



# IBPMS FAQ's

## 1. Why online plan permission application?

- 1) It automates the traditional cumbersome paper-based process of checking building rule compliance
- 2) It offers an online application for acquiring building permits related NOCs and clearances from multiple NOC agencies
- 3) It enables e-governance while maintaining a digitised version of documents
- 4) It saves time for all the concerned parties by expediting the approval process
- 5) It brings transparency to the overall approval process
- 6) It standardises the process across the organisational levels

## 2. Advantages of online permission.

- 1) **Uniformity and Compliance** – The approval system is based on uniform interpretation of building rules bringing in uniformity and compliance.
- 2) **Acceleration** – Accelerates scrutiny process by eliminating lengthy and cumbersome computations.
- 3) **Process Innovation & Integration** – Transformation of scrutiny and approval of plans through CAD and workflow technology brings in innovation in the process. All stakeholders concerned in the approval process are brought together on a single platform.
- 4) **Accountability** – Authorized roles and responsibilities are mapped and MIS reports are generated to help track process efficiency.
- 5) **Transparency** – Subjectivity in the plan approval process is totally eliminated and clear reasons are stated for approval or rejections
- 6) Early alerts through SMS/ Email/ Web.
- 7) Enhanced citizen services through efficient, responsive and transparent e-governance systems, Mobile Application for easy execution of Site Inspection process. This will ease the processes like Site Verification, Site current features, etc. ULB officials can give their remarks and upload images showing onsite conditions in real-time
- 8) Other online facilitations like Dashboard, Payment Gateway and Digital Signature, Uniform interpretation of Bye-laws state-wide .
- 9) It reads CAD drawings and maps them to the building rules for approval of building permit applications by the Urban Local Bodies.

10) It helps in improving the compliance, efficiency and effectiveness of issuing building permits through collaboration between urban local bodies, government, citizens, and other stakeholders, IBPMS acts as a unified platform

### **3. How do I obtain a Permit for construction of a building in IBPMS?**

For obtaining Building permission Applicant needs to apply online along with all requisite Documents and PreDCR drawing of proposed work through Empanelled professionals on IBPMS portal. i.e. <http://ibpms.kerala.gov.in/>

### **4. What is Application Form?**

For submission of online Building Permission Application, an Application Form has been devised by IBPMS. The Licensee is required to fill-up the Form with all the information related to the plot with Name & Address of the Owner, Area of Plot, Type of Building Permit, Name of the Ward & Zone, structural engineer details, etc.

### **5. What are the mandatory documents required to be submitted under IBPMS Application Form?**

1. PreDCR Drawing
2. Ownership Documents
3. Latest Land Tax Paid Receipt.
4. Possession Certificate
5. Basic Tax Register Extract (BTR - Extract)
6. Licensee Certificate
7. Self-declaration certificate/ affidavit
8. For Addition, Alteration and Revision Case, Earlier Approved details need to be uploaded.
9. All NOC's & Clearances as per rule & acts in KMBR

## **6. What are charges/fees to be paid along with application?**

First you can submit application for Scrutiny without any fee. And the normal application fee should be paid along with application after scrutiny process and before submission.

## **7. What is the mode of payment?**

The applicable charges are required to be deposited through only Net Banking/ Debit Card/ Credit Card etc. No cash/ cheque/ Demand Draft is accepted unless it is necessary.

## **8. How to search my application/file status?**

Step 1 : Open online portal (<http://ibpms.kerala.gov.in/>) and select 'District' & 'ULB', then click on 'Proceed'.

Step 2 : Click on the 'Citizen Search' and enter these below details

- a) File No.
- b) Name of Applicant
- c) Name of Licensee

## **9. How do I apply for online Building permission as a new Licensee?**

1. For accessing online system first you need to register yourself with required details like your Educational qualification, Registration Number and other general information to IBPMS if you are a qualified Licensee under Regional Joint Director (RJD).
2. If you are not a qualified Licensee, you shall submit for Licensee Registration to RJD for the registration Certificate and Registration Number.
3. After registration, Licensee will get login credential from IBPMS.
4. After successful registration with IBPMS you will be able to create proposal along with requisite document & proposed Drawings.& submit.

## 10. How to view 'Scrutiny Report' in my (Licensee) console?

1. Go to 'Submission Pending' or 'Outbox' tab and open the application by click on file number.
2. Click on 'Report' button on top right of the page and select 'Scrutiny'

## 11. How to download approved drawing?

1. Go to 'Approved Files' tab and open the application by click on file number.
2. Click on 'Report' button on top right of the page and select 'Drawing PDF'

## 12. How to create a Secure Password ?

Following are the things to be taken care of while changing the password

- 1) There must be minimum of six characters.
- 2) At least one capital letter should be there.
- 3) One digit (0 to 9) should be there.
- 4) There should be a special character (, " \* ~ @).

## 13. How to Recover forgotten Password ?

If you forget your password, in the log in page click on Forgot in the Password box. In the Recover Password window that opens, Enter your Login Name ,Mobile Number & Email ID, then click Submit Button. This will take you to the password reset page.

## 14. What is the validity period for Building Permission?

Building Permission granted by **the Local Body** is valid for five year. However it can be renewed for five more years thereafter a new permission is required if building is not constructed by this time.

## 15. How to send Drawing file for scrutiny process?

In Licensee login, under drawing tab they should attach the PreDcr format drawing. After that, they should first submit for Scrutiny Process before submitting to Local Body.

## **16. How to Track the file Status?**

For all Submitted applications, on clicking **Proposal Flow** you can see the status of file for which officer the file was sent

## **17. Will i get the approved hard copy of the plan from the Urban local body.**

No. You can download from the web portal.

## **18. How is the information regarding the status of the submitted application passed on to the owner and licensee?**

After applying for Building permission, the Licensee/Owner can easily check the status of their proposal file by either visiting the IBPMS Help desk or checking Citizen Search' in the IBPMS Web portal.

Provides Alerts through SMS / e-Mails to Licensee and Owner at any stage of the proposal file like scrutiny passed / Failed, Site inspection, Approval etc.