IBPMS KERALA

USER MANUAL FOR LICENSEE

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Kerala State Industrial Development Corporation Ltd. (KSIDC)

GOVERNMENT OF KERALA
सत्यमेव जयते

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1. Introduction

This document for Licensed Architect / Supervisor briefs about the steps to be followed for the submission of a proposal file in **Intelligent Building Permission Management System, Kerala**.

2. Home Page

(i) Go to the link http://ibpms.kerala.gov.in/BPAMSClient, it redirects to the **Intelligent Building Permission Management System** home page. Select the name of **District** and respective **Local Body** from the dropdown menus and **Proceed**.

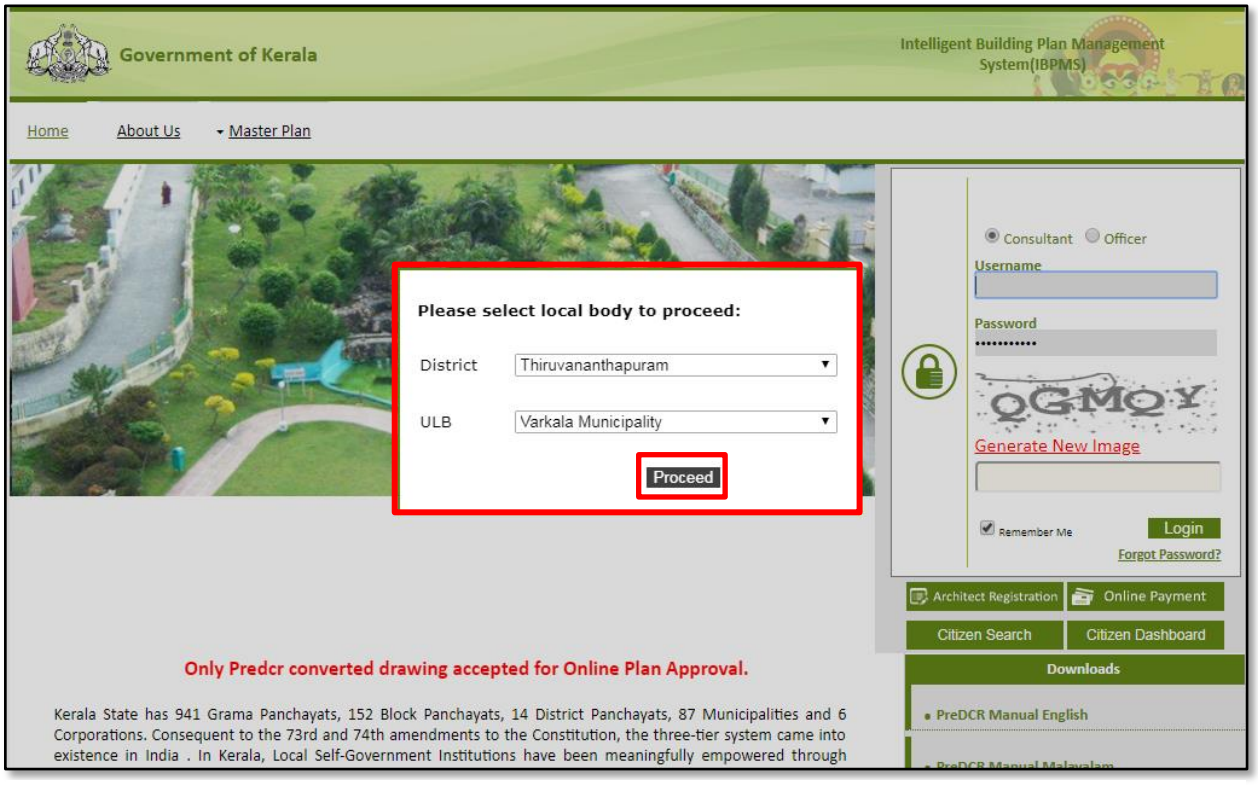


Figure 1 : IBPMS Kerala Home Page

3. Architect / Licensed Engineer's Registration Form

Applicant needs to provide the **Username** and **Password** to do the login, but if you don't have Username and Password, follow the below procedure:

(i) For a new architect's registration, click Architect Registration button. It redirects to the **Registration Portal** page.

(ii) Fill all the details and attach the mandatory documents.

(iii) If an Architect, enter registration number from COA. For Licensed Engineer or Supervisor, enter the registration number from RJD, Department of Urban Affairs.

(iv) Enter the **Captcha**, accept the **Terms and Conditions** and **Submit** the form.

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

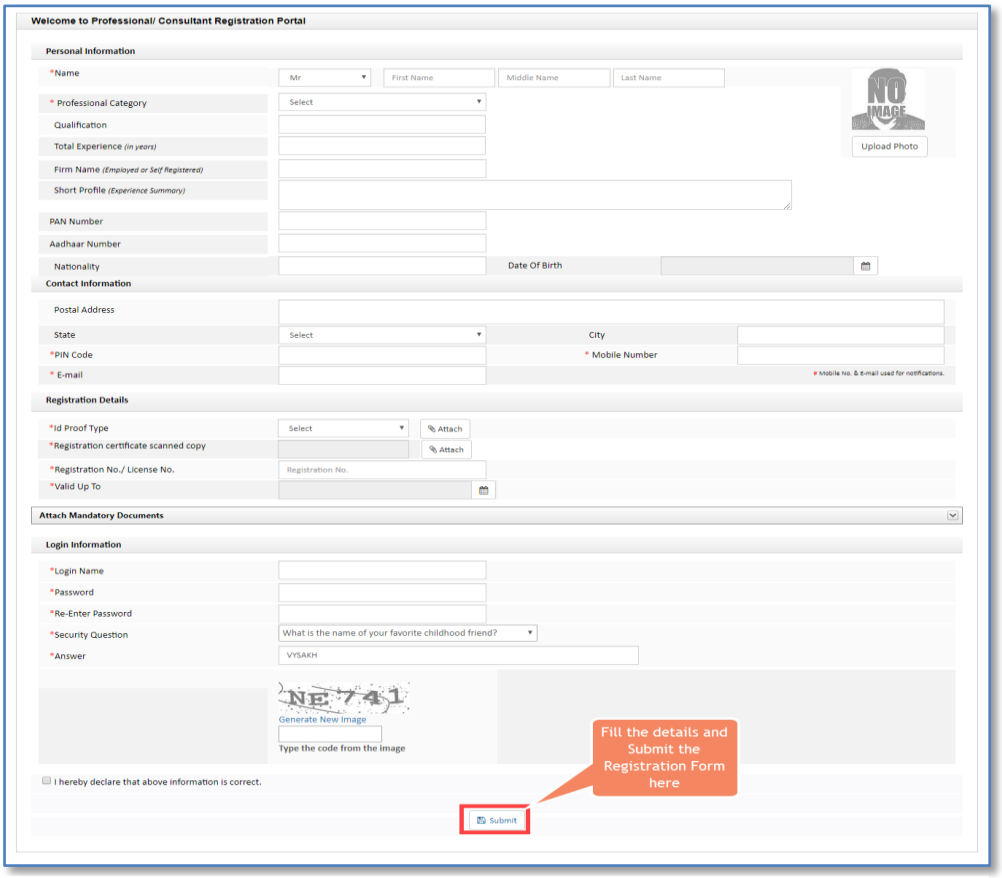


Figure 2 : Licensee Registration Form

Here, respective local authorities approve the architect's registration. Once the registration is approved, architect / applicant can able to do the login with the username and password and apply in any urban local body across Kerala.

4. Login (If you have approved Username and Password)

(i) Select Consultant, enter Username, Password, enter the captcha and click Login button to proceed further.

Consultant	Other than departmental users such as architect, licensed surveyor, licensed Engineer, licensed technical person etc.
Officer	Only for Officers of Local Body/ State level Nodal officers/ NOC bodies/ etc.

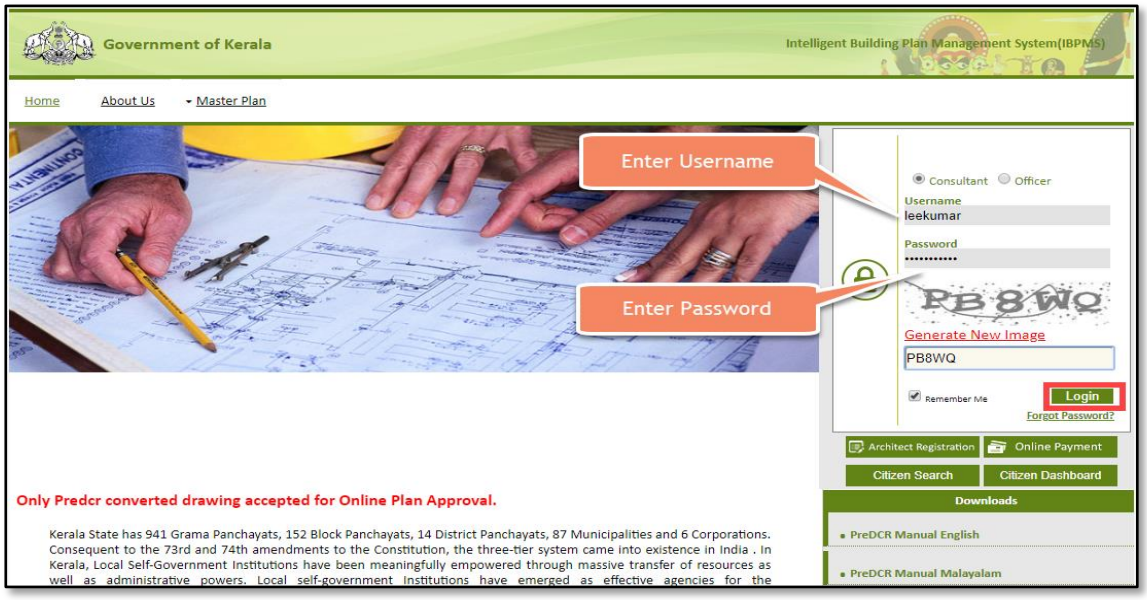


Figure 3 : Login Screen

(i) If you forgot your password, click **Forgot Password** button. Enter the details when Pop-up message appears and **Submit** it. Password reset link will be sent to respective Mobile Number and E-mail ID

5. Licensee Console

On the Left hand side of the page, the architect can see the proposal-file status from below sections:

- Permit Process
- Occupancy Certificate
- Change of License

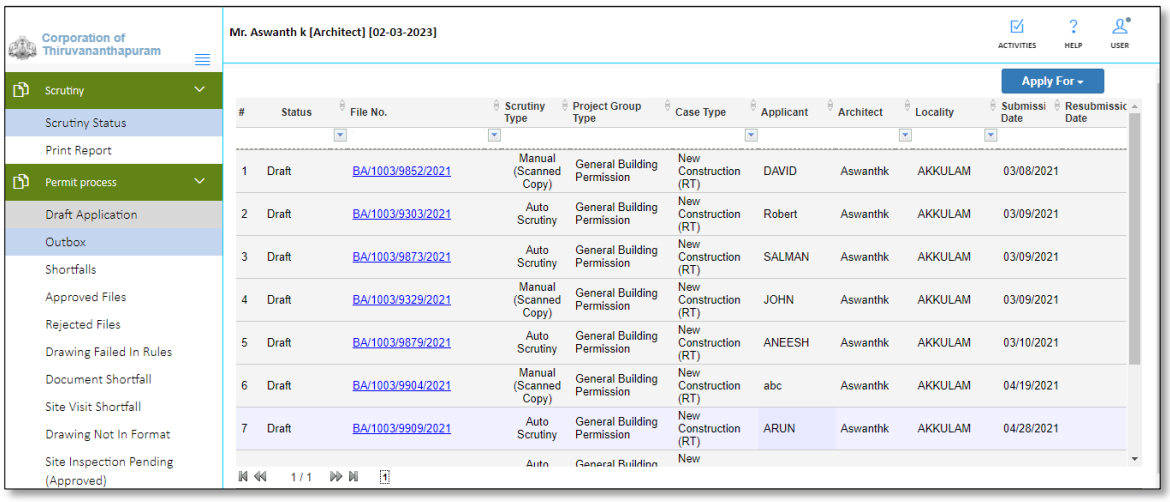


Figure 4 : Proposal-file list (Already created) in Draft Application Tab

Select and open any file to view the draft application information details. List of created files are present in **Draft Application** section.

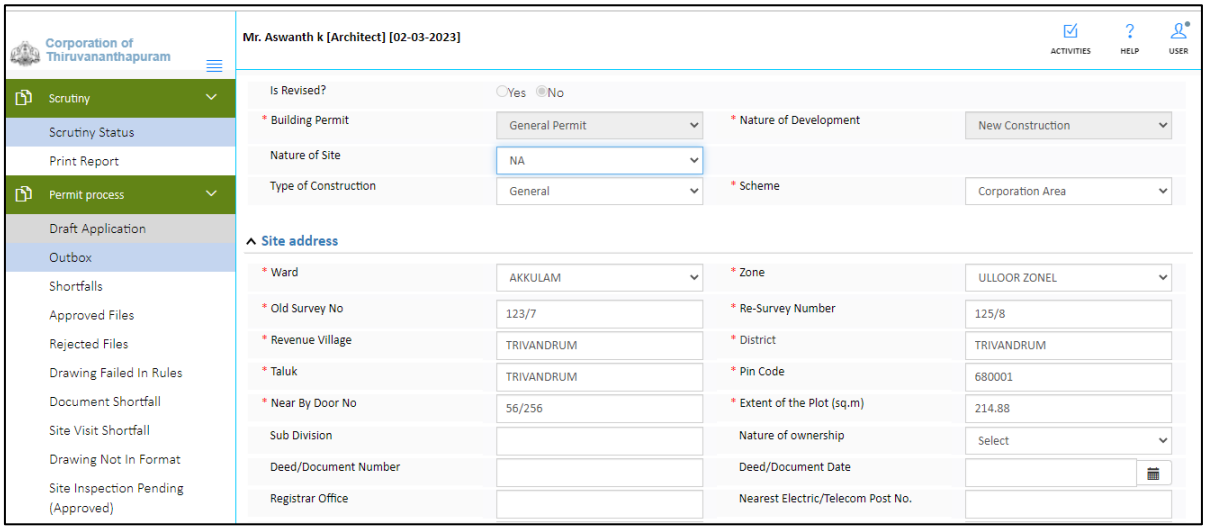


Figure 5 :Draft Application Details

6. Applying for Building Permission

To apply for the **Building Permission or any other Module**:

(i) Click **ApplyFor** drop-down button and select **General Building Permission**.

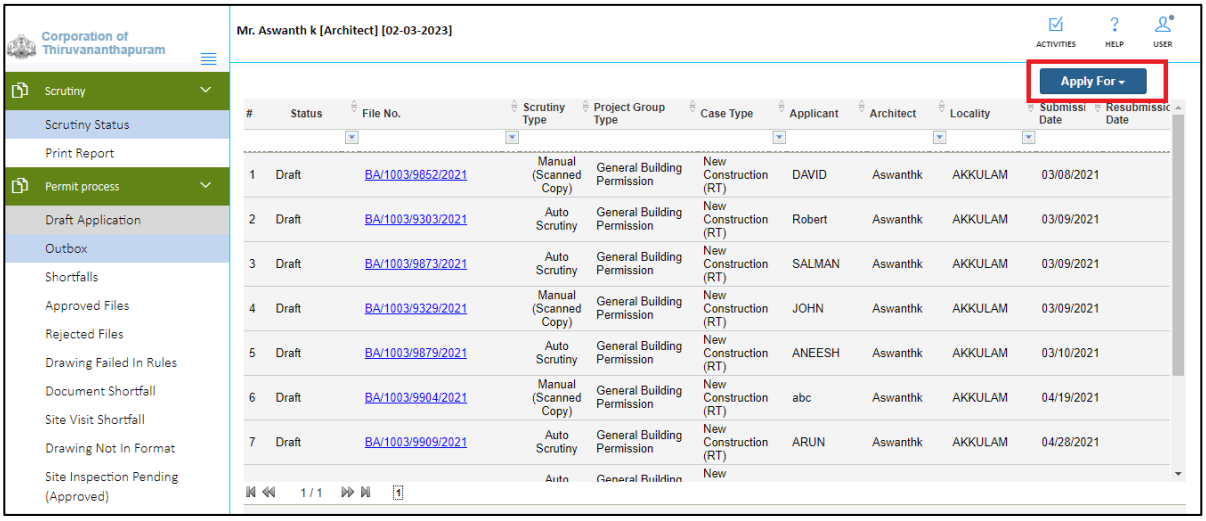


Figure 6 :Applying for Building Permission

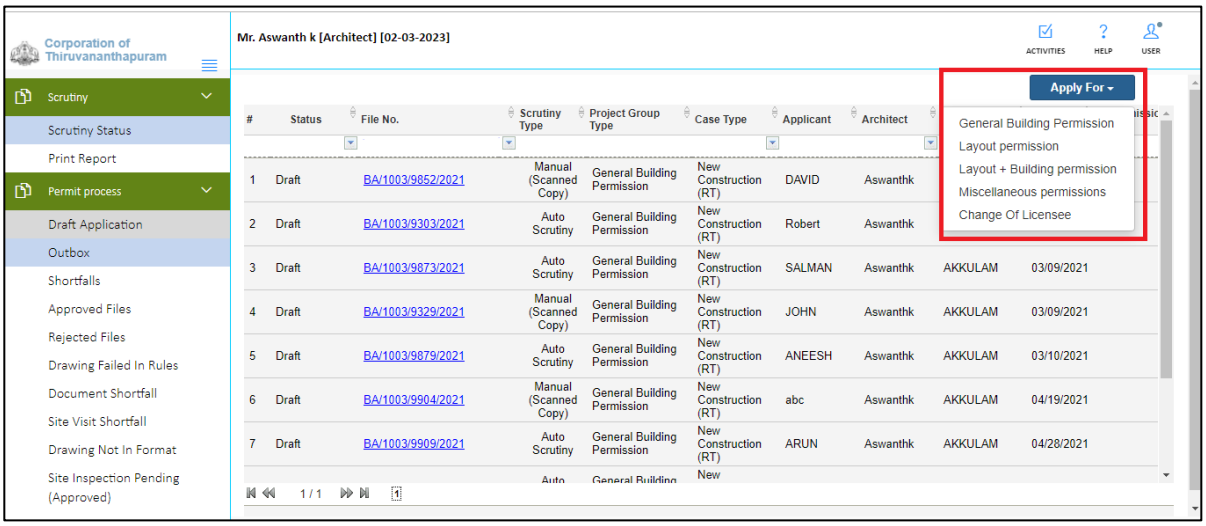


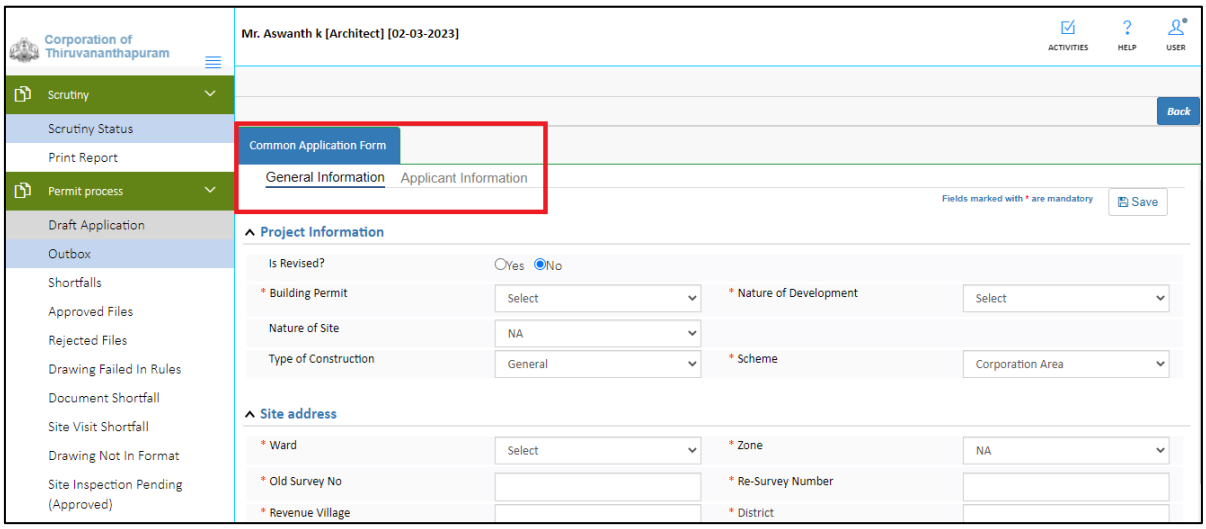
Figure 7 : General Building Permission

After selecting the building permission, it redirects to the next following window.

6.1 General Information and Applicant Information

Now, fill all the information details under **General Information** and **Applicant Information** tabs and **Save** the details.

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



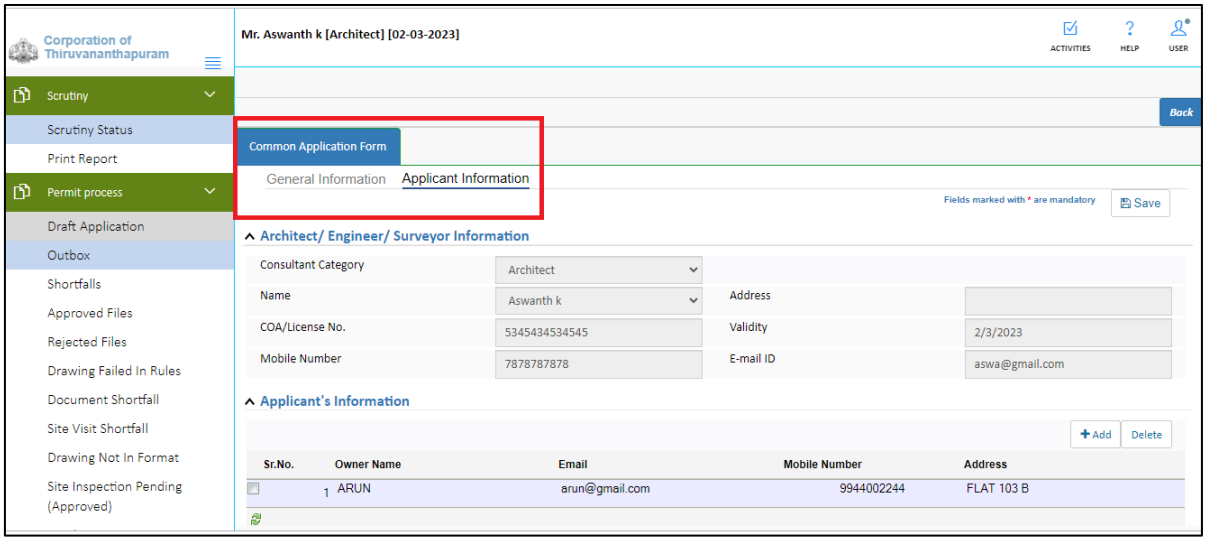


Figure 8 : Filling Application Form Details

After saving all the details, following pop-up message appears. Here the proposal-file is created with the temporary file number. Now, click **OK** to proceed further. Proposal-file moves to the **Draft Applications** tab in **Permit Process** stage.

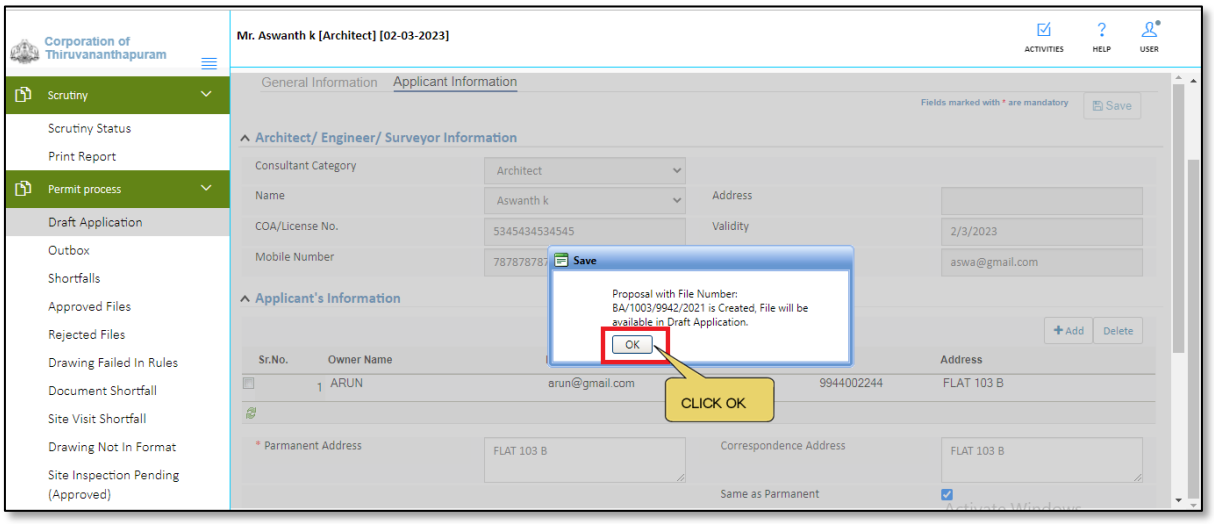


Figure 9 : Draft Application Number

7. Selecting File from Draft Applications

(i) Go to the **Draft Application** tab of **Permit Process** section.

(ii) Select and open your created file. **(For Ex. : BA/1003/9955/2021**

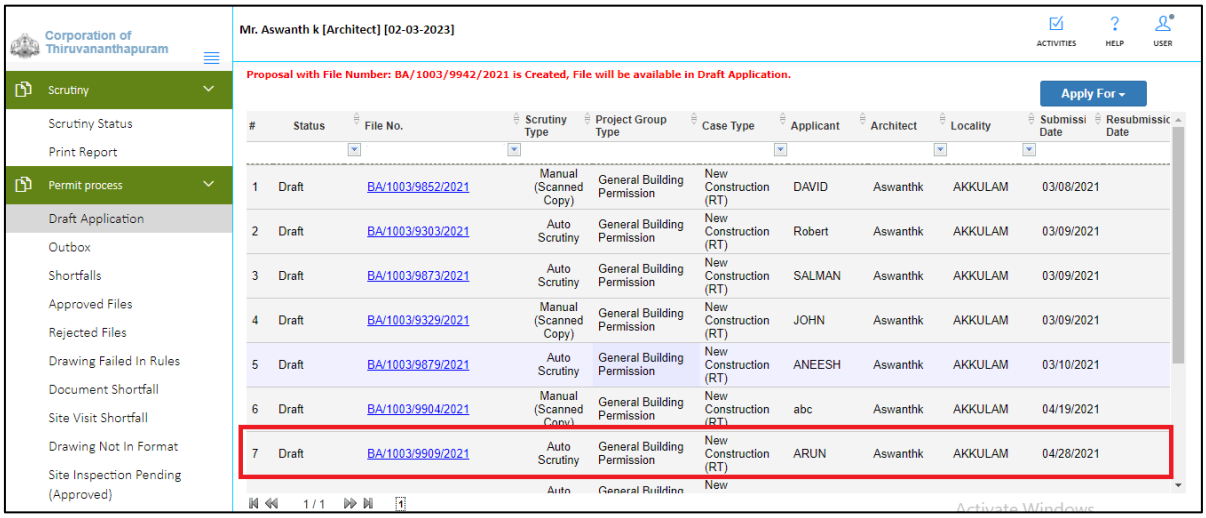


Figure 10 : Selecting Proposal from Draft Applications

8. Common Application Form Details

8.1 Plot details

(i) Fill plot and building related details in the **Plot Details** tab and **Save** the data

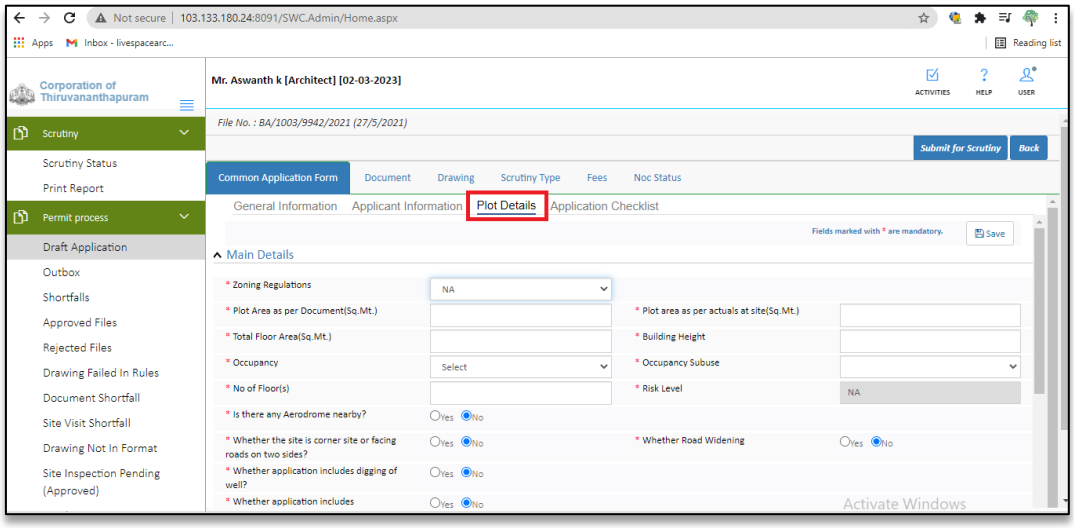


Figure 11 : Plot Details

8.2 Application Checklist

(i) As per the requirement, select the **Values** and enter the **Remarks** in Application Checklist details. Based on selection of checklist, list of required NOC will be shown in NOC status tab.

(ii) Click **Save & Continue** button to save all the details.

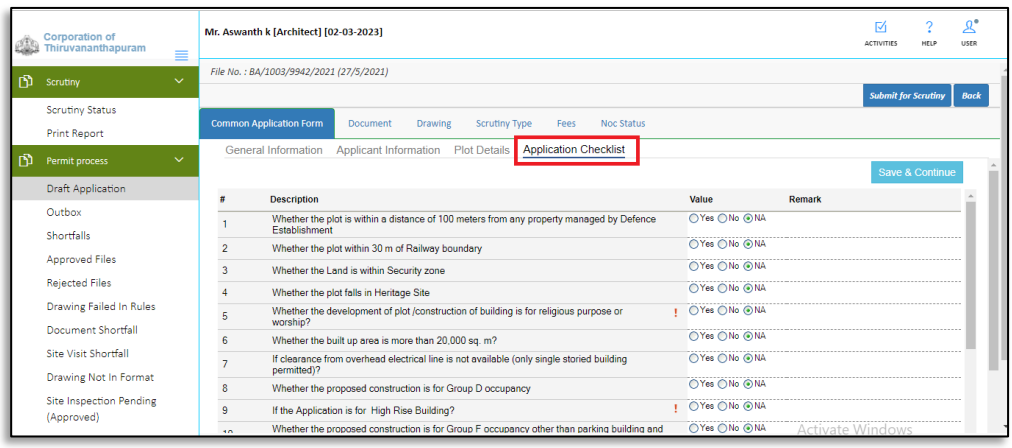


Figure 12 : Application Checklist

9. Document Details

In **Document** tab, there are again two sub-tabs – **Mandatory Documents** and **Conditional Mandatory Documents.**

(i) Attach the files in these tabs as shown in following Figure 13.

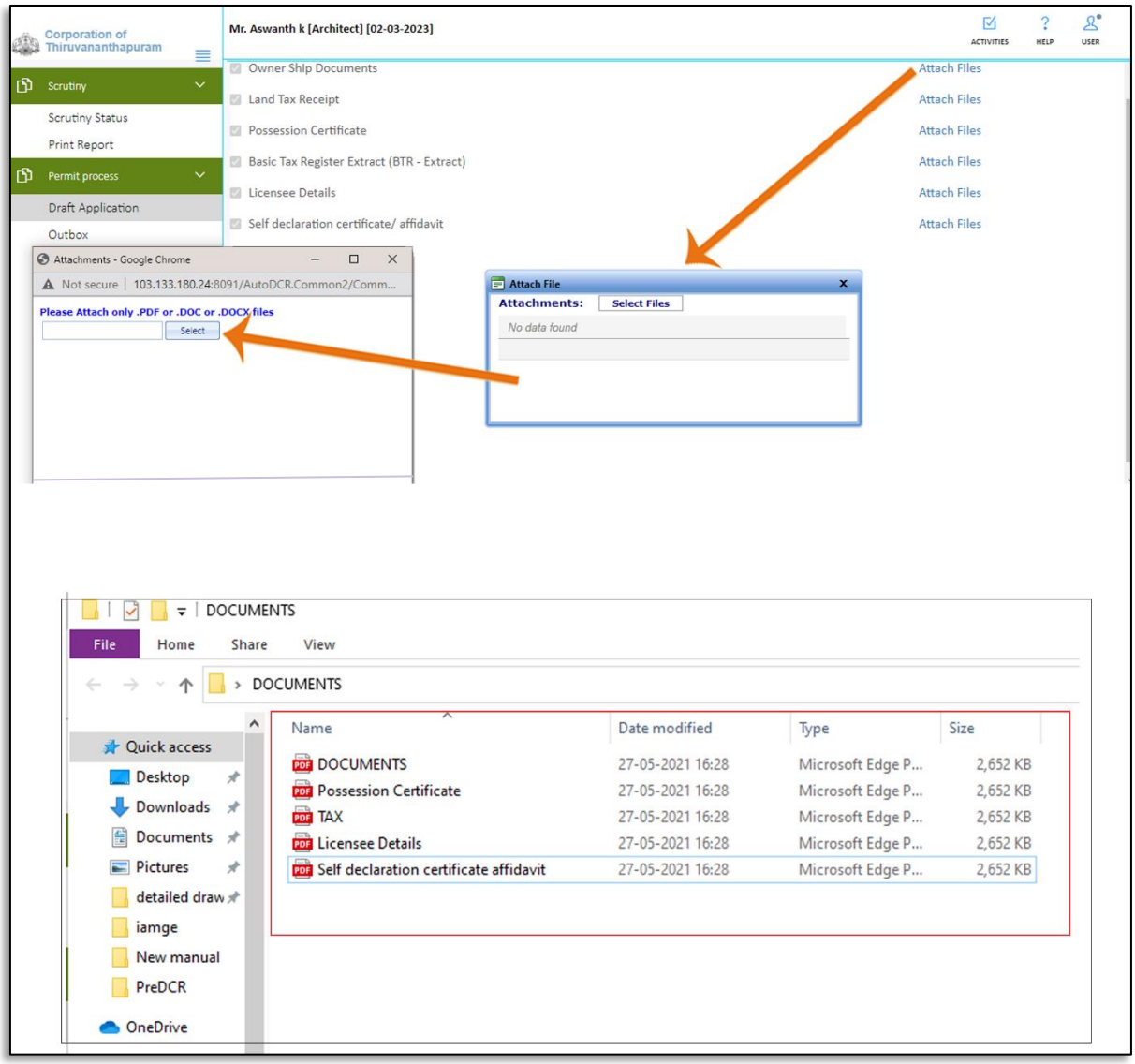


Figure 13 : Attaching Document Details

10. Drawing Details

(i) In **Drawing** tab, click **Select Files** button to attach the PreDCR layered .dwg drawing file.

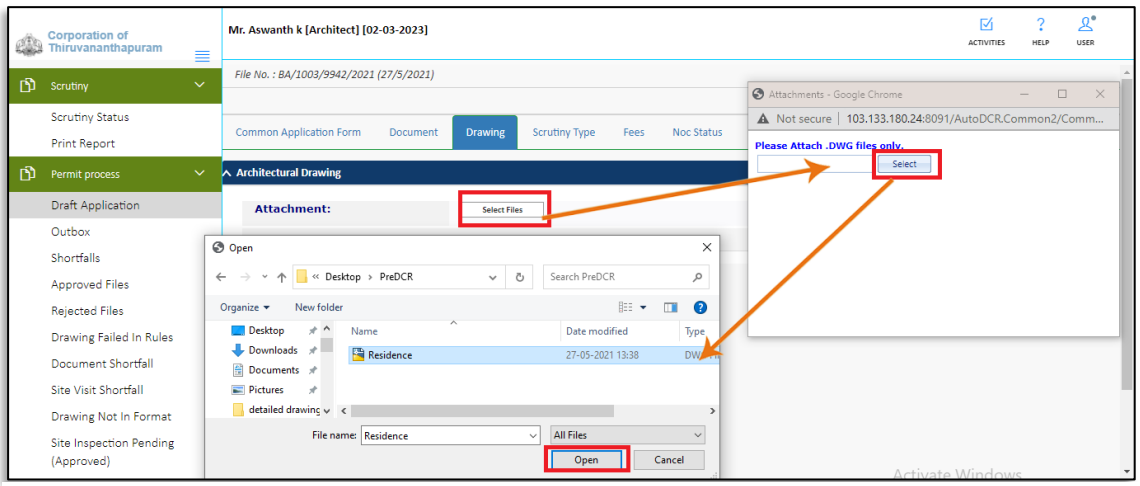


Figure 14 : Attaching PreDCR Drawing

11. NOC Details

Architect needs to Select Values in Under **Application Checklist** tab, as per the values selected by an architect List of NOC's will generate under **NOC Status** tab. It will ask whether you already have required NOC. If NOC is not applicable, select NA. If already have NOC, select Yes and attach the copy of NOC. If you want to Apply for NOC, select No and click Apply, which will redirect your file to respective NOC department Select the required **NOCs** and save the details.

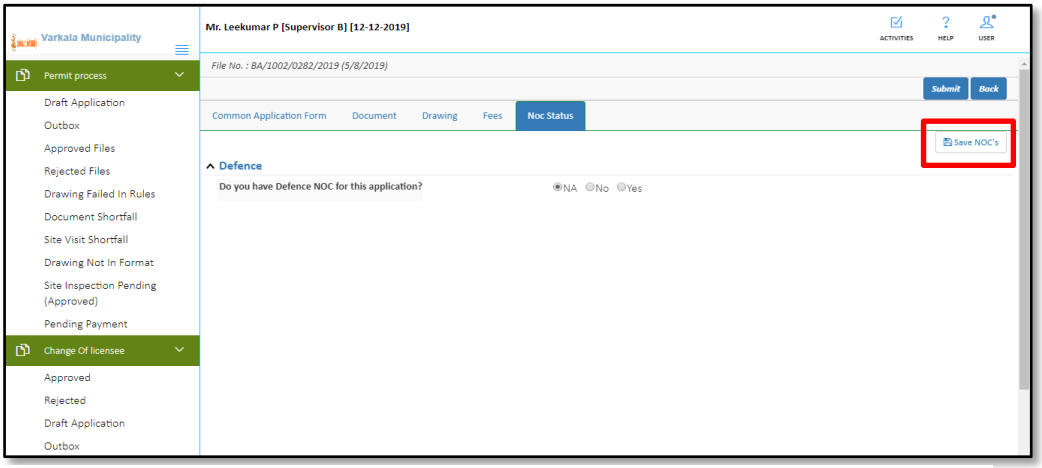


Figure 15 : Selection of NOCs

12. Submitting For Scrutiny

After submitting the proposal-file, the file will be sent to the scrutiny officer for drawing scrutiny. Now File will not be available in the **Draft Application** section.

(i) Click **Submit For Scrutiny** button to submit the proposal-file.

(ii) Licensee can check the status of proposal-file in the **Permit Process** Tab.

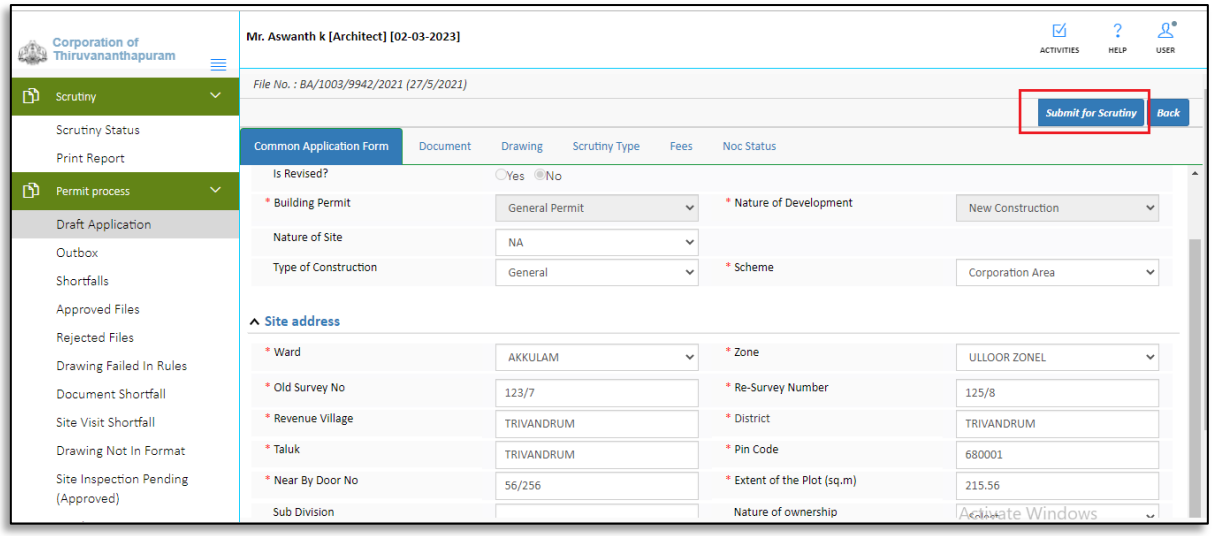


Figure 16 : Submit for Scrutiny

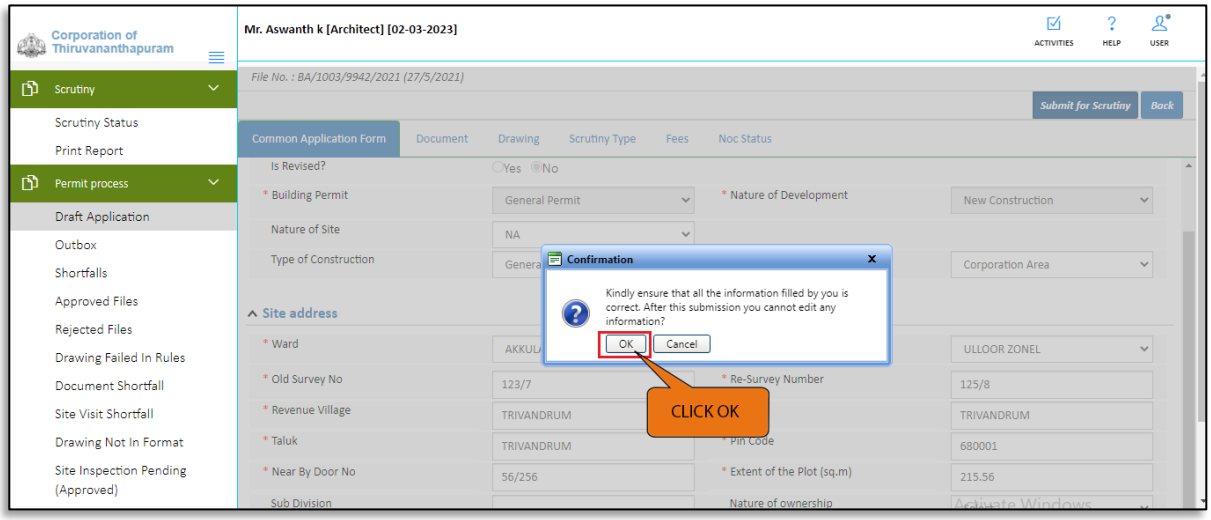


Figure 17 : Confirmation

Now, click **OK** to proceed further. Proposal-file moves to the **Outbox** tab in **Permit Process** stage.

Now, the Proposal-file is present in the **Outbox** section stating that **scrutiny pending. Outbox** shows all the status of Proposal-File.

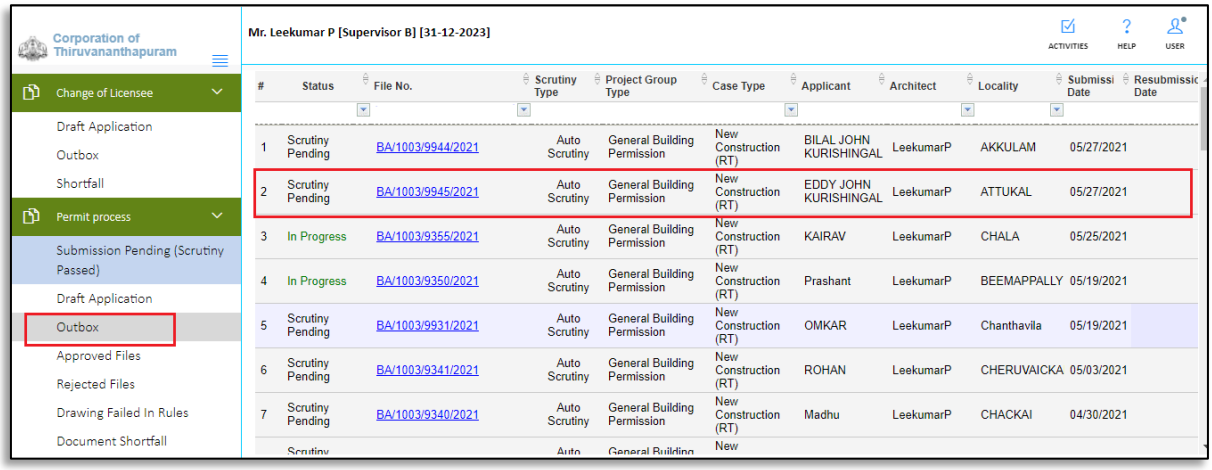


Figure 18 : Scrutiny Pending

Once scrutiny is successfully completed, Proposal-file moves to the **Submission Pending** tab in **Permit Process** stage.

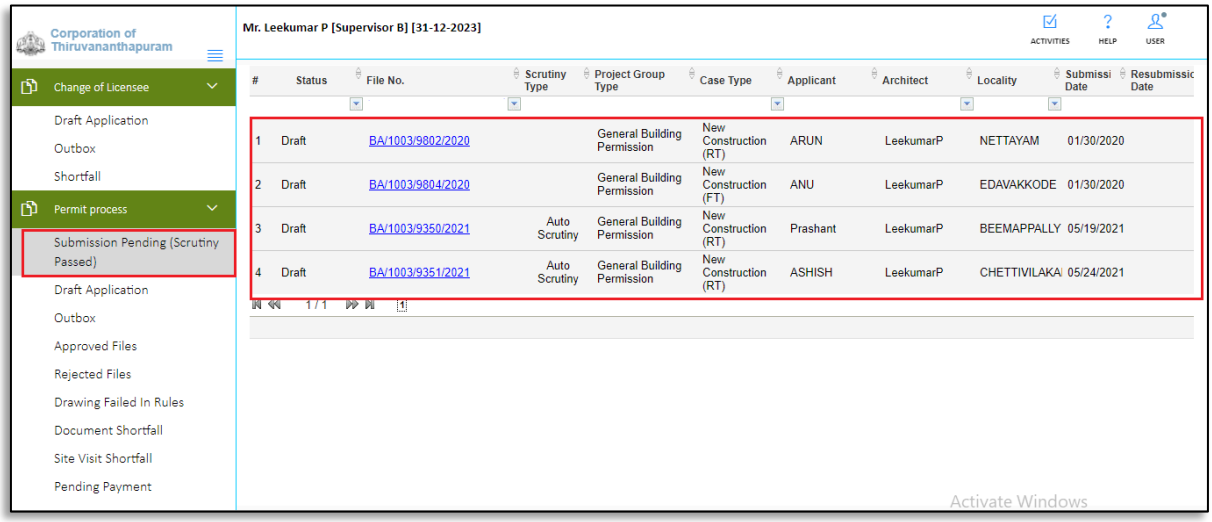


Figure 19 : Submission Pending Files

13. Selecting File from Submission Pending Tab

(i) Go to the Submission Pending tab of Permit Process section.

(ii) Select and open your Scrutiny passed file. **(For Ex. : BA/1003/9955/2021)**

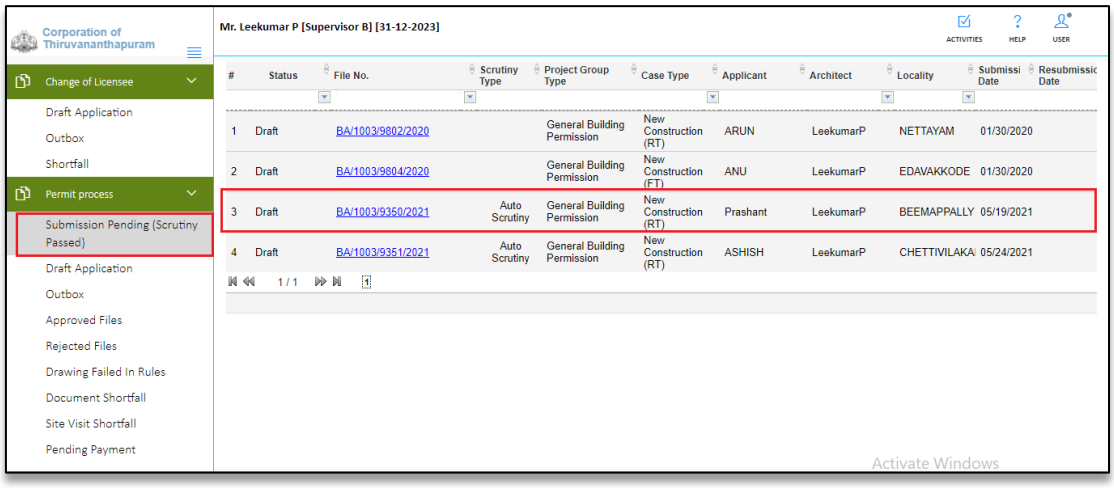


Figure 20 : Scrutiny Passed Files

14. Paying Application Fees

Once the scrutiny is successfully completed, the fees tab enables.

(i) Go to the Draft Application section, select your respective File no. and select Fees tab. Click Pay Now button, it redirects to Online Payments window.

(ii) Enter **File No.** or **Challan No** and choose the **Payment Option**. Now, click **Pay** button on the “Online Payment” page and make the payment. Once the payment is done, payment status will be changed as “**Paid**” and Payment Receipt will be generated. Submit this Payment Receipt along with the Building Application

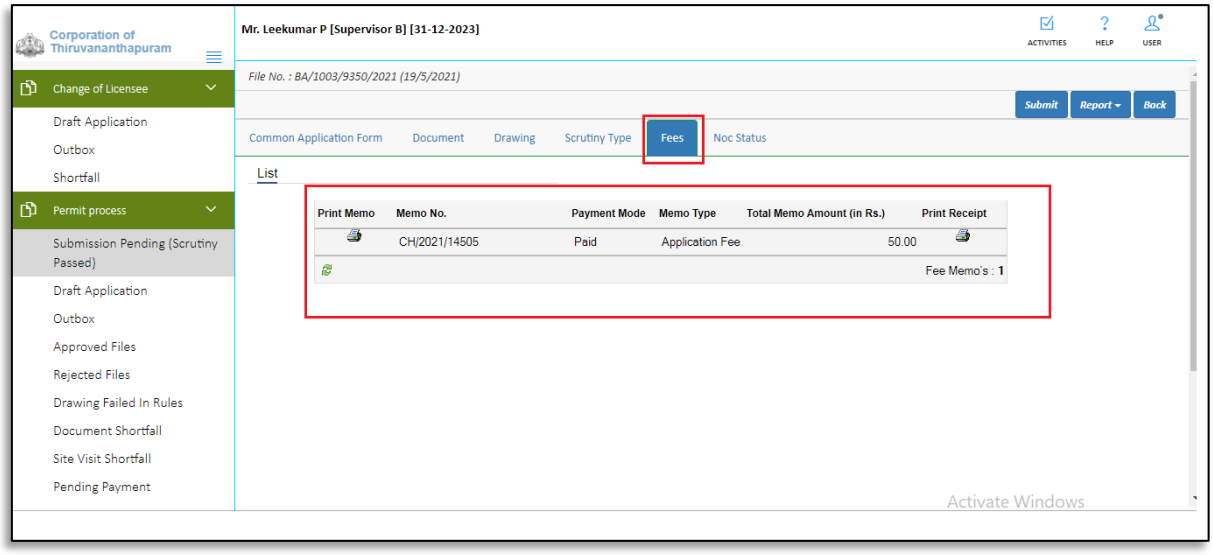


Figure 21 :Online Payment

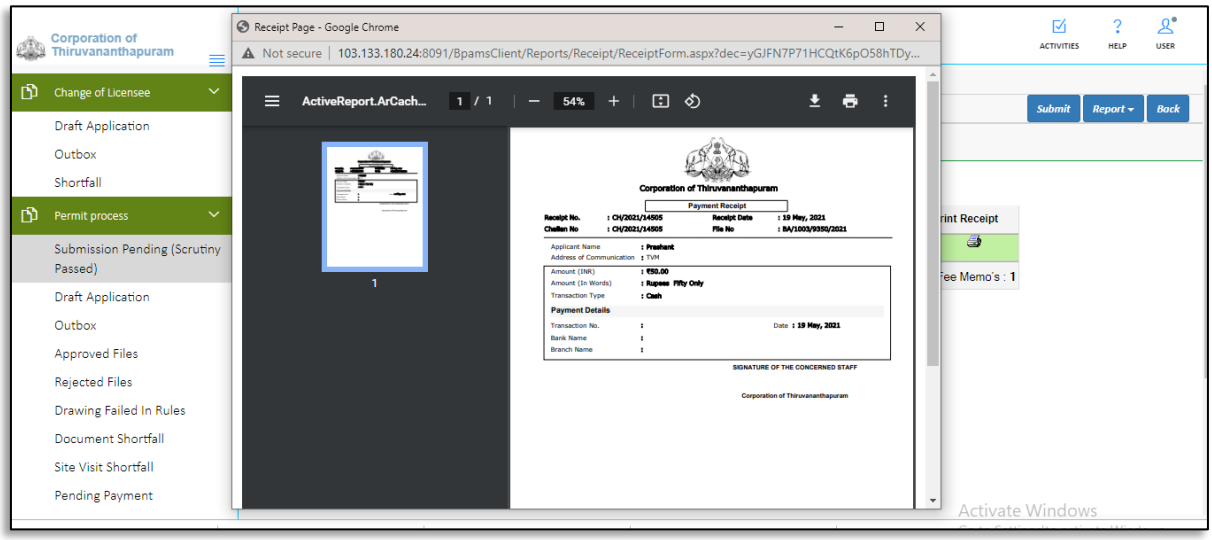


Figure 22 : Online Payment Receipt

15. Reports

Licensee can see the different reports of proposal-file such as Application form, Scrutiny Report, Drawing PDF, etc. Here, for example, the Application form (Appendix A-1) and Scrutiny Report are shown.

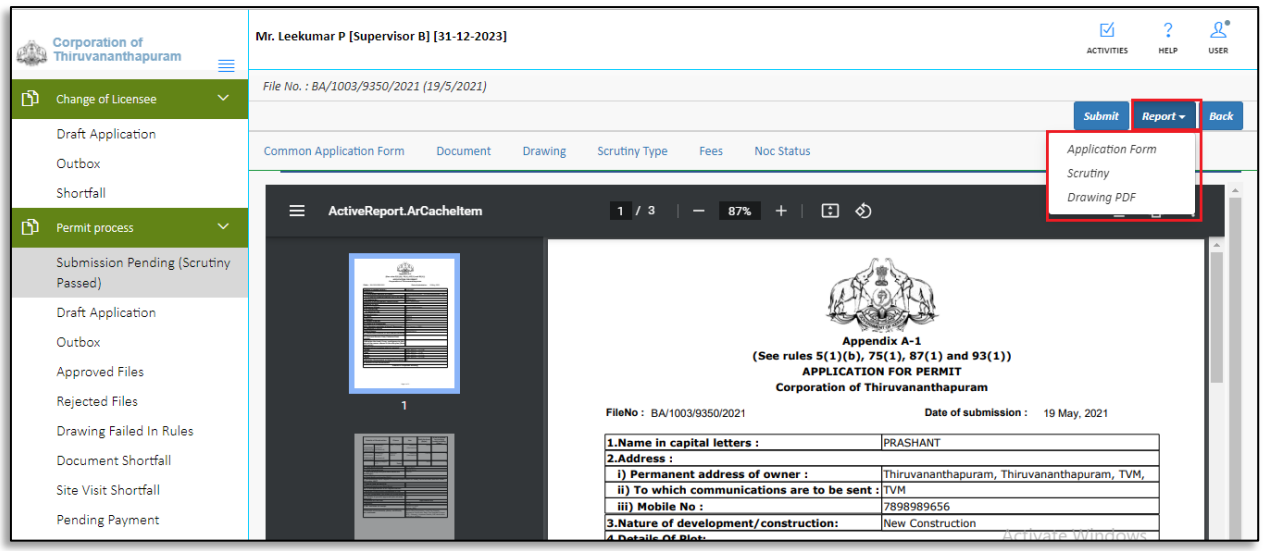


Figure 23 : Appendix A-1 Form

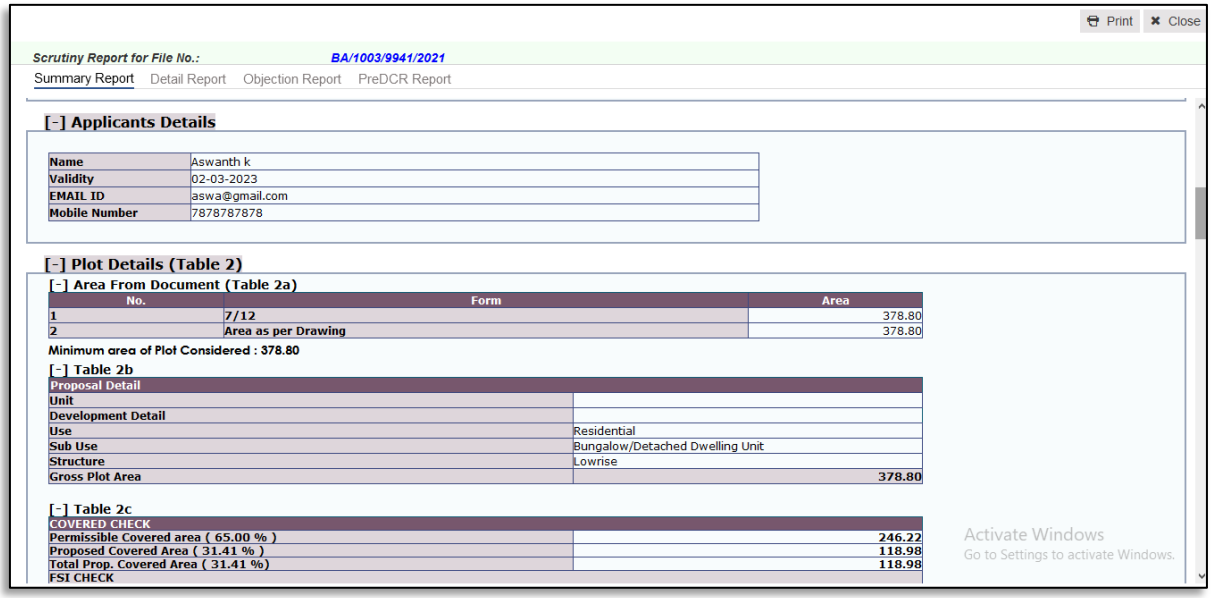


Figure 24 : Scrutiny Report

16. Submitting Proposal-File

After submitting the proposal-file, the file will be sent to the Local body officer console for checking. Now File will not be available in the **Submission Pending** section.

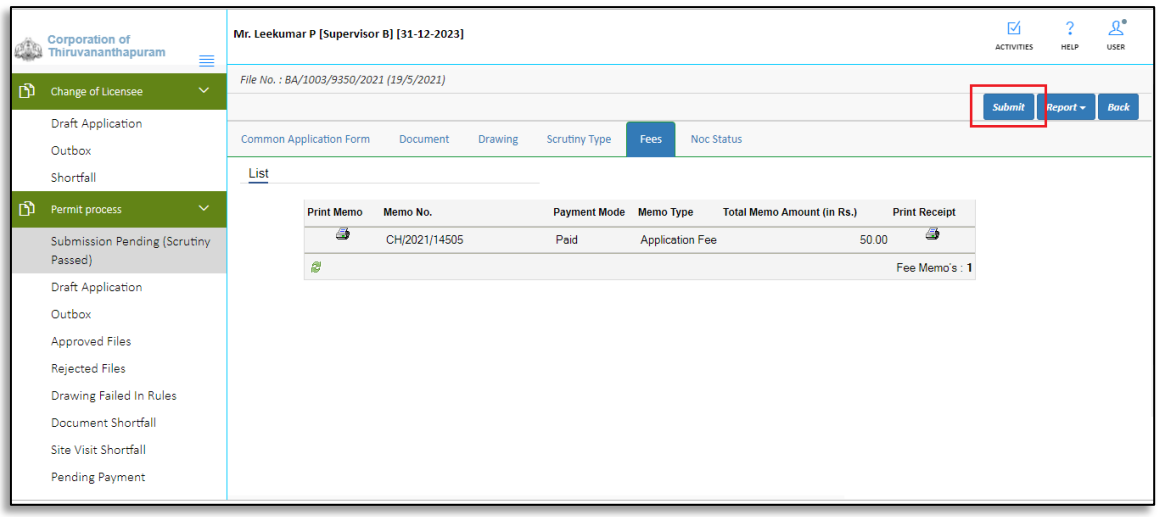


Figure 25 : Submitting Proposal-File

(i) Click **Submit** button to submit the proposal-file.

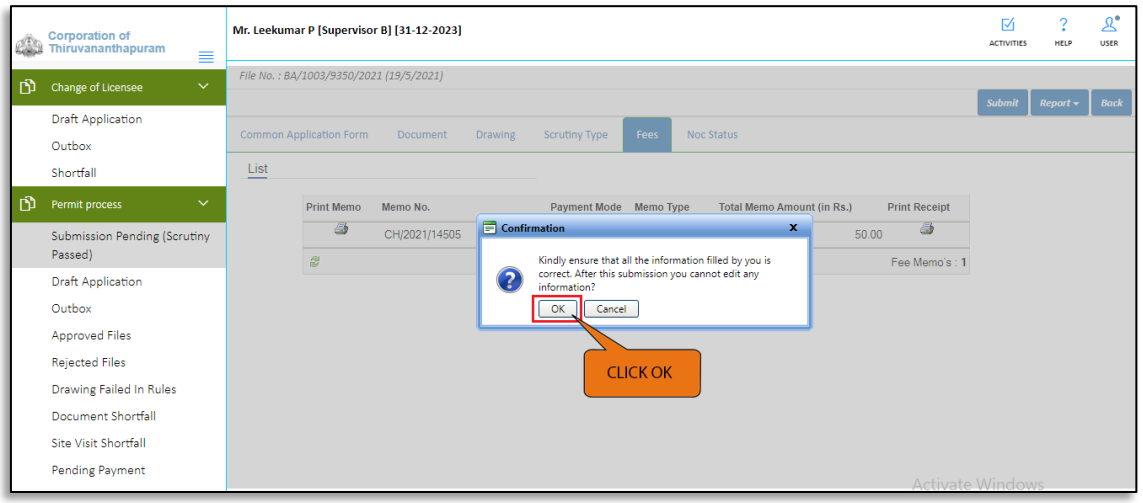


Figure 26 : File Submission

Now, click **OK** to proceed further. Proposal-file moves to the **Outbox** tab in **Permit Process** stage.

Now, the Proposal-file is present in the **Outbox** show as **In progress**. The file moves to Local body officer console for checking.

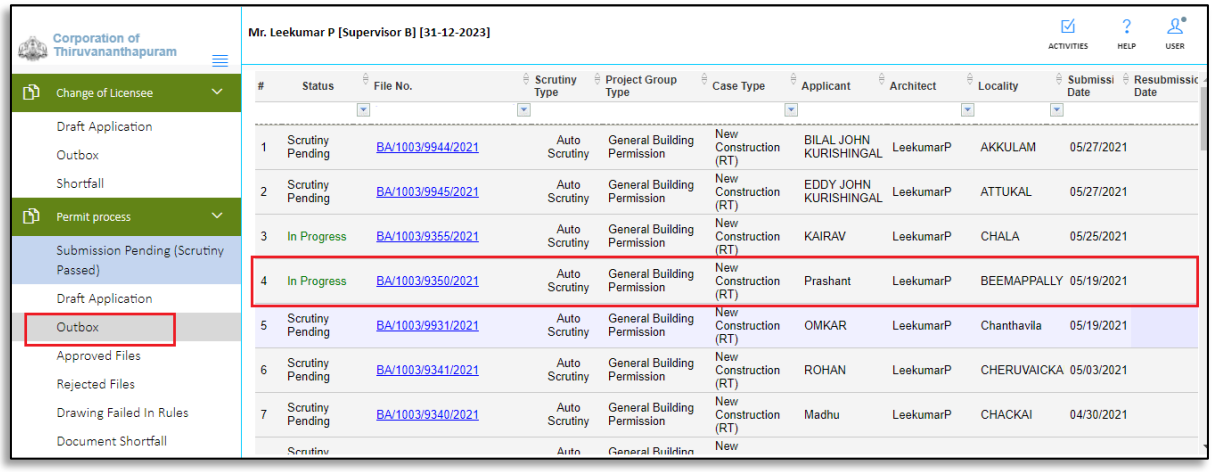


Figure 27 : Status of File in Outbox

17. Proposal Flow

Here, Licensee can see the proposal-file workflow as well as the Remarks entered by all the officers.

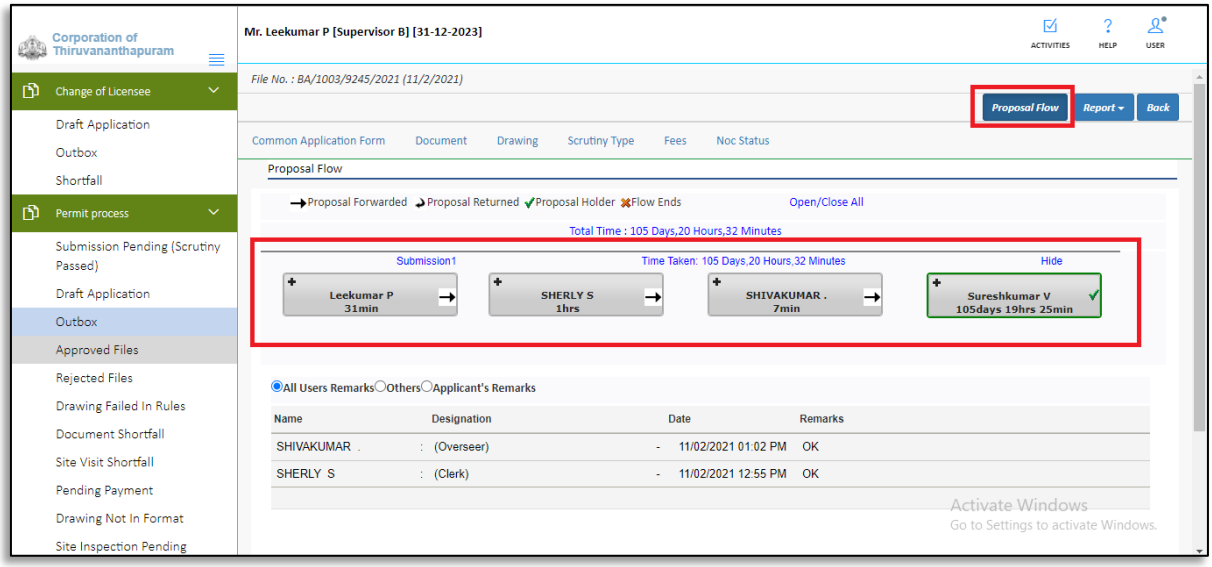


Figure 28 : Proposal Flow

18. Proposal-File Approved

When proposal-file gets approval from the concerned next level authority, it appears in the **Approved Files** section. SMS and Email will be communicated regarding approval.

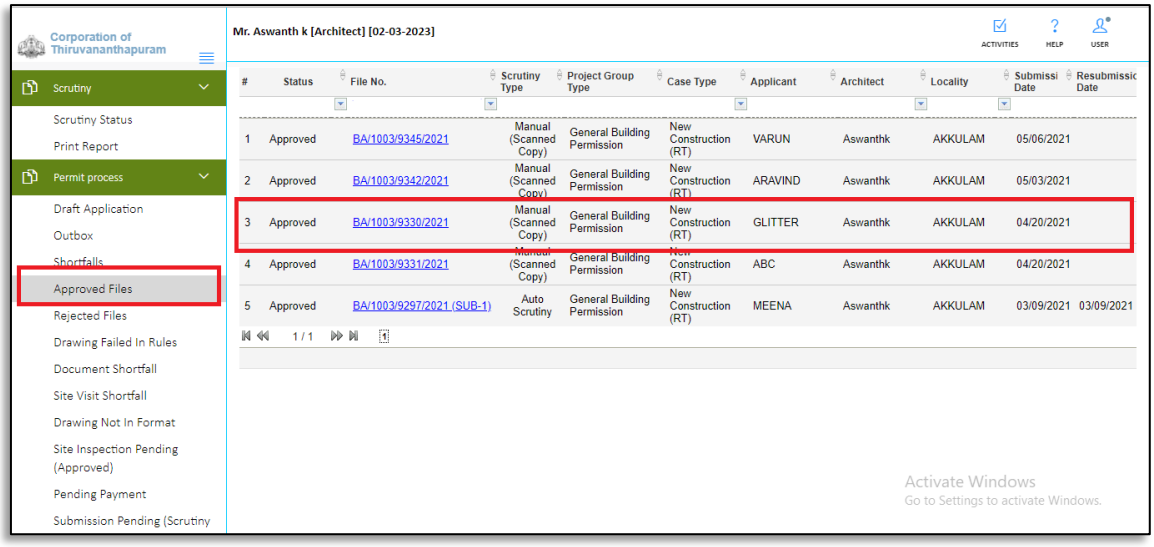


Figure 29 : Approved Files

(i) Click and Open the respective file. Here, Licensee can see the various reports and proposal flow of the file.

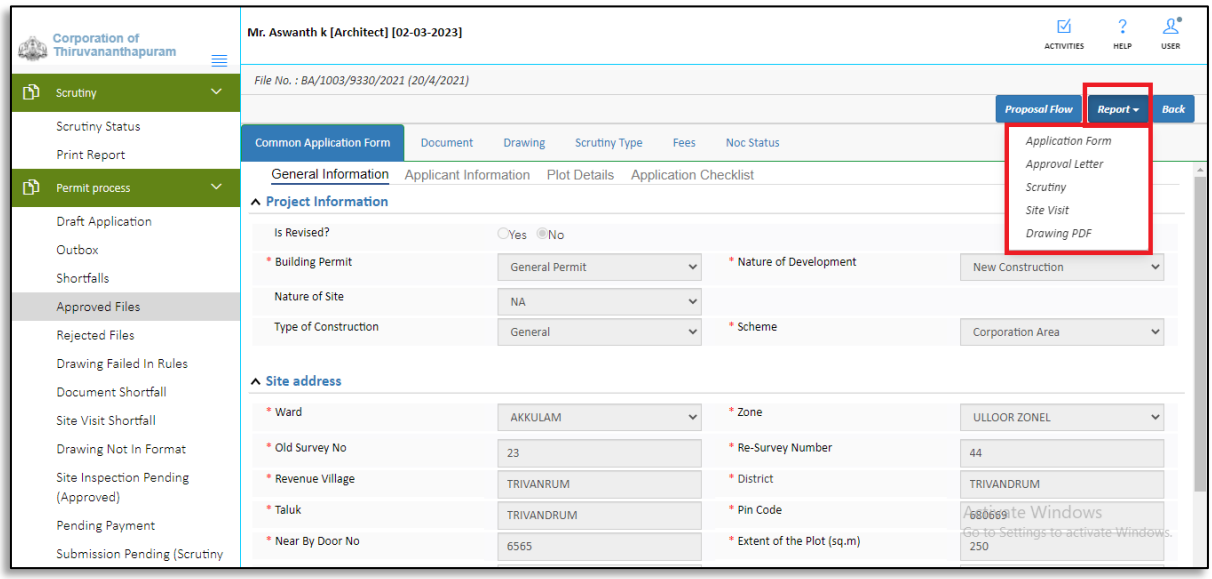


Figure 30 : Reports

19. Reports

Licensee can see the different reports of Approved file such as Application form, Approval letter, Drawing PDF, Site visit Report. Here, for example, the Approval letter and Scrutiny Report are shown.

19.1 Application Form

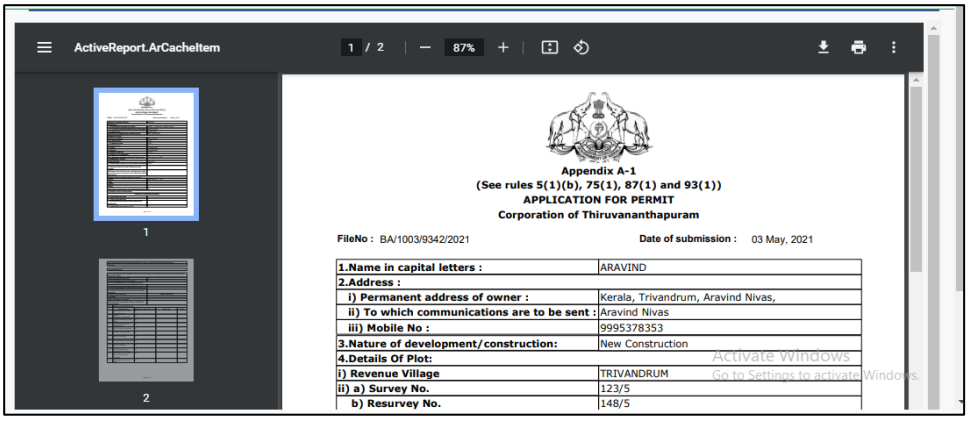


Figure 31 : Application form

19.2 Approval Letter

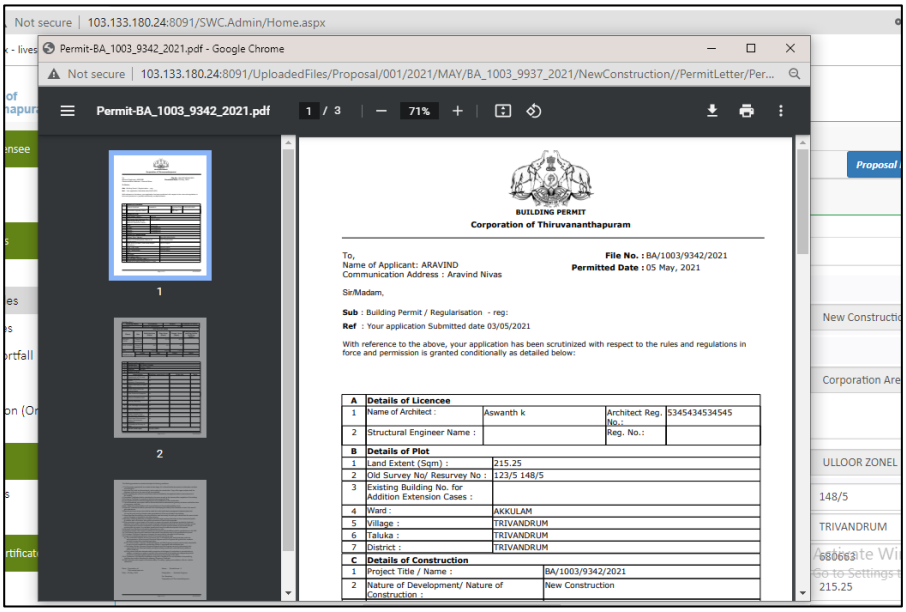


Figure 32 : Building Permit