DO's and DON'T's

DO's

- Always use PreDCR tool for inserting parking.
- Unit-BUA marking for basement and stilt floors shall be other than tenement.
- Case type shall be "New" if plot is totally proposed and "Addition and Extension" if plot have some part existing.
- Always use given information (videos) which are provided on portal for PreDCR drafting.
- Always use other detail layer close polyline for compound wall details , service plan, parking plan etc.
- Always use print Items layer for only necessary text like neighbor details in site plan only then it will be printed in the pdf.
- In the case of site plan and floor plans only PreDCR layers will be printed in drawing pdf
- Always use drain line layer for drainage system then it will be printed in pdf generated by system.
- Always use open polyline for staircase railing.
- If you are using terrace layer which require text in it, give text as terrace using M-text.
- All main road layer drawn in site plan should overlap with the plot layer.
- Always use water body layer for marking waterbodies like canal, river, minor and major water bodies, etc.
- Always draft the site plan with respect to north direction.
- Always explode the dimensions provided in the section details (sunshade dimension , plinth details ,etc) and location plan (distance from nearby junctions, railway boundaries, sea wall distance, etc) otherwise it will not be printed in the pdf.
- Always include all the entities inside the closed polylines (especially, other details like accessory use details, service plan, site plan, elevation, location plan, etc.). Otherwise it will not be generated in drawing pdf properly .
- For Occupancy files , always assign the building propwork name as provided in the permit drawing.
- For Occupancy files , always mark building proposed for occupancy . Otherwise system will generate wrong scrutiny report .
- Always upload properly drafted and PreDCr report generated drawing in the site . If not system will not scrutinize the proposal and the file will be returned to the applicant with a message "Technical Scrutiny not Done " .
- Always Do Purge and Change properties command before uploading the PreDCr drawing in the site.
- Make sure that the submitted PreDcr drawing is in 2D format. Otherwise it causes FATAL ERROR.
- In the case of Commercial buildings constructed in commercial zone , select the land use zone as commercial zone while filling the New Project Details in PreDcr and also in the application form in order to get the relaxations
- In Addition/Extension cases, always mark impact or sanctioned fsi for existing portion of building.
- Always remove all unwanted architectural layers and other working drawings before uploading in the site. Otherwise it will cause FATAL ERROR which delays the scrutiny process.

- While drafting sunshade , always use separate rectangles to show sunshades at each sides of building.

DON'Ts

- AutoCAD layers if provided (in the case of site plan and floor plans) in drawing, it will not be printed in drawing pdf.
- Most of Architects/Engineers fill wrong plot details in New Project Details in PreDcr i.e. in place of Row House, they select Single family dwelling unit in the case of row house proposal. This wrong selection of subuse will generate wrong scrutiny report
- Never repeat the Unit BUA text ,provide different text name for each unit BUA . (For eg : split 1, split 2, split 3 etc in Ground Floor and Split 4, split 5, etc in First Floor)
- Never scale any inserted parking bay or stretched. If you do it system will never read your parking and scrutiny report will show error in parking calculation also.
- Never edit any Default PreDcr text which is assigned using mark option from PreDcr tool.
- Never intersect FSI and unit BUA layers .It should be properly aligned in all floors otherwise it causes FATAL ERROR.
- Never convert the architectural and PreDcr layers in the drawing into block .It delays the scrutiny process .
- Never use print items layers in other details like service plan, location plan , etc
- Avoid using hatch in architectural layers. If necessary make it a group otherwise it will cause FATAL ERROR , INTERNAL ERROR , etc.
- Mostly Architects/Engineers use only CAD layer for existing or demolish plan and submit drawing. If you do it then these required details of plan will not be printed in the pdf.
- For Addition/Extension cases, Never mark existing structure to be retained in the site plan . This will increase the total BUA of the building .
- Once PreDcr report is generated never modify the drawing before uploading in site . This will generate Not in format scrutiny report .