# USER GUIDE

## State Online Single Window Services

## Government of West Bengal

**[www.silpasathi.wb.gov.in]**

| | |
|---|---|
| Name of the Services | Building Plan approval (WBIIDC) |
| Name of the Department/ Directorate | WBIIDC - IC & E |
| 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<br>**Description:** *CAF data saved at Silpasathi end* | Initiated |
| 2 | Initiated<br>**Description:** *CAF data saved at Silpasathi end and partially submitted* | Initiated |
| 3 | Applicant completed assigned to Consultant<br>**Description:** *Application submission is completed and is assigned to a consultant successfully for further process* | Initiated |
| 4 | Fees Pending<br>**Description:** *Department allows applicant to proceed with the payment and same is sent to the applicant which he can do through his dashboard* | Applicant |
| 5 | Payment done pending for Signatory Authority<br>**Description:** *Payment succesfully done. Application pending at the end of the signatory authoruity* | Department |
| 6 | Signatory Authority approved<br>**Description:** *Application approved by signatory authority* | 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 | A site plan as required by the Regulations | dwg | 1024 KB |
| 3 | Certificate for incorporation of Green Building Features in Form 15 | pdf,png,jpeg,jpg | 1024 KB |
| 4 | Certificate for incorporation of Green Building Features in Form 15 of Building Regulation for Industrial Growth Centres and Parks of WBIIDC in West Bengal, 2016 | pdf,png,jpeg,jpg. | 1024 KB |
| 5 | Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) | pdf,png,jpeg,jpg | 1024 KB |
| 6 | Detailed Architectural drawing(s) including Floor Plan, Sectional Elevation, Front Elevtion, Site Elevtion, Key Plan, Roof Plan for every individual structure, drainage plan | dwg | 10240 KB |
| 7 | Detailed calculation of structural design as per provision in these rules | std, or, edb, files, allowed, only | 10240 KB |
| 8 | Detailed Soil Test Report duly prepared and authorized by a Geo-technical Engineer recommending safe and stable load bearing capacity and slope stability analysis for desired construction work | pdf,png,jpeg,jpg | 10240 KB |
| 9 | Detailed Structural drawings | pdf | 10240 KB |
| 10 | Details of specifications of the work to be executed in Form 2 | pdf,png,jpeg,jpg | 1024 KB |
| 11 | EIA Report as may be applicable | pdf,png,jpeg,jpg | 1024 KB |
| 12 | Fire safety design as required under National Building Code or under West Bengal Fire Services Act, 1950, as applicable | pdf,png,jpeg,jpg | 1024 KB |
| 13 | Heating, Ventilation, Air'Conditioning (H.V.A.C.) service plan | dwg | 10240 KB |

| SL.NO. | NAME OF THE DOCUMENTS | FILE TYPE | ALLOWED MAXIMUM FILE SIZE |
|---|---|---|---|
| 14 | Lease holding documents- viz. lease deed/ agreement to lease and possession certificate in the name of lease holder issued by the allotment authority or permission to use the land issued by Competent Authority | pdf,png,jpeg,jpg | 5120 KB |
| 15 | Public health services plan containig drawing in .DWG format | dwg | 10240 KB |
| 16 | Sanctioned plan in case of any existing structure for extension and renovation | pdf,png,jpeg,jpg | 5120 KB |
| 17 | Up to date payment receipt clearing payment of user and other charges | pdf,png,jpeg,jpg | 150 KB |
| 18 | Water Connection Agreement | pdf,png,jpeg,jpg | 1024 KB |
| 19 | Water Supply Pipeline Network Layout & Water Storage Tanks for Fire & Essential Storage along with water requirements computations | pdf | 1024 KB |
| 20 | 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**