



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



Single Window System (<https://oneclick.cgstate.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.



Figure 3.3: Login Screen (B)



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



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**.

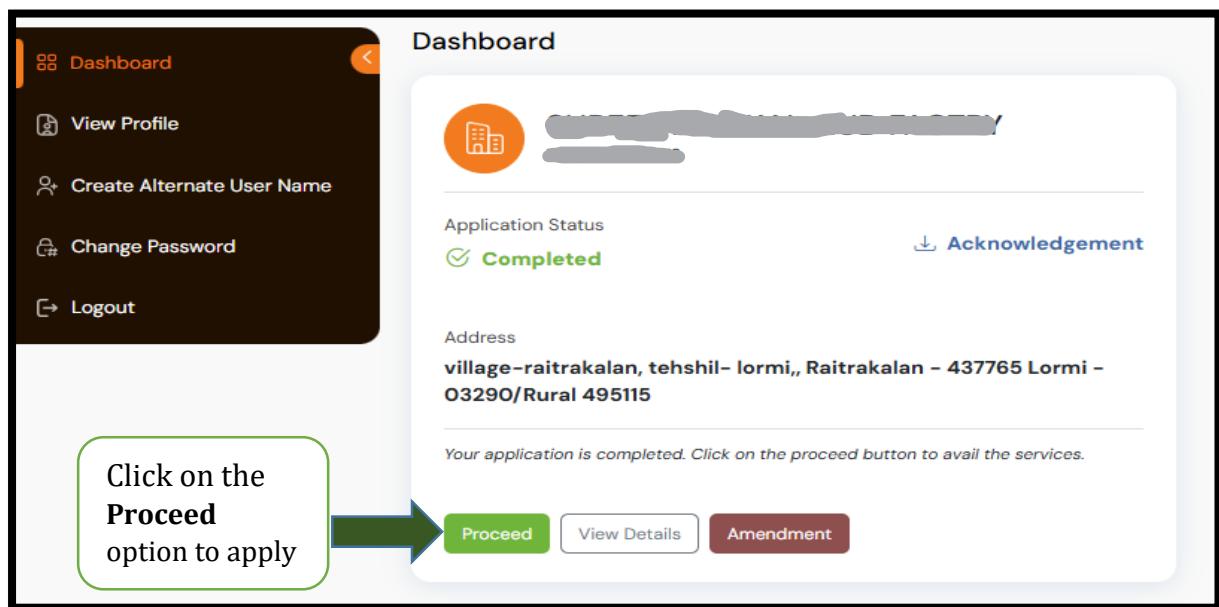


Figure 4.1: Dashboard

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.

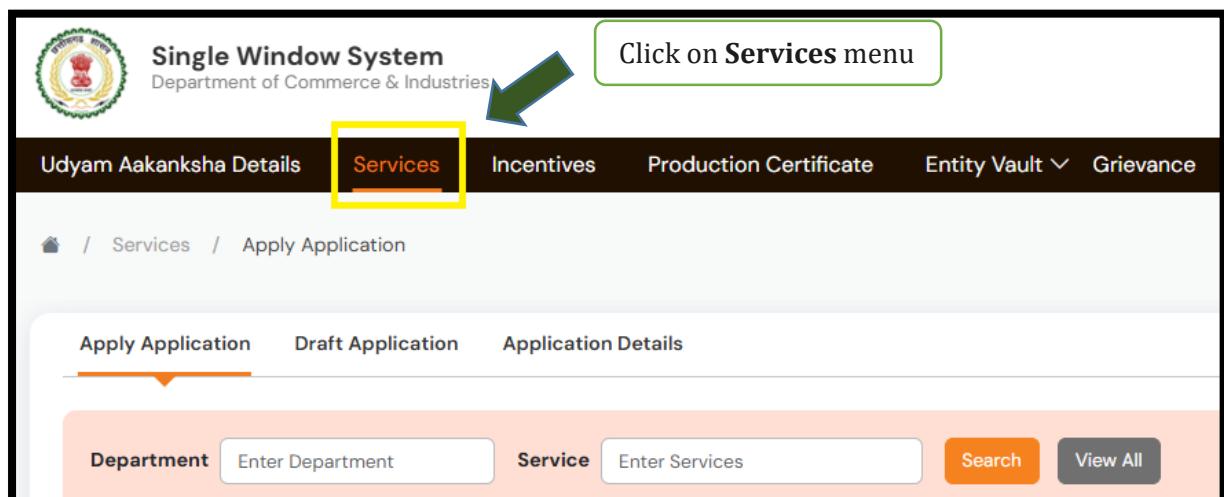


Figure 5.1: Services Page



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).

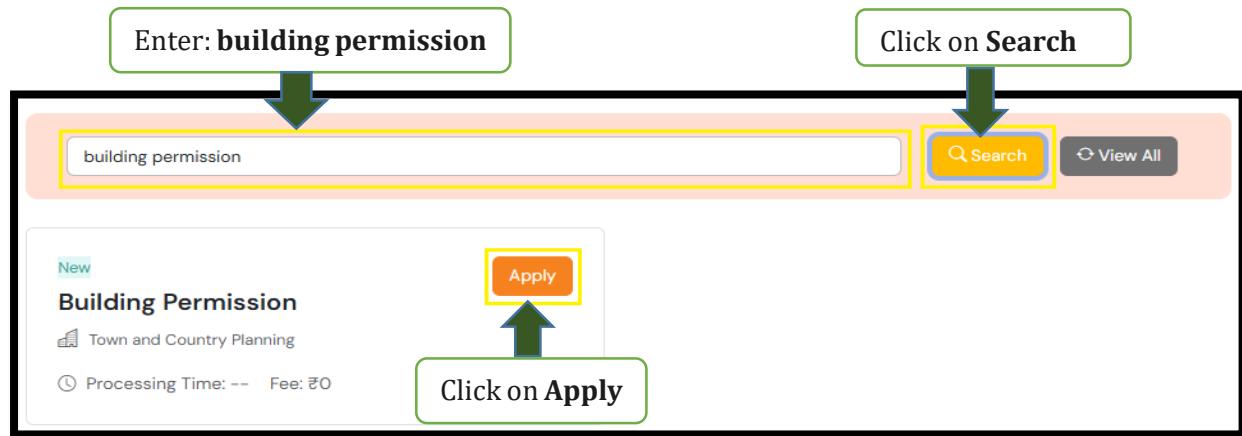


Figure 5.2: Filtered list of Services - Building Permission

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.

Application Type	Draft	Due Payment & Scrutiny Passed	In Process	Shortfall	Rejected or Cancelled	Approved or Verified
Building Permission	22	2	44	8	0	21



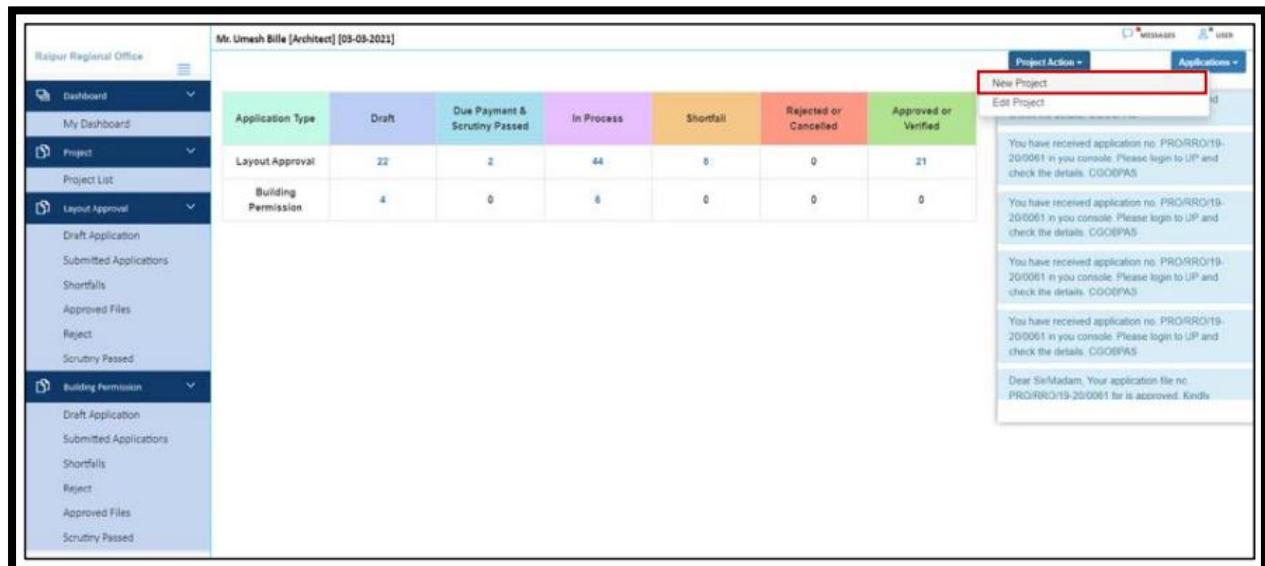
Single Window System (<https://oneclick.cgstate.gov.in>)



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 shows the Raigarh Regional Office dashboard. The left sidebar has sections for Dashboard, Project (Project List, Layout Approval, Building Permission), and Layout Approval (Draft Application, Submitted Applications, Shortfalls, Approved Files, Reject, Scrutiny Passed). The main content area shows a table of application statistics. The top right has 'Project Action' and 'Applications' dropdown menus. The 'Project Action' menu is open, with 'New Project' highlighted and a red box around it. Below the menu, there are several notifications about received applications.

Application Type	Draft	Due Payment & Scrutiny Passed	In Process	Shortfall	Rejected or Cancelled	Approved or Verified
Layout Approval	22	2	44	8	0	21
Building Permission	4	0	6	0	0	0

Notifications:

- You have received application no. PRORR019-200061 in your console. Please login to UPI and check the details. CGOBPAS
- You have received application no. PRORR019-200061 in your console. Please login to UPI and check the details. CGOBPAS
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- You have received application no. PRORR019-200061 in your console. Please login to UPI and check the details. CGOBPAS
- Dear Sir/Madam, Your application file no. PRORR019-200061 is for approved. Kindly



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.

Mr. Umesh Bille [Architect] [03-03-2021]

Dashboard [Logout](#)

Common Application Form [Mark](#)

General Information Applicant Information

Fields marked with * are mandatory

Project Information

* Title:

* District:

* Village:

* Bld No:

* Plot No:

* Survey No:

* Is Land within master plan area?

Office:

Effective: Option-effective:

[Save](#)

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.

Mr. Umesh Bille [Architect] [03-03-2021]

General Information Applicant Information

MESSAGES USER

My Dashboard
Finds marked with * are mandatory
Save

Project
Project List

Layout Approval
Draft Application

Submitted Applications
Shortfalls

Approved Files
Reject

Scrutiny Passed
Building Permission

Draft Application
Submitted Applications

Shortfalls
Project

Approved Files
Scrutiny Passed

▲ Architect/ Structural Engineer/ Civil Engineer

Consultant Category	Architect	
Name	Umesh Bille	
CDA/License No.	um-5648	Validity
Mobile Number	4567487897	E-mail ID

▲ Applicant's Information

Sr.No.	Owner Name	Email	Mobile Number	Author No.
1				0
2				

*** Permanent Address**

Street/R.O. Box/Companies/Office...	Correspondance Address
Enter City Name	Apartment, Suite, Unit, Building, Floor/Unit...
Pin Code	Enter State/Province/Region
Enter Pin Code	Enter Landline Number

*** City**

Enter City Name

*** State/Province/Region**

Enter State/Province/Region

*** Pin Code**

Enter Pin Code

*** Landline Number**

Enter Landline Number

▲ Structural Engineer Information

* Consultant Name	* Address
Validity	License No.

* Structural Engineer Information will be mandatory if Building Height is greater than 10 mts.

▲ Developer Information

* Developer Name	* Address
Mobile No	License No.

Note: If the nature of the building is high-rise, providing structural engineer details is mandatory.

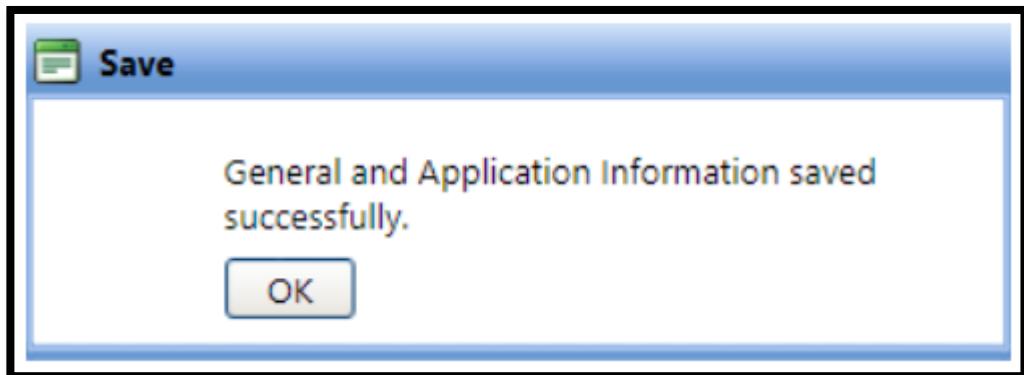
Note: Developer details can be viewed in a drawing PDF by entering the information of at least one developer.



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



- 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.



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



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] [09-05-2021]
File No. CG/RPM/THCR/2020/0004 (22 May 2020)
Raipur Regional Office

Common Application Form

GEO Location

Geometry type: Polygon • 21093709 81.024545

This Geo location is only to reach location.

Latitude Longitude

Sr. No.	Latitude	Longitude
1	21.093728000000	81.024549000000
2	21.093705000000	81.025613000000
3	21.092945000000	81.025564000000
4	21.090377900000	81.024491000000
5	21.090370900000	81.024548000000

Note: Please Add Geo-Location Coordinates in Clockwise Direction.

Side	Length (M)
1-2	110.400031100094
2-3	54.6567643776133
3-4	111.389446219182
4-5	81.5833984873221
5-1	2.15220552212701

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

Mr. Umesh Bille [Architect] [09-05-2021]
File No. CG/RPM/THCR/2020/0004 (22 May 2020)
Raipur Regional Office

Common Application Form

Project Information

Title: Test 1
District: Raipur
Village: Amhol
RI No.: 02
Khasra No.: 323
Is it from Approved Layout?: No

Fields marked with * are mandatory

Save

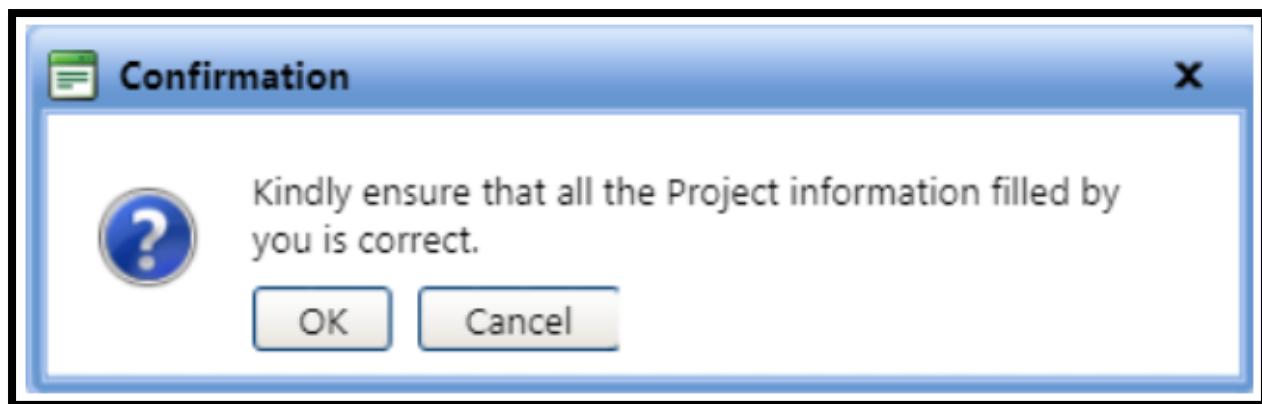
Submit Project



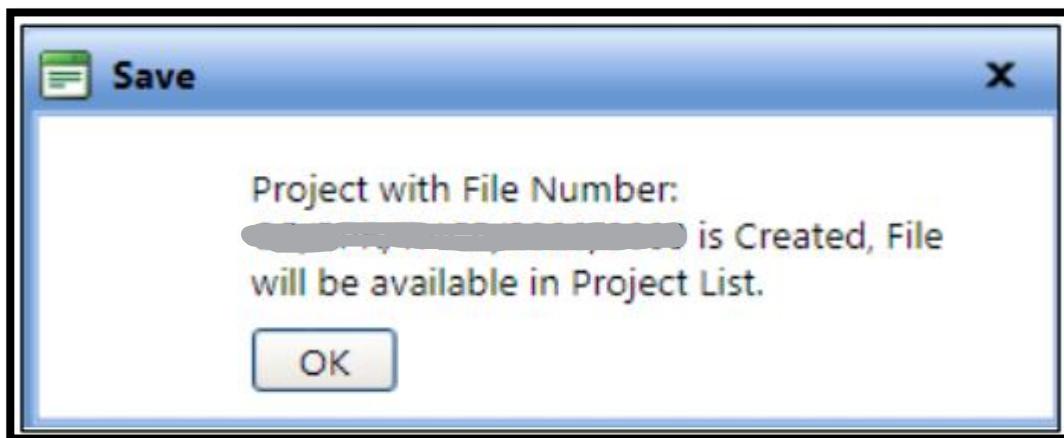
Single Window System (<https://oneclick.cgstate.gov.in>)



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.

Mr. Umesh Bille [Architect] [03-05-2021]					
#	Development Authority	Project Name	Applicant	Architect	Submission Date
1	Raipur Regional Office	Test Subject 1 [CG/RB/R/TCNP/2020/0009]	Sahil Kumar	Mahasamund Regional Office	12 May 2020
2	Raipur Regional Office	Demo Project 3 [CG/RB/R/TCNP/2020/0008]	Narendra Modi	Mahasamund Regional Office	11 May 2020
3	Raipur Regional Office	testnew [CG/RB/R/TCNP/2020/0008]	navneen	Mahasamund Regional Office	10 May 2020
4	Raipur Regional Office	check 2 [CG/RB/R/TCNP/2020/0003]	check 2	Mahasamund Regional Office	04 May 2020
5	Raipur Regional Office	check [CG/RB/R/TCNP/2020/0002]	Check	Mahasamund Regional Office	04 May 2020
6	Raipur Regional Office	Industrial layout [CG/RB/R/TCNP/20-21/0015]	Navneet Industrial	Mahasamund Regional Office	16 Apr 2020
7	Raipur Regional Office	commercial [CG/RB/R/TCNP/20-21/0016]	navneen comm	Mahasamund Regional Office	16 Apr 2020
8	Raipur Regional Office	commercial [CG/RB/R/TCNP/20-21/0013]	Navneen Comm	Mahasamund Regional Office	16 Apr 2020
9	Raipur Regional Office	Land sub_use check [CG/RB/R/TCNP/20-21/0012]	asd	Mahasamund Regional Office	15 Apr 2020
10	Raipur Regional Office	ALPAS [CG/RB/R/TCNP/20-21/0011]	Shang	Mahasamund Regional Office	15 Apr 2020
11	Raipur Regional Office	Commercial layout [CG/RB/R/TCNP/20-21/0001]	NAVEEN COMM	Mahasamund Regional Office	15 Apr 2020
12	Raipur Regional Office	test 3-20 [RB/R/20-20/0095]	CSTOC	Mahasamund Regional Office	06 Mar 2020
13	Raipur Regional Office	Demo2 [RB/R/20-20/0094]	Poorab Zha	Mahasamund Regional Office	06 Mar 2020



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



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

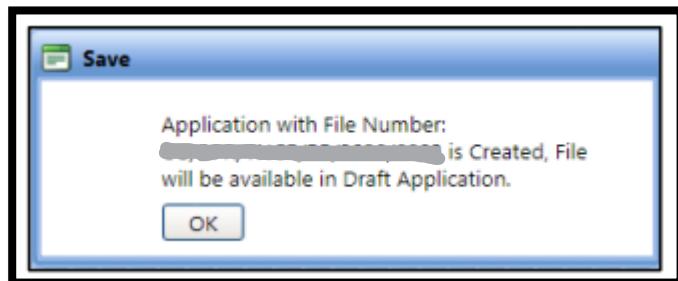
- Select the project from the drop-down list.
- Once selected, the related project information will be automatically fetched into their respective fields.
- In the application details section, choose the nature of construction/case type, type of permit, and type of application.
- Click on **Save**

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.



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





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	Ronit	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/RBO/19-20/0006	New	Umesh	Umesh Bille	08 Nov 2019
6	Raipur Regional Office	Raipur Housing	DRAFT/RBO/19-20/0007	New	Umesh	Umesh Bille	11 Nov 2019
7	Raipur Regional Office	Raipur Housing	DRAFT/RBO/19-20/0008	New	Umesh	Umesh Bille	11 Nov 2019
8	Raipur Regional Office	Raipur Housing	DRAFT/RBO/19-20/0010	New	Umesh	Umesh Bille	11 Nov 2019
9	Raipur Regional Office	Raipur Housing	DRAFT/RBO/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 quarter 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 Building Area for the proposed project fall between 20000 Sq. M to 1,60000 Sq. M ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
10	Is the proposal for Highrise/Multistorey 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	In this application, is enclosure ?	<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.

Main Details			
Plot No.	Public and Semi Public Zone	Land Sub Use Zone	Public & Semi Public
Plot area at per site (Sq.M.)	Assembly	Layout Plot Sub Use	High Urban, Medications, Medications, Industrial & discount area
Location Type	Central area (CA)	Plot area as per Document (Sq.M.) Note Minimum Plot area	1187
Main Abutting Road Width (M.)	12	Sub location	Cliff Line area

Schedule of Boundaries			
North	Select ---	No.	
South	Select ---	No.	
West	Select ---	No.	
East	Select ---	No.	



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**.

Mr. No.	Name	Use	Sub-Use	Number of dwelling units	Height (metre)	No. of Floors
1	Pentagon	Assembly	- Yoga center, Medication, Meditator	1	10	1

6.6. Required NOC

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

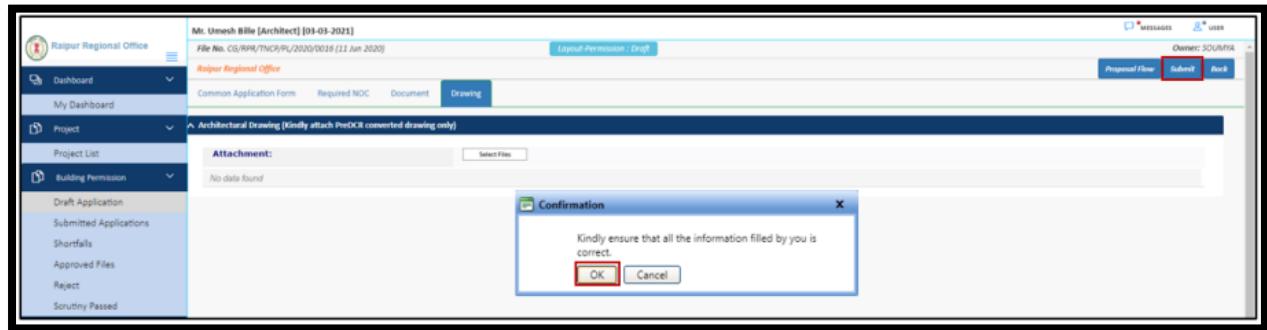
- Click on **Attach**, a new window will open.
- Click on **Select**, another new window will open. Browse the file on your computer, select the file, and click on **Open**.
- To save the file, click on **Save NOC Document**.

Ques.	Name	Value	NOC Form	Attached File
Do you have NOC from Railways ?	Yes			



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	CG/RP/ITNC/PL/2020/0016	New	SOMYA	Umesh Bille	11 Jun 2020
2	Raipur Regional Office	Demo project 5	CG/RP/ITNC/PL/2020/0005	New	Rahul Sharma	Umesh Bille	14 May 2020
3	Raipur Regional Office	Demo Project 3	CG/RP/ITNC/PL/2020/0003	New	Narendra Modi	Umesh Bille	11 May 2020
4	Raipur Regional Office	red nav	CG/RP/ITNC/PL/2020/0002	New	navneet	Umesh Bille	10 May 2020
5	Raipur Regional Office	Industrial layout	CG/RP/OTNC/20-21/0015/PL/NEW	New	Navneet Industrial	Umesh Bille	16 Apr 2020
6	Raipur Regional Office	commercial	CG/RP/OTNC/20-21/0014/PL/NEW	New	navneet comm	Umesh Bille	16 Apr 2020
7	Raipur Regional Office	ALBPA	CG/RP/ITNC/20-21/0011/PL/NEW	New	Shank	Umesh Bille	16 Apr 2020
8	Raipur Regional Office	Demo2	APP/RB/ON/ABR/19-20/013	New	Porab Zia	Umesh Bille	06 Mar 2020
9	Raipur Regional Office	Layout Chhattisgarh	APP/RB/ON/ABR/19-20/010	New	ABC	Umesh Bille	04 Mar 2020
10	Raipur Regional Office	Layout Chhattisgarh	APP/RB/ON/ABR/19-20/009	New	ABC	Umesh Bille	04 Mar 2020
11	Raipur Regional Office	Rajpur12	APP/RB/ON/ABR/19-20/007	New	Ram	Umesh Bille	03 Mar 2020

