment status.

Figure 63: Call for Particulars (Report)



Scan to open the PPA CMDA online





SoftTech Engineers Limited.

Unit 5A, The Pentagon,

Near Pune - Satara Road Telephone Exchange,

Shahu College Road, Pune,

Maharashtra 411009, India.

<https://softtech-engr.com>

Phone: 020 2421 7676

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