Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Building Permission

(Town and Country Planning)

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1. Overview

As part of Chhattisgarh's overarching promise of "Business Made Easy," OneClick is the state's new single-window portal that brings speed, simplicity, and transparency to the business environment. From approvals and clearances to bill payments, land allotment, and compliance — everything an entrepreneur or investor needs is now just one click away.

Purpose: This document gives easy, step-by-step instructions for industrial users to apply for **Building Permission** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

2. How to Get Started

Enter the application URL (https://oneclick.cgstate.gov.in) in the browser and the page navigates to the Home page of the SWS application.

3. How to login

The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2**.
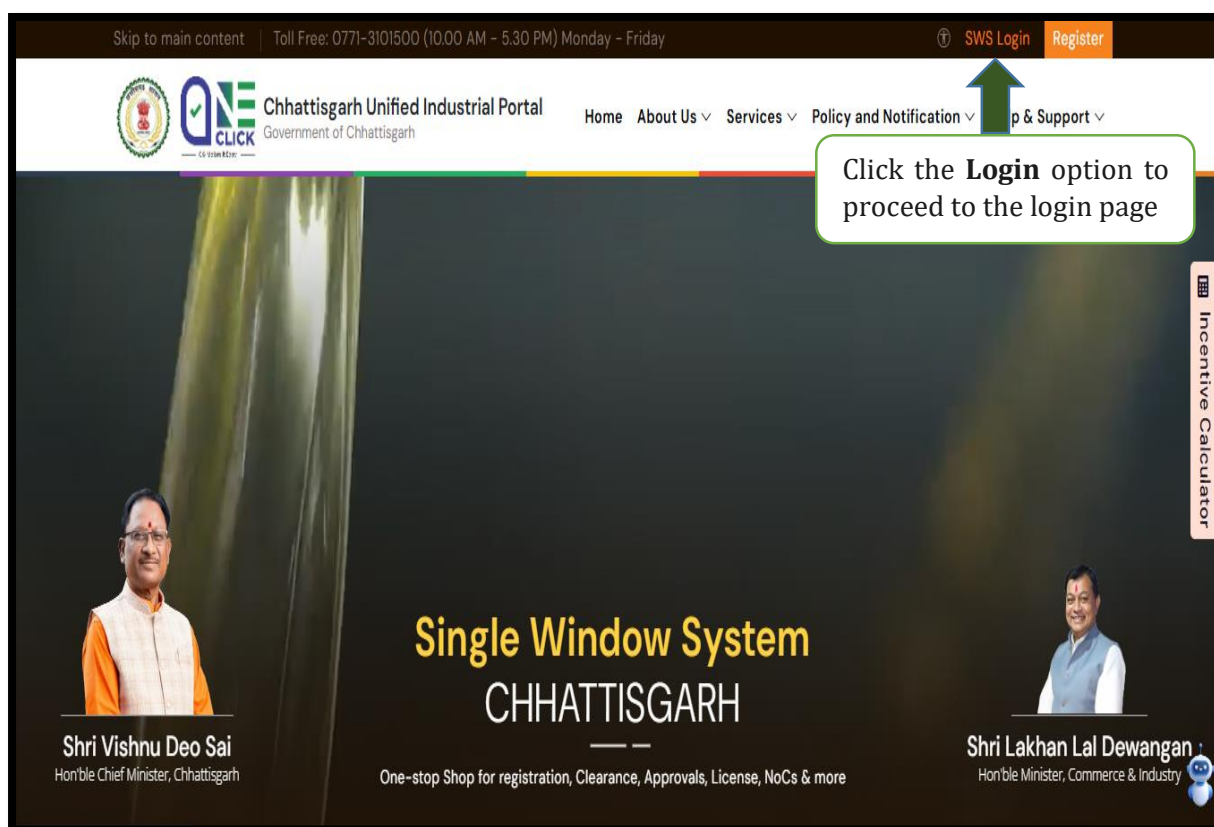

Figure 3.1: Homepage Screen

Figure 3.2: Login Screen (A)

The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.

Figure 3.3: Login Screen (B)

4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

Now, click on the **Proceed** option to apply for **services**.
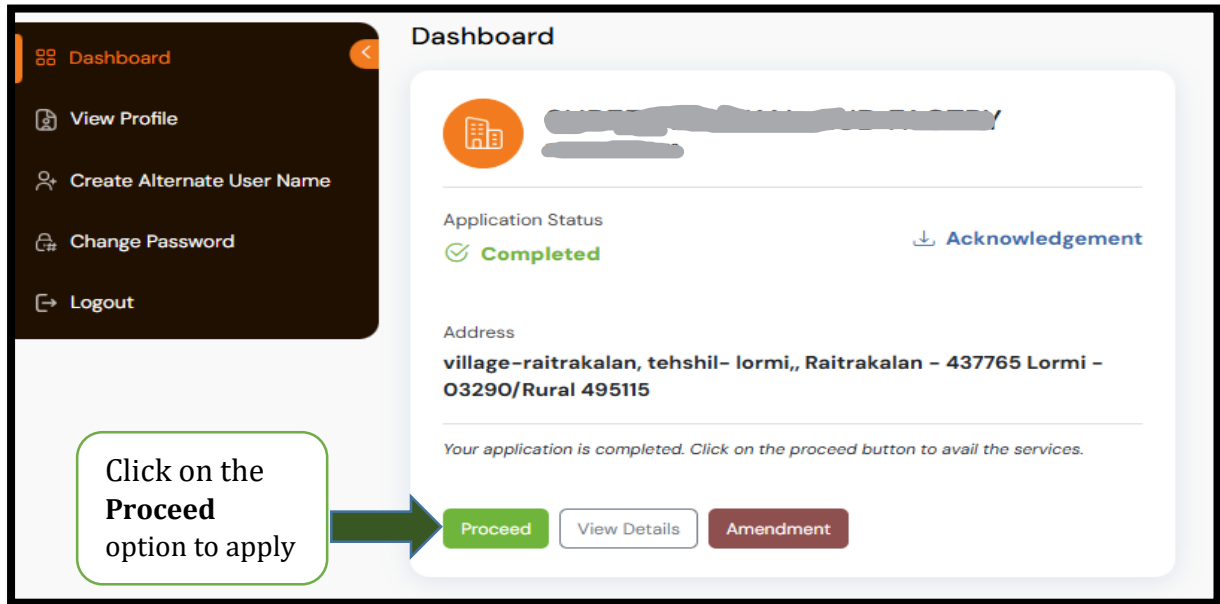

Figure 4.1: Dashboard

5. Apply for Services

Now, click on the **Services** menu at the top of the page (see Fig. 5.1). You will see a list of all available services.
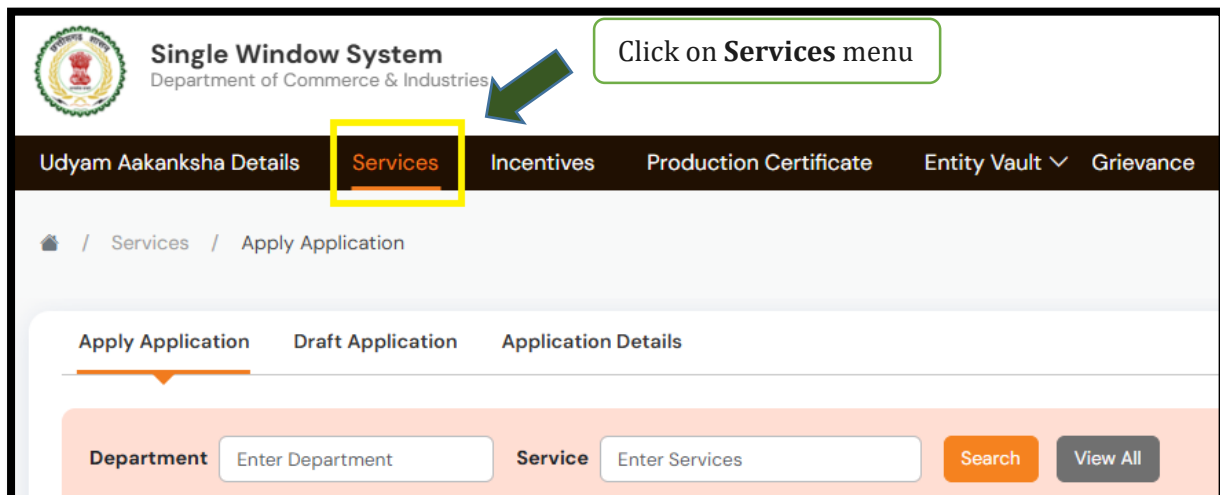

Figure 5.1: Services Page

Single Window System (https://oneclick.cgstate.gov.in)

5.1. Search for Services – Building Permission

In the Search field, enter **building permission** and click the **Search** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).
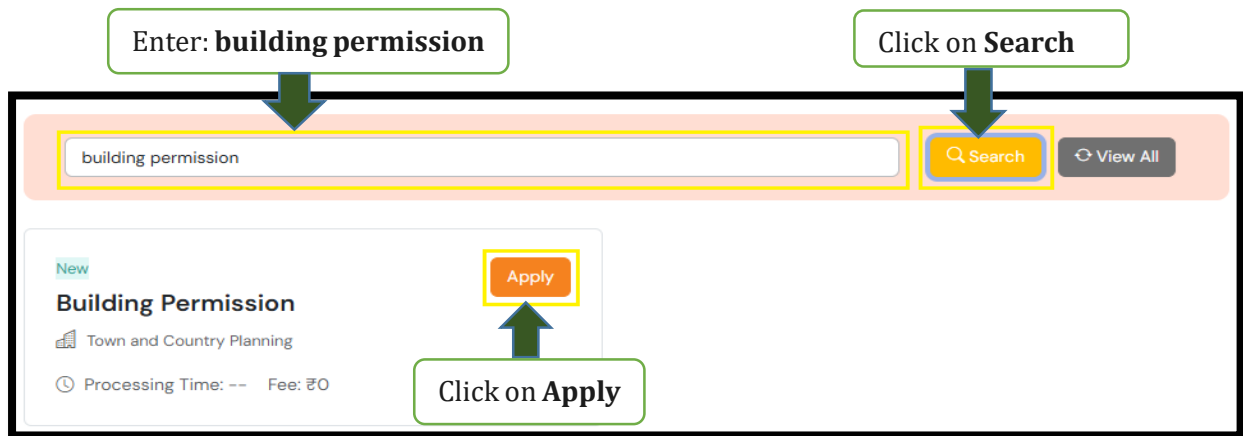

Figure 5.2: Filtered list of Services – Building Permission

You will now be redirected to the official website of the **Directorate of Town & Country Planning** where you can apply for the **Building Permission**.

5.2. LTP Home Page

- On the **left side of the LTP home page**, there is a **navigation menu** where the user can **track proposal files**.
- On the **main page**, users can view a **dashboard** in the form of a **table**, showing the overall progress of the proposal files.
- On the **right side of the LTP home page**, there are **two buttons** available for **creating and editing projects**. Based on an existing project, a new extension can also be created. The **Messages** section allows users to check the **latest updates**, and the **User Info** section provides access to the **user's profile information** after login.
- A **notification bar** is available for **live updates** related to the proposal files.
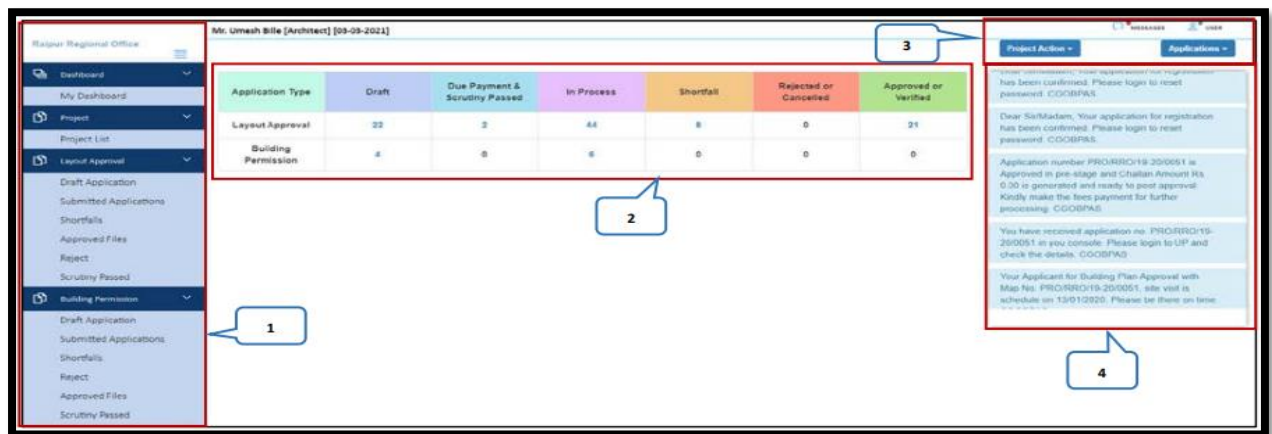
S. No.	Status / Button	Description
1	Draft Stage	The proposal file is in the draft stage. All required tabs must be completed. The applicant needs to fill in all the tabs and submit the final file.
2	Pending Payment / Awaiting Approval	This status appears when a payment is pending or drawing verification is completed.
3	Under Process	The file is currently being processed or held by the concerned officer.
4	Discrepancy	This status indicates discrepancies in drawings, owner or LTP information, or if any fee is pending.
5	Rejected / Returned	The file is rejected when there is a significant issue in the proposal that cannot be resolved.
6	Approved / Finalized	The proposal file has received final approval from the competent authority.

5.3. Create a New Project

- **Create a New Project:** To apply for building permission, the user or the LTP (Licensed Technical Person) must first create a **new project**. The user needs to provide all the required information in order to proceed.
- **Start Creating the Project:** Click on the **"Project Action"** button on the homepage, then select the **"New Project"** option.

5.4. General Information

Now, enter the required details in the **General Information** tab. After filling in the information, click on the **Save** button to store the data.
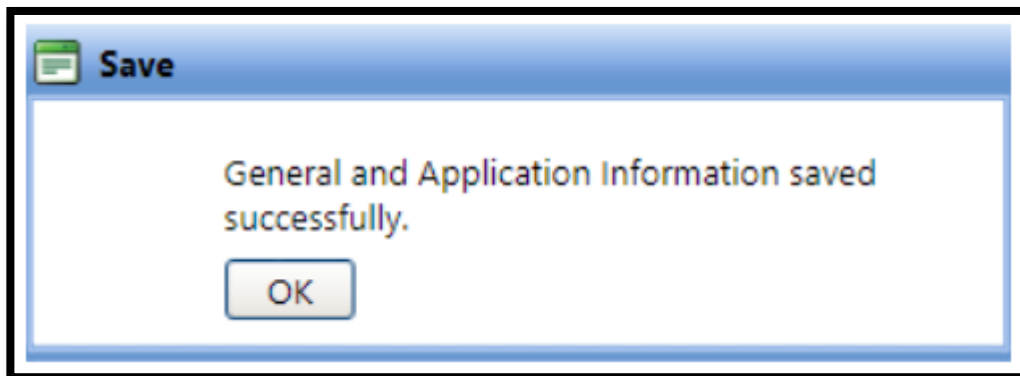

5.5. Applicant Information

- Click on **Add,** check the **box,** and enter the **owner's** details**.**
- Enter the **Address, City, PIN Code,** and **State.**
  Then, provide structural or developer information and click on **Save** to continue.

Note: If the nature of the building is high-rise, providing structural engineer details is mandatory.
Note: Developer details can be viewed in a drawing PDF by entering the information of at least one developer.

- After successfully saving the information, click on **Proceed.** Two new tabs — **Plot Details** and **Geo-Location** — will appear.

5.6. Land Details

Select the appropriate options and fill in all the required fields under the **Plot Details** tab, then click **Save** to store the information.

5.7. GEO Location

To add geo-location coordinates:

- **Zoom in on the map** and carefully hover over the coordinate you wish to select.
- **Add coordinates block-wise** in the correct direction on the map, based on your site layout.
- Once you've selected all points, click on **Save Geo-Location**.

Note: While selecting coordinates on the map, the system automatically captures the latitude, longitude, and the selected area's length.

After filling in all the required information, click on **Submit Project**.

A pop-up window will appear. Click **OK** to proceed, or click **Cancel**.
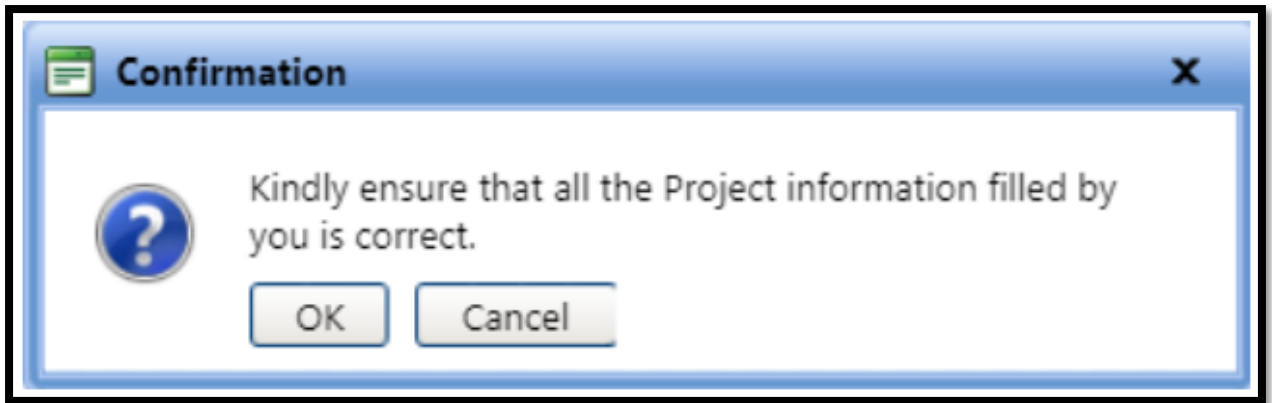
After clicking **OK**, the Proposal File can be viewed in the **Project List** section.
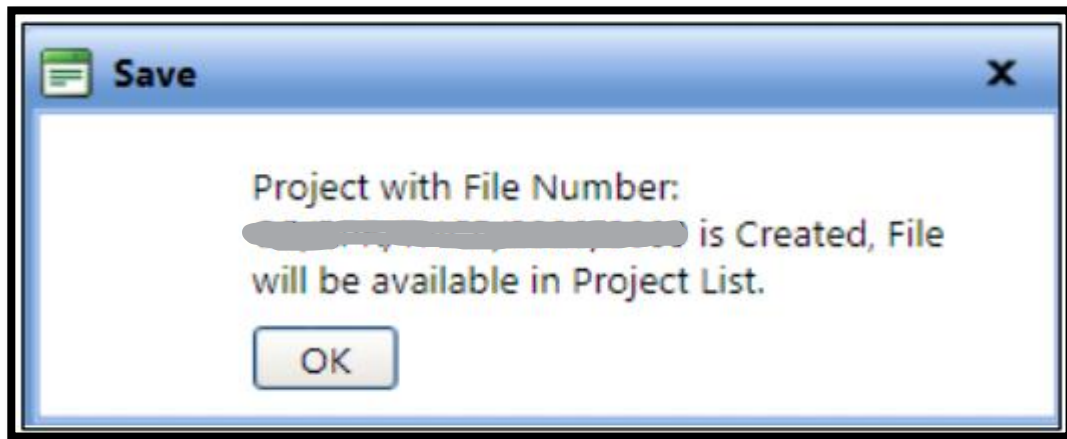
5.8. Project List

All newly created or saved projects can be viewed in the **Project List** section.

Now, based on the nature of the project (as per the provided information), the user can create a new application.

6. Creating an Application

To create a new application, click on **Application**, and then click on **Create Application**.

Note: Applications are created based on the projects already created.

To obtain approval or to receive a Layout or Building Permit Certificate, one must create an application.

6.1. General Information

- Select the project from the drop-down list.
- Once selected, the related project information will be automatically fetched into their respective fields.
- In the application details section, choose the nature of construction/case type, type of permit, and type of application.
- Click on **Save**

Please note: A proposal cannot be submitted more than once for the same draft section. If any changes are required in the proposal, go back to the Project List, select the desired project, edit the necessary information, and save it accordingly.
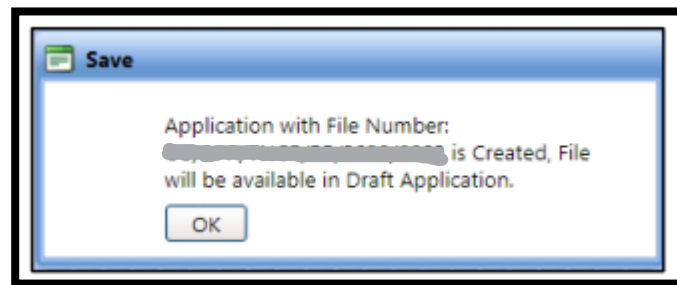
6.2. Draft Application

- Go to the **Draft Application** tab under the **Building Permit** section.
- Select and open your created file (e.g., **CG/RPR/TNCP/BP/2020/0003**).

6.3. Application Checklist

- Select the values as per the requirements and enter the necessary details in the **Application Checklist** section.
- To save all the details, click the **Save and Continue** button.

6.4. Land Details

Fill in all the building details and **Save** the data.

6.5. Building Details

Enter building details such as **Name**, **Building Use**, and Other Information, then **Save** the data.

- If there is more than one building, click **Add** to enter details of additional buildings.
- To delete any entry, check the box and then click **Delete**.


6.6. Required NOC

Enter building details such as **Name**, **Building Use**, and Other Information, then **Save** the data.

- Click on **Attach**, a new window will open.
- Click on **Select**, another new window will open. Browse the file on your computer, select the file, and click on **Open**.
- To save the file, click on **Save NOC Document**.

Single Window System (https://oneclick.cgstate.gov.in)

6.7. Submitting the File

After attaching the drawing file, click on **Submit** to proceed and then click on **OK**. To submit the file for **Auto Scrutiny**, the **Scrutiny Fee** must be paid.
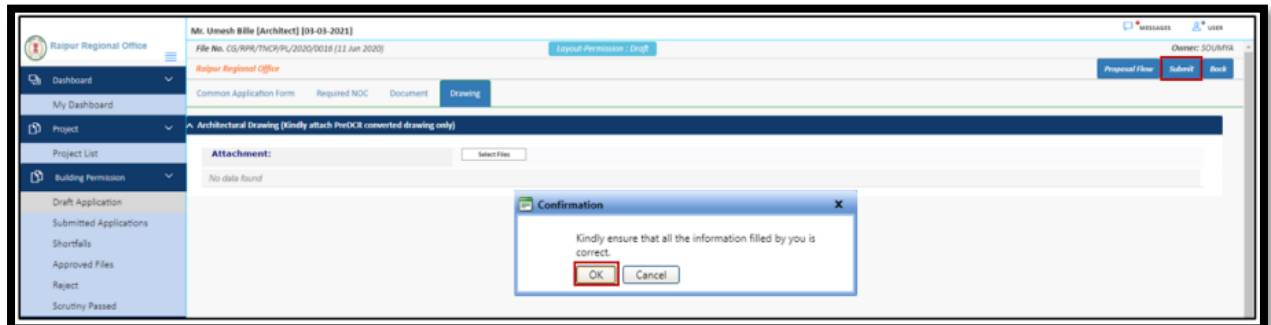
After Submission:

- Once submitted, the **drawing file will undergo auto scrutiny**, and a **Scrutiny Report** will be generated.
- After the scrutiny report is generated, the **applicant must pay the application fee** as per the receipt for layout approval proposals.
- The fee will be calculated **based on the entered area**.
- The applicant can make the **payment through the payment gateway**.
- After successful payment, the file will be forwarded to the **concerned authority (Regional Officer)** for further processing.

The submitted proposal file will be displayed under the **Submitted Applications** section, as shown below.

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