USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Building Plan approval
Name of the Department/ Directorate	Urban Development & Municipal Affairs - UD & MA
RTPS Time Line	15 days

HOW TO APPLY

1) First, user shall visit '**www.silpasathi.wb.gov.in**'' Portal.

2) User then needs to click on "Apply online" button on the top right section of the homepage.

3) If he is already registered, he can use his login details and click on 'Log in' button. If not, he can click on "Create new" button to proceed and follow the menioned instructions. Once done, user needs to check the declaration check box and then click 'Continue' button.

4) Fill in the user registration form and complete the process (Note: Password must have uppercase, lowercase, numeric and special character) . Once registered, user will be directed to his respective dashboard.

5) To apply for a service, user needs to click on the 'ALL SERVICES' button on the top header section.

6) User select the service(s) he requires from the service selection page (based on his Unit/ Establishment/ Firm) and click on 'Create CAF" button at the bottom right.

7) A unique CAF (Common Application Form) will be created for the user (or applicant) with a unique CAF ID displayed on his dashboard.

8) Applicant needs to click on 'Apply Online' button on the CAF to start his application.

9) The concerned Common Application Form will open with fields that requires information of the applicant. Applicant needs to fill the CAF carefully with necessary details.

10) After filling the form, applicant needs to click on 'Save and Continue' and will be directed to the document upload page (if required for the service chosen).

11) Applicant needs to upload necessary documents and then click on 'Save & Continue' to go to the application preview page.

12) Applicant can review all the details he has filled and once done, he can check the declaration checkbox and click 'Submit' to finish his application.

13) Once the application is successfully submitted, applicant will have to follow the concerned dashboard accordingly. Applicant is required to ensure the department processes on his application by clicking on the 'Update status' button to view the action taken by department/ needs to be taken further by applicant (if necessary).

14) After successfully submitting the application, the applicant should follow the relevant dashboard. If any action is required on their part, they need to click the **Click to proceed** button. If the action is required by the Department, the applicant must wait and check the application status by clicking the **Update status** button to see the Department's actions or any further steps needed from the applicant.

APPLICATION STATUS DETAILS

SL.NO.	STATUS	RESPONSIBILITY
1	Basic Details saved **Description:**	Initiated
2	Initiated **Description:**	Initiated
3	Application Assigned to Consultant **Description:**	Initiated
4	In-process **Description:**	Department
5	Fees Pending **Description:**	Applicant
6	In-process **Description:**	Department
7	Approved **Description:**	Applicant

SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Any other relevant document	pdf,png,jpeg,jpg	1024 KB
2	Approval document of State Govt.	pdf,png,jpeg,jpg	1024 KB
3	Approved Site Plan if any	pdf,png,jpeg,jpg	1024 KB
4	Certificate of the appropriate authority for claim of additional FAR for green buildings, mass housing projects and IT buildings	pdf,png,jpeg,jpg	1024 KB
5	Certification from Structural Engineer Class II and Geotechnical Engineer Class II for medium risk building Note- Certifcation of structural engineer is not required where structral engineer is engaged	pdf	2048 KB
6	Combined affidavit and undertaking for common passage, Power of Attorney and Indemnity Bond	pdf,png,jpeg,jpg	10000 KB
7	Conversion certificate from BLLRO	pdf,png,jpeg,jpg	10000 KB
8	Copy of the Final Possession Certificate along with Site Plan showing mandatory open spaces if the plot is located within Salt Lake Township (within BMC) or NDITA area	pdf,png,jpeg,jpg	1024 KB
9	Copy of the Occupancy or Completion Certificate in case of any existing structure, if any	pdf,png,jpeg,jpg	10000 KB
10	Copy of the previous Approved Completion Plan / sanctioned plan in case of any existing structure (in case of unavailability of the above document, upload any other relevant Govt. document & newly prepared Architectural drawing of the existing building in .pdf format duly authenticated by the Architect/LBS concerned)	pdf,png,jpeg,jpg	1024 KB
11	Copy of the Registered Deed of Conveyance / Lease Deed / Chain/Link Deed (Partition Deed/Exchange Deed/Amalgamation Deed/Gift Deed) etc.	pdf,png,jpeg,jpg	25600 KB
12	Demolition permission letter, if obtained earlier	pdf	2048 KB

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
13	Detailed Architectural drawing(s) (in ".dwg" format) as per provision of WBMBR, 2007 (as amended) with specifications of the work. Only 1 dwg input file in 1 application (If site plan was not sanctioned earlier and/or addition of plot occurs, the site plan will be drawn on the architectural drawing without formatting)	dwg	100000 KB
14	Detailed Structural drawing(s) (in ".pdf" format) as per provision of WBMBR, 2007 (as amended) with specifications of the work	pdf	20000 KB
15	Development Permission under WB Town & Country (Planning) Act, 1979 by the Development Authorities (if applicable) (along with relevant drawing)	pdf,png,jpeg,jpg	5000 KB
16	Estimate prepared as per prevalent Govt. schedule(s)* (Analysis of rate supported by minimum four quotations and comparative statement (if market rate is involved) is required for non-schedule item(s).	pdf	1024 KB
17	Geo-technical investigation soil report – Mandatory for Medium Risk and High Risk Buildings	pdf,png,jpeg,jpg	10000 KB
18	House Sewer pipe/drain layout drawing	pdf	1024 KB
19	House water supply layout drawing	pdf	2048 KB
20	Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office. (In case of unavailability of the above document, upload municipal mutation certificate)	pdf,png,jpeg,jpg	5000 KB
21	"Property Under Will" Duly Certified By The Competent Authority If The Land Is Transferred Through Testate Succession.	pdf,png,jpeg,jpg	1024 KB
22	Structural Design calculation as per Indian Standard Code of practices, duly authenticated by the concerned technical personnel with analysis done manually(restricted up to medium risk building) / in form of input file(s) of STAAD /ETABS	pdf,png,jpeg,jpg,std,edb	1024 KB
23	Test reports for stability of slope as per Rule 157/f (in case of hill area only)	pdf,png,jpeg,jpg	1024 KB
24	Up to date paid up Municipal Property Tax receipt of the concerned holding	pdf,png,jpeg,jpg	150 KB

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
25	When applicant is a Government/semi Government/Statutory Body, allotment and possession letter of the land along with the site plan, land area and boundary given by the Land Acquisition Collector / Concerned department	pdf,png,jpeg,jpg	1024 KB

***For any critical issues or difficulties faced while submitting application please call to our QUICK RESPONSE TEAM at 03322622004 in between 10am to 5pm on Monday to Friday (Except Holidays) OR kindly drop a mail at qrt.silpasathiwb@gmail.com

Silpa Sathi Single Window Cell - Helpline no. (Toll free) 1800-345-5562