



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**.

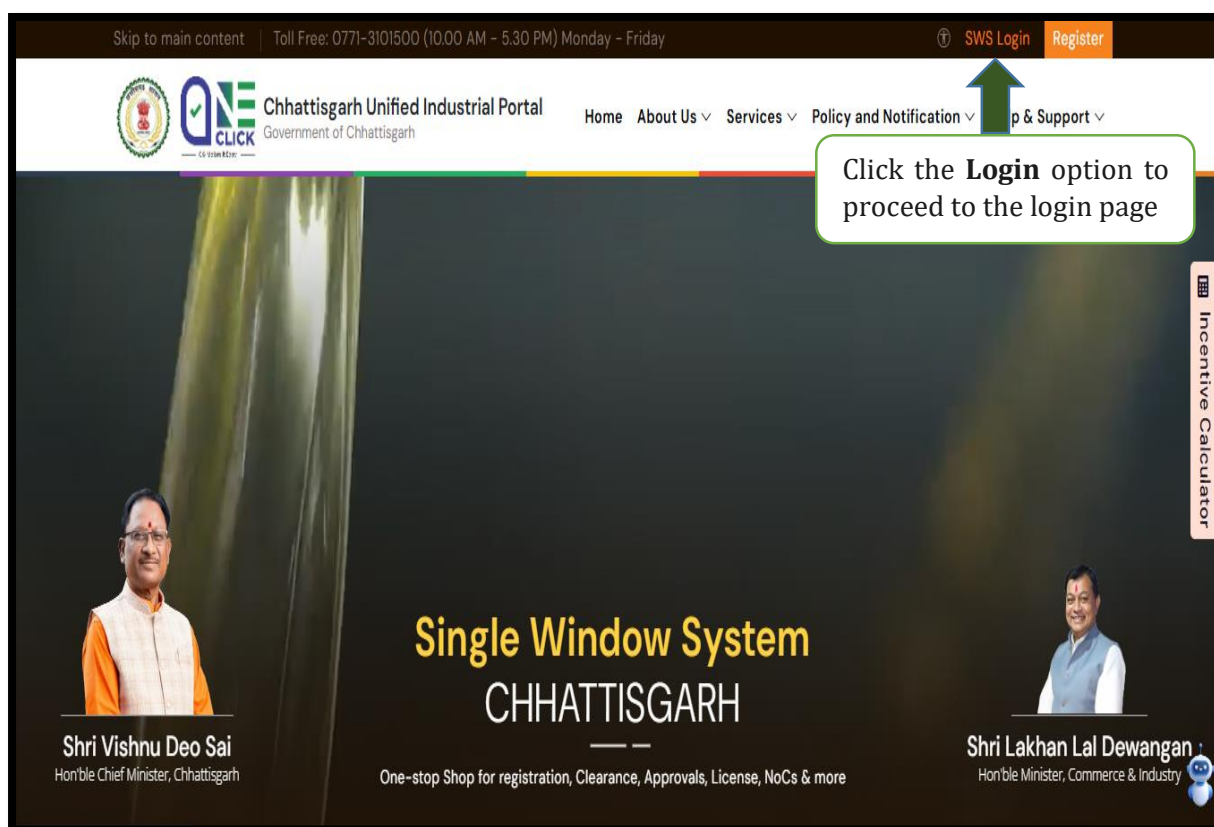


Figure 3.1: Homepage Screen



Department of Commerce & Industries
Government of Chhattisgarh

■ The Department of Commerce and Industries, Government of Chhattisgarh is a pivotal body responsible for the promotion and development of trade, commerce, and industrial growth within the state of Chhattisgarh, India.

■ Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

Login

User Name

Captcha uh9Ur1

[Forgot User Name?](#) [Register](#) [Back to Home](#)

For technical support please contact us at invest-support@cg.gov.in

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.

Department of Commerce & Industries
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Login

OR

[Back to Login](#) [Forgot Password?](#)

For technical support please contact us at invest-support@cg.gov.in

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**.

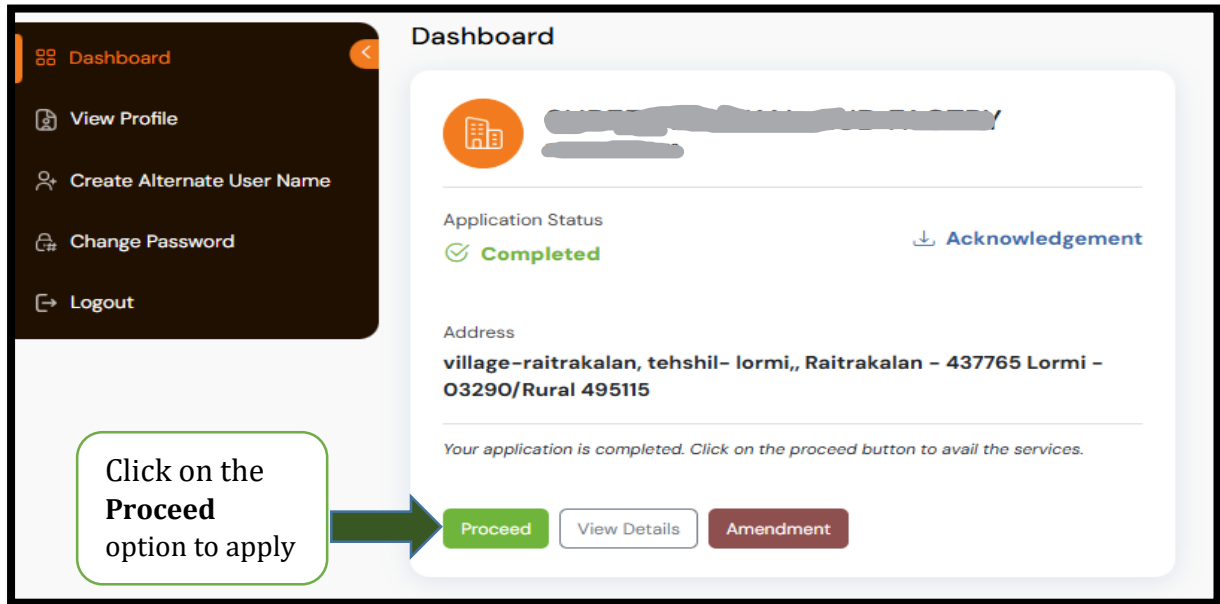


Figure 4.1: Dashboard

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.

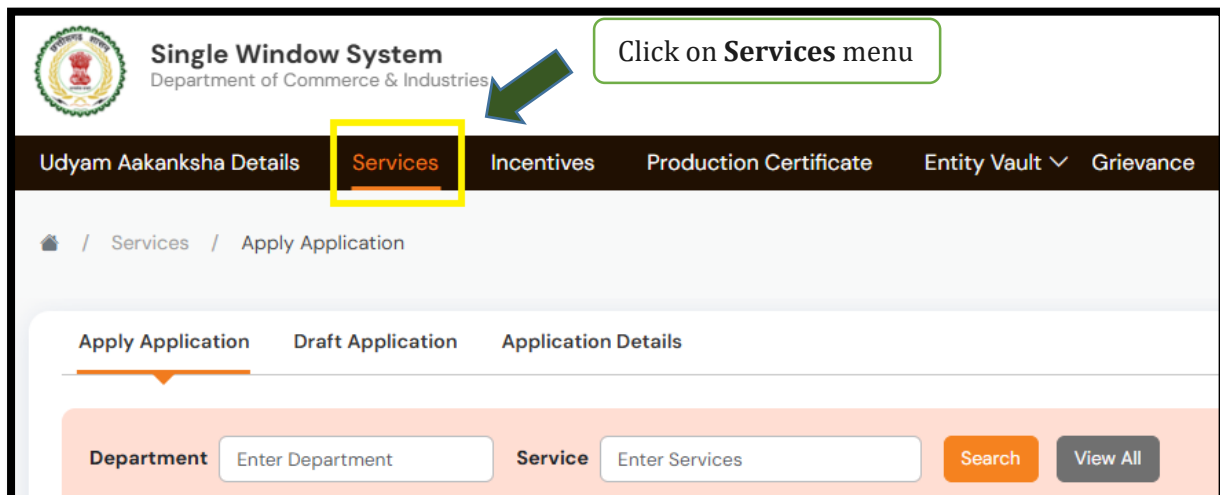


Figure 5.1: Services Page



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).

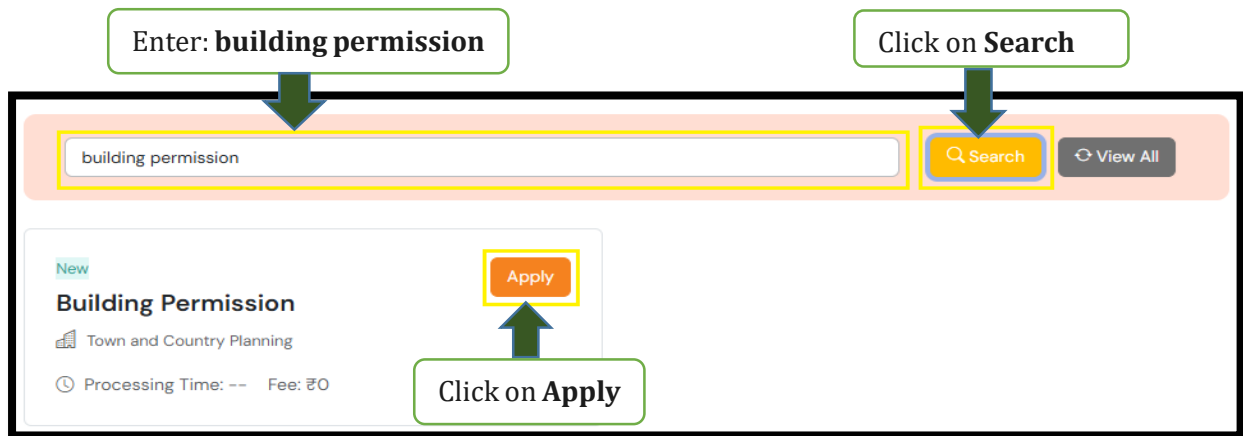
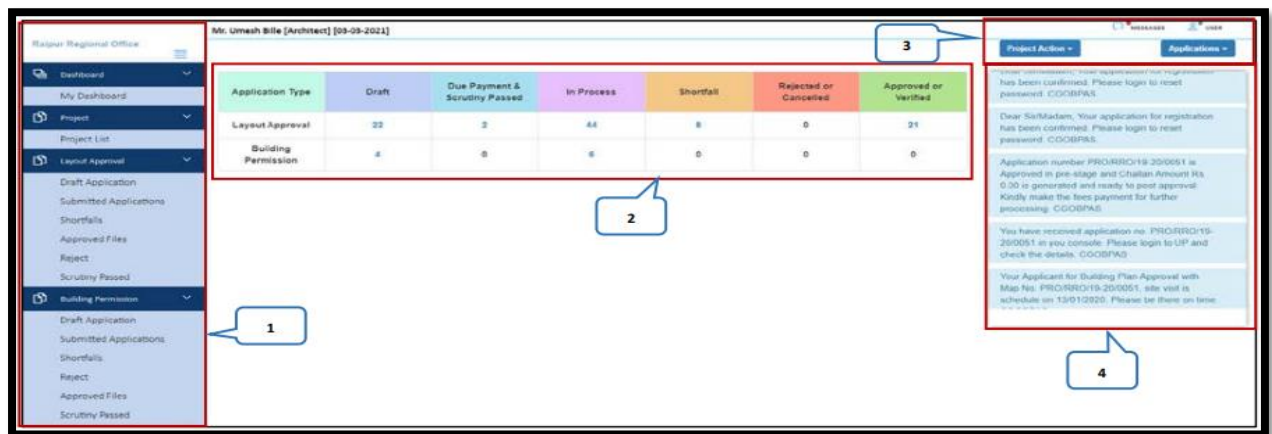


Figure 5.2: Filtered list of Services – Building Permission

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.

The screenshot displays the Raipur Regional Office portal interface. On the left is a sidebar menu with options like Dashboard, My Dashboard, Project, Layout Approval, Draft Application, Submitted Applications, Shortfalls, Approved Files, Reject, Scrutiny Passed, and Building Permission. The main area shows a table with columns for Application Type, Draft, Due Payment & Scrutiny Passed, In Process, Shortfall, Rejected or Cancelled, and Approved or Verified. The 'Project Action' button is highlighted in the top right, and a dropdown menu is open, showing 'New Project' as the selected option. Below the table, there are several notification messages regarding application status and approvals.



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

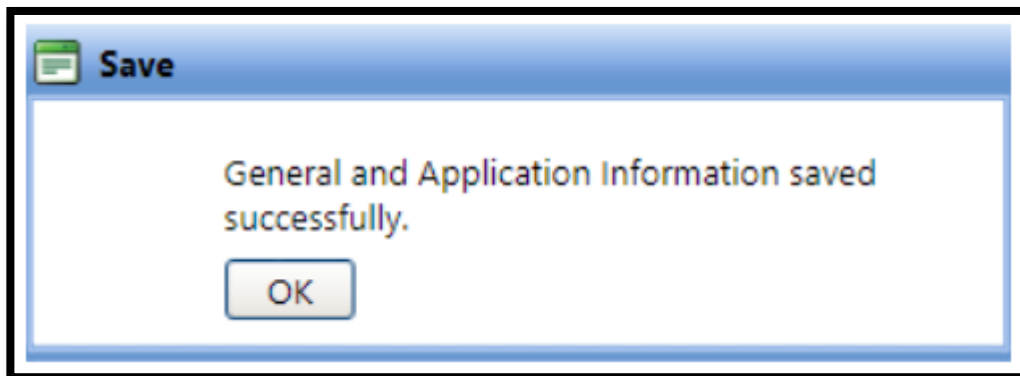
- Click on **Add**, check the **box**, and enter the **owner's** details.
 - Enter the **Address, City, PIN Code, and State**.
- Then, provide structural or developer information and click on **Save** to continue.

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.

The screenshot shows the 'Common Application Form' for 'Land Details'. The interface includes a sidebar with navigation options like 'Dashboard', 'My Dashboard', 'Project', 'Layout Approval', and 'Building Permission'. The main content area is divided into tabs: 'General Information', 'Applicant Information', 'Land Details' (selected), and 'Geo-Location'. The 'Land Details' tab contains two sections: 'Main Details' and 'Schedule of Boundaries'. The 'Main Details' section includes fields for 'Land Use Zone (As Per Master Plan)', 'Layout Plot Use', 'Plot No.', 'Plot area as per site (Sq.Mt.)', 'Location Type', 'Main Abutting Road width (Mt.)', 'Land Sub Use Zone', 'Layout Plot Sub Use', 'Plot area as per Document (Sq.Mt.)', and 'Sub Location'. The 'Schedule of Boundaries' section includes fields for 'North', 'South', 'West', and 'East'. The interface also features a 'Save' button and a 'Project List' dropdown.



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.

Mr. Umesh Bille [Architect] [09-09-2021]
File No. CG/RRR/THCR/2020/0009 (12 May 2020)
Raipur Regional Office

Common Application Form

General Information Applicant Information Plot Details **GEO Location**

ADD GEO **Save**

Sl. No.	Latitude	Longitude
1	21.0937200000	81.0245430000
2	21.0937050000	81.0256130000
3	21.0929450000	81.0255640000
4	21.0929770000	81.0244910000
5	21.0937090000	81.0245430000

Note Please Add Geo-Location Coordinates in Clockwise Direction

Side	Length (M.)
1-2	110.400031100094
2-3	94.6567643778123
3-4	111.369446219182
4-5	81.5833594872221
5-1	2.15220552212701

Geometry type Polygon 21.093709 81.024545 **Locate** **Refresh**

Lal Baug, Manta Nagar, Raynandgaon, Raynandgaon Tehsil, Raynandgaon, Chhattisgarh, 491441, India

This Geo location is only to reach location.

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

Mr. Umesh Bille [Architect] [09-09-2021]
File No. CG/RRR/THCR/2020/0004 (23 Dec 2020)
Raipur Regional Office

Common Application Form

General Information Applicant Information Land Details GEO Location

Project Information

* Title: Test 1

* District: Raipur

* Village: Anholi

* It No: 01

* Khata No: 323

* Is it from Approved Layout? Yes No

* Tehsil: Aarang

* Land Mark: 11

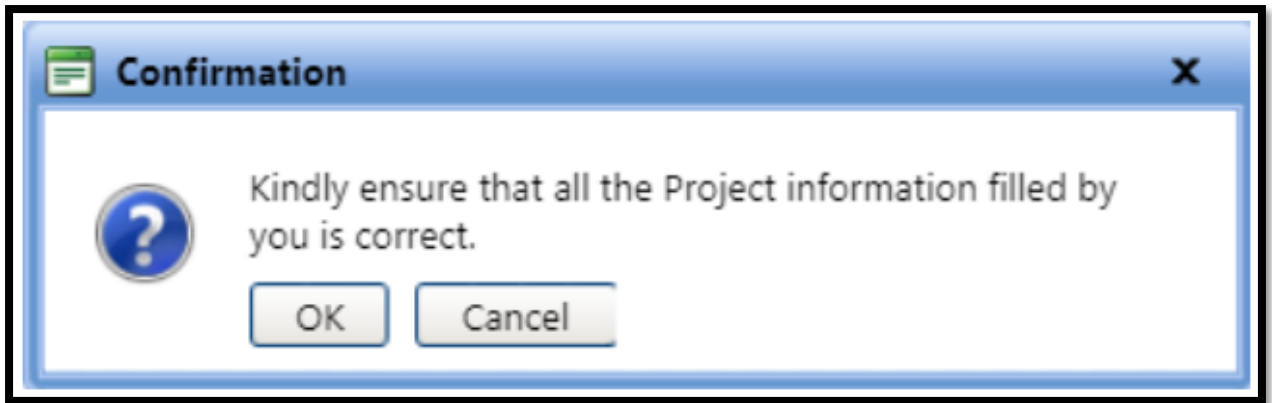
* Hukia fee: 00008

* Is Land within master plan area? Effective Non-Effective

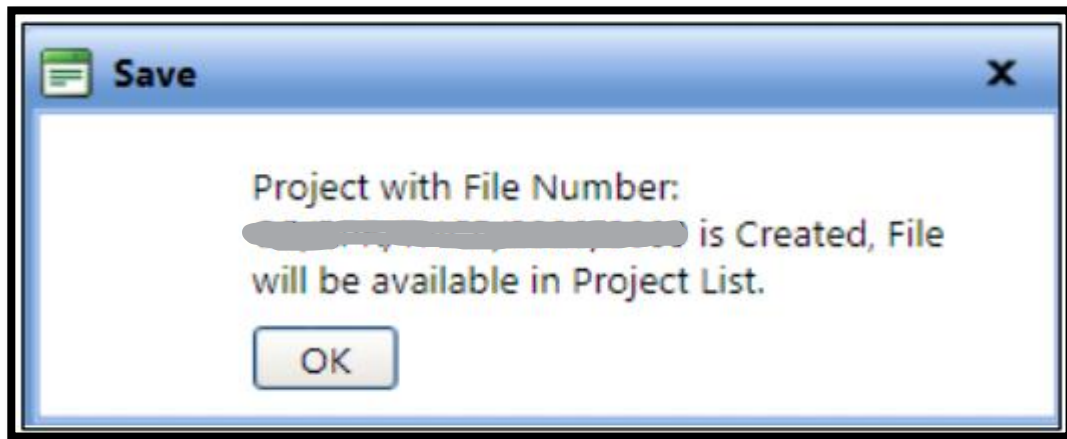
Submit Project **Back**



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.

A screenshot of the 'Project List' section in the OneClick CG portal. The left sidebar shows navigation options like Dashboard, My Dashboards, Project, Layout Approval, Draft Application, Submitted Applications, Shortfalls, Approved Files, Reject, Scrutiny Passed, Building Permission, Draft Application, Submitted Applications, Shortfalls, Reject, Approved Files, and Scrutiny Passed. The main area displays a table of projects with columns: #, Development Authority, Project Name, Applicant, Architect, and Submission Date. The table lists 13 projects, including 'Test Subject 1', 'Demo Project 3', 'Industrial layout', 'Commercial layout', and 'Land sub use'.

#	Development Authority	Project Name	Applicant	Architect	Submission Date
1	Raipur Regional Office	Test Subject 1 (JG/SRP/TNCP/2020/0009)	Sahil Kumar	Mahasamund Regional Office	12 May 2020
2	Raipur Regional Office	Demo Project 3 (JG/SRP/TNCP/2020/0008)	Narendra Modi	Mahasamund Regional Office	11 May 2020
3	Raipur Regional Office	Industrial layout (JG/SRP/TNCP/2020/0004)	Naveen	Mahasamund Regional Office	10 May 2020
4	Raipur Regional Office	check 2 (JG/SRP/TNCP/2020/0003)	check 2	Mahasamund Regional Office	04 May 2020
5	Raipur Regional Office	check (JG/SRP/TNCP/2020/0002)	Check	Mahasamund Regional Office	04 May 2020
6	Raipur Regional Office	Industrial layout (JG/RBO/TNCP/20 21/0015)	Naveen Industrial	Mahasamund Regional Office	16 Apr 2020
7	Raipur Regional Office	Commercial layout (JG/RBO/TNCP/20 21/0014)	Naveen Comm	Mahasamund Regional Office	16 Apr 2020
8	Raipur Regional Office	Commercial layout (JG/RBO/TNCP/20 21/0013)	Naveen Comm	Mahasamund Regional Office	16 Apr 2020
9	Raipur Regional Office	Land sub use (check (JG/RBO/TNCP/20 21/0012)	and	Mahasamund Regional Office	15 Apr 2020
10	Raipur Regional Office	ALP/AS (JG/RBO/TNCP/20 21/0011)	Shanq	Mahasamund Regional Office	15 Apr 2020
11	Raipur Regional Office	Commercial layout (JG/RBO/TNCP/20 21/0010)	NAVEEN COMM	Mahasamund Regional Office	15 Apr 2020
12	Raipur Regional Office	test 15-3-20 (JG/RBO/19-20/0009)	CSTQC	Mahasamund Regional Office	06 Mar 2020
13	Raipur Regional Office	Demo2 (JG/RBO/19-20/0008)	Poonab Zha	Mahasamund Regional Office	06 Mar 2020



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**.

The screenshot displays the 'Rajpur Regional Office' application portal. The main dashboard area shows a table with application statuses:

Application Type	Draft	Due Payment & Scrutiny Passed	In Process	Shortfall	Rejected or Cancelled	Approved or Verified
Layout Approval	22	2	47	8	0	21
Building Permission	4	0	6	0	0	0

The sidebar menu on the left includes options like Dashboard, My Dashboard, Project, Project List, Layout Approval, Draft Application, Submitted Applications, Shortfalls, Approved Files, Reject, Scrutiny Passed, and Building Permission. The right sidebar contains a 'Project Action' dropdown and a 'Create Application' button, along with a list of application notifications.

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

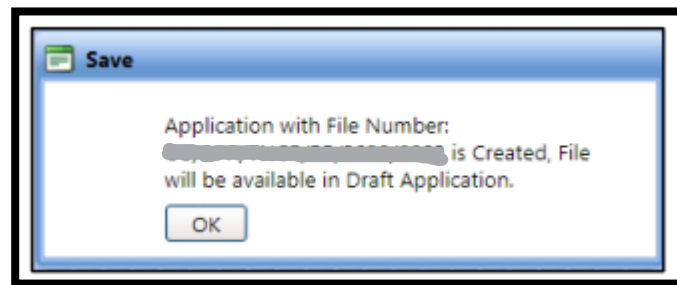
To obtain approval or to receive a Layout or Building Permit Certificate, one must create an application.

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**).

#	Development Authority	Project Name	File No.	Case Type	Applicant	Architect	Submission Date
1	Raipur Regional Office	Test Subject-1	CG/RPR/TNCP/BP/2020/0003	New	Sahil Kumar	Umesh Bille	15 May 2020
2	Raipur Regional Office	Raipur Development	1	New	Rohit	Umesh Bille	13 Nov 2019
3	Raipur Regional Office	Raipur Development	1	New	Rohit	Umesh Bille	13 Nov 2019
4	Raipur Regional Office	Raipur Residential	1	New	Vijay	Umesh Bille	12 Nov 2019
5	Raipur Regional Office	Raipur Housing	DRAFT.BRG/19-20/0006	New	Umesh	Umesh Bille	08 Nov 2019
6	Raipur Regional Office	Raipur Housing	DRAFT.BRG/19-20/0007	New	Umesh	Umesh Bille	11 Nov 2019
7	Raipur Regional Office	Raipur Housing	DRAFT.BRG/19-20/0008	New	Umesh	Umesh Bille	11 Nov 2019
8	Raipur Regional Office	Raipur Housing	DRAFT.BRG/RR/19-20/0010	New	Umesh	Umesh Bille	11 Nov 2019
9	Raipur Regional Office	Raipur Housing	DRAFT.BRG/RR/19-20/0011	New	Umesh	Umesh Bille	11 Nov 2019



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.

#	Description	Value	Remark
1	Is the Land near or next to a Government building/Land ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
2	Is the Land near or next to a drain/river/canal/water body ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
3	Is the Applicant proposing to build a Bridge/Road/Both on or next to a river or water body ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
4	Does the land connect national highway or main road of the Public Construction Department which connects important places like district/ block head quarters or any other public places of local importance ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
5	In Case of residential colony, is water being provided from bore ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
6	Is the land below High Tension/Low Tension Electric lines ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
7	Is the property a Nazul Land ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
8	Does the Land Falls within 30m from the Railway Boundary ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
9	Is the total Builtup Area for the proposed project fall between 20000 Sq. Mh to 1,50000 Sq. Mh ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
10	Is the proposal for Highrise/Multistored building ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
11	Is the Proposed Project lies in the vicinity of Airport ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
12	Is the Proposed Project lies in the vicinity of Historical/Heritage Sites ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
13	Is the applicant granted any Approval/Permission in the past ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
14	Has the applicant developed any colony in the past ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
15	Is this development a sub-division ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

6.4. Land Details

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

North	South	West	East
----- Select -----	----- Select -----	----- Select -----	----- Select -----



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

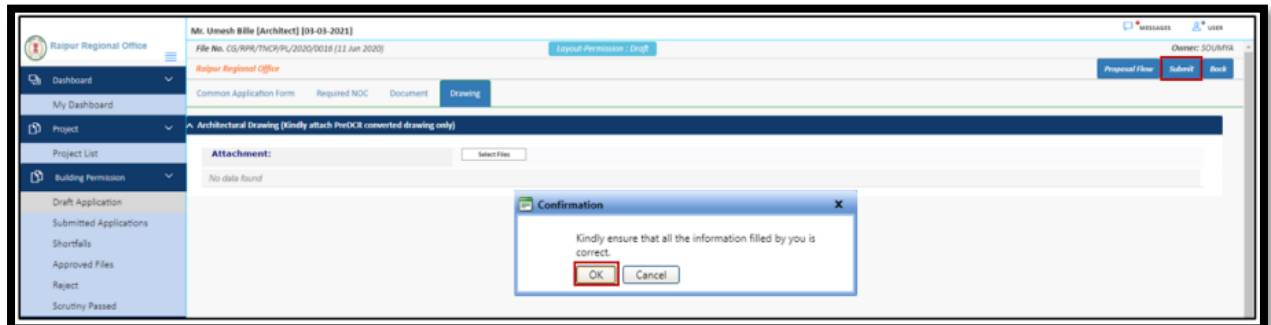
Enter building details such as **Name**, **Building Use**, and Other Information, then **Save** the data.

- 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**.



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.

#	Development Authority	Project Name	File No.	Case Type	Applicant	Architect	Submission Date
1	Raipur Regional Office	SAM	CGBR/TNCP/PL/2020/0016	New	SOURYA	Umesh Bile	11 Jun 2020
2	Raipur Regional Office	Demo project 5	CGBR/TNCP/PL/2020/0005	New	Rahul Sharma	Umesh Bile	14 May 2020
3	Raipur Regional Office	Demo Project 3	CGBR/TNCP/PL/2020/0003	New	Narendra MeS	Umesh Bile	11 May 2020
4	Raipur Regional Office	real nar	CGBR/TNCP/PL/2020/0002	New	navreen	Umesh Bile	10 May 2020
5	Raipur Regional Office	Industrial layout	CGBR/TNCP/PL/2020/0001	New	Navreen Industrial	Umesh Bile	16 Apr 2020
6	Raipur Regional Office	commercial	CGBR/TNCP/PL/2020/0001	New	navreen comm	Umesh Bile	16 Apr 2020
7	Raipur Regional Office	ALPAS	CGBR/TNCP/PL/2020/0001	New	Shariq	Umesh Bile	16 Apr 2020
8	Raipur Regional Office	Demo2	APPBRONARR/19-20/0102	New	Poorab Zha	Umesh Bile	06 Mar 2020
9	Raipur Regional Office	Layout Chhattigarh	APPBRONARR/19-20/0100	New	ABC	Umesh Bile	04 Mar 2020
10	Raipur Regional Office	Layout Chhattigarh	APPBRONARR/19-20/0098	New	ABC	Umesh Bile	04 Mar 2020
11	Raipur Regional Office	Raipur12	APPBRONARR/19-20/0097	New	Ram	Umesh Bile	03 Mar 2020

