

I. Stakeholder Registrations

The following are steps to register as a Stakeholder

1. To Register as a stakeholder go to this URL <https://obps.meghalaya.gov.in/obps/login.htm>
2. Click on Pre-Registrations of Architects/License Technical Persons from the menu bar.



Online Building Permission System

Meghalaya Urban Development Authority | Urban Affairs Department | Government of Meghalaya

Home Pre-Registrations of Architects/License Technical Persons

Office Name	No. of Applications		
	Received	Under Processing	Approved
Stakeholder Applications			
Meghalaya Urban Development Authority Shillong Meghalaya	10	3	7
Building Permit Applications			
Meghalaya Urban Development Authority Shillong Meghalaya	6	3	3

Log in

Enter your login credentials

Username:

Password:

[Forgot Password?](#)

Captcha: A98QCK

Enter Captcha

Login

[About Us](#)

[Terms and Conditions](#)

[Fees Details / Price details](#)

[Products and Services](#)

[Privacy Policy](#)

[Contact Us](#)

[Refund / Cancellation Policy](#)

3. Fill all the mandatory fields and click on Submit

Licensee Details

* Firm/Individual

---Select Option---

* Licensee Type/ License Firm

Firm Name

* Applicant's Name

* Gender

* Email

* Mobile No.

* Password

* Confirm Password

0%

Present Address

* Address Line - 1

* Address Line - 2

* Village/Town

* State

* District

* Pin Code

Permanent Address

☐ Same as Present Address

* Address Line - 1

* Address Line - 2

* Village/Town

* State

* District

* Pin Code

* Captcha: aaCCvB

Enter Captcha

Register

Reset

4. If “SMS and Email” are “Enabled”. An OTP will be sent to your registered mobile number and Email ID. Enter the OTP and click on Submit

91% Strong Password

Present Address

* Address Line - 1

Laban

* Address Line - 2

Last Stop

* Village/Town

shillong

* State

MEGHALAYA

* District

* Pin Code

793002

Permanent Address

☒ Same as Present Address

* Address Line - 1

Laban

* State

MEGHALAYA

* Village/Town

shillong

* Pin Code

793002

Enter the OTP sent to your email and mobile

* Email OTP

* Mobile OTP

Re-Send OTP

* Captcha: D88FNC

Enter Captcha

✓

Success

Please enter the otp sent to your email/mobile!

OK

Permanent Address

☒ Same as Present Address

* Address Line - 1

Laban

* Address Line - 2

Last Stop

* Village/Town

shillong

* State

MEGHALAYA

* District

EAST KHASI HILLS

* Pin Code

793002

Enter the OTP sent to your email and mobile

* Email OTP

* Mobile OTP

Re-Send OTP

* Captcha: D88FNC

Enter Captcha

Register

Reset

* Mobile OTP

122257



Success

The application has been submitted successfully, please upload the required documents. Alternatively, you may login and upload at a later stage.

OK

Contact Us

Refund / Cancellation

Privacy Policy

5. Upload the enclosures and click on Submit.

Instructions for uploading documents

- You may upload all the documents now or after [login](#).
- If you choose to upload now, you can either upload one or more documents. You can upload the remaining mandatory documents after [login](#).

Upload Enclosures

<input type="checkbox"/>	* Passport Size Photograph (jpeg.jpg - upto 2 MB)	Choose File	No file chosen
<input type="checkbox"/>	* BE/ B.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB)	Choose File	No file chosen
<input type="checkbox"/>	* Specimen Signature (jpeg.jpg - upto 2 MB)	Choose File	No file chosen
<input type="checkbox"/>	Firm Registration Certificate (jpeg.pdf.jpg - upto 2 MB)	Choose File	No file chosen
<input type="checkbox"/>	PhD/ME/M.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB)	Choose File	No file chosen

* Captcha: bfV99A

Enter Captcha

Submit

Reset

Upload Enclosures

<input checked="" type="checkbox"/>	* Passport Size Photograph (jpeg.jpg - upto 2 MB)	Choose File	No file chosen	View Enclosures
<input checked="" type="checkbox"/>	* BE/ B.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB)	Choose File	No file chosen	View Enclosures
<input checked="" type="checkbox"/>	* Specimen Signature (jpeg.jpg - upto 2 MB)	Choose File	No file chosen	View Enclosures
<input type="checkbox"/>	Firm Registration Certificate (jpeg.pdf.jpg - upto 2 MB)	Choose File	No file chosen	
<input type="checkbox"/>	PhD/ME/M.Tech Degree Certificate (jpeg.pdf.jpg - upto 2 MB)	Choose File	No file chosen	

* Captcha: ACC88B


bfV99A

Submit

Reset

Documents uploaded successfully, please [login](#) and register with ULBs

6. On Successful upload go back to login page and login with your **registered email address** and **password** to empanel as a stakeholder.



Online Building Permission System

Meghalaya Urban Development Authority | Urban Affairs Department | Government of Meghalaya

[Home](#) [Pre-Registrations of Architects/License Technical Persons](#)

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Log in


Enter your login credentials

Username:

Password:

[Forgot Password?](#)

Captcha:



OBPS

[Home](#)

[Upload Enclosures](#)

[Application for ULB Empanelment](#)


Dashboard

Welcome to NIC OBPS

Logon as: **James Doe**


Home / Dashboard

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James Doe
My Profile

7. Select the registering office you wish to empanel with and click on Register.



OBPS

[Home](#)

[Upload Enclosures](#)

[Application for ULB Empanelment](#)

ULB Registraion

Urban Local Body Registration

Logon as: **James Doe**

Home / ULB Regi


*** Select Registering Office:**

Application Fees applicable : ₹ 2500/-

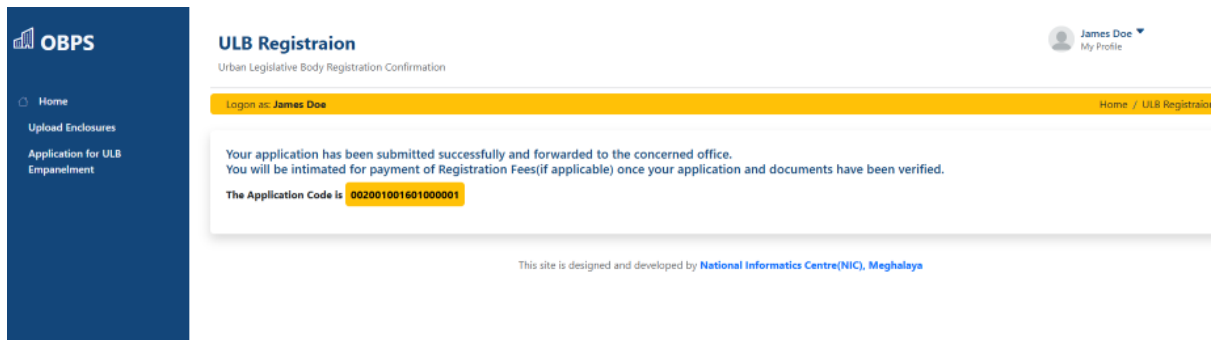
Offices falling under this Registering office:

1. Meghalaya Urban Development Authority

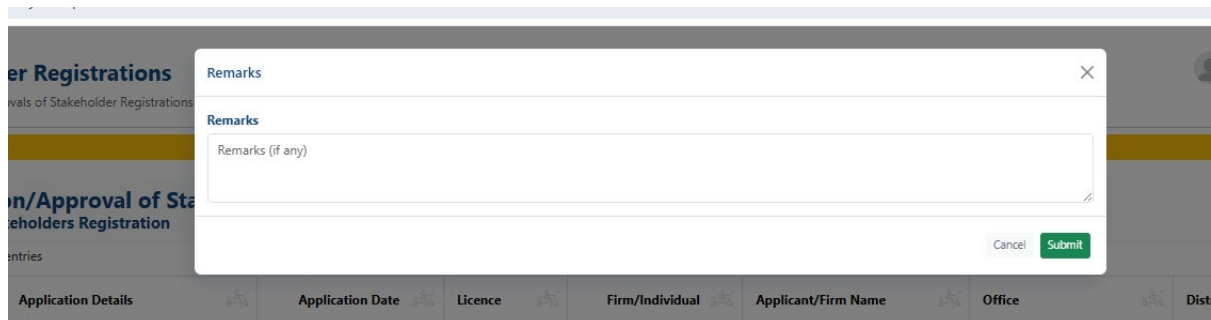
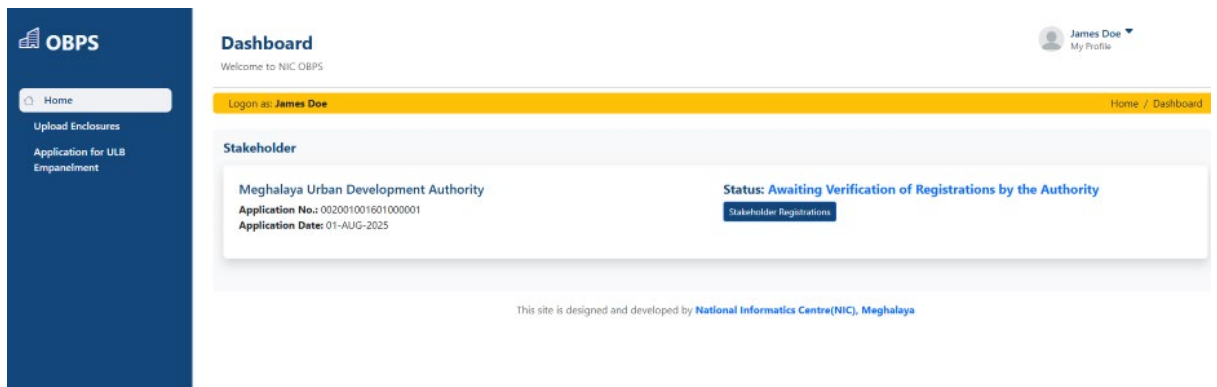
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James Doe
My Profile

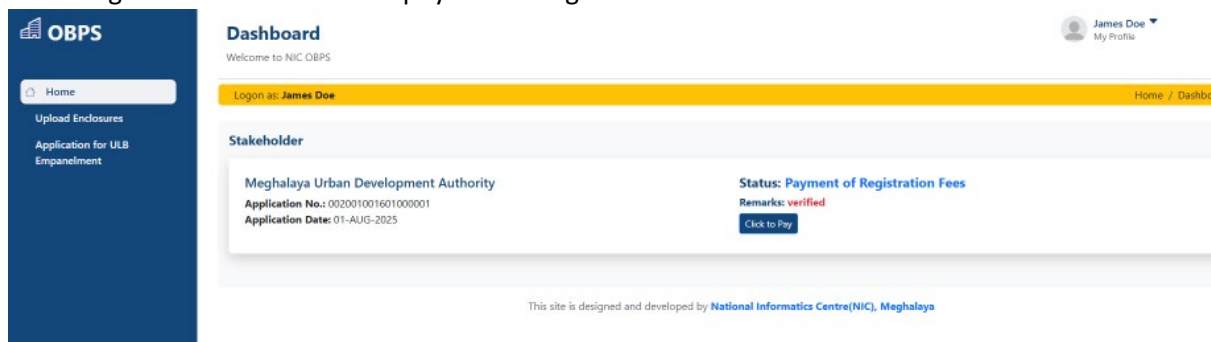


8. On successful registration wait for verification process by the concerned official.



II. Payment by Stakeholder on registration

1. Login as a stakeholder and pay for the registration



2. Make the payment and generate the receipt

OBPS

Home

Upload Enclosures

Application for ULB Empanelment

Payment Confirmation

Logon as: James Doe

James DoeMy Profile

Home / Payment Confirma

Payment Details

Application Code	:002001001601000001
Applicant Name	: James Doe
Fee Type	: Stakeholder - Registration Fees
Fee Amount	: INR 2,500.00

PAY

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a) Sample output after Successful Payment.

Payment Successful.

Transaction Details

Transaction Code	1753254406
Paid By	John Doe
Payment Date	2025-07-23 12:38:26
Bill Desk Reference No.	AR009343601202526P
Bank Reference No.	10015092025072300925
Amount	₹1

Print

Goto Homepage

Goto Homepage

MEGHALAYA URBAN DEVELOPMENT
AUTHORITY
SHILLONG

PAYMENT RECEIPT

PAN NO : AAALM0411B

GSTIN : 17AAALM0411B1ZV

Receipt No: MEG/MUDA/1753946929

Application Code: 002001001501000018

Received from Mr/Miss/Mrs/M/s **John Doe** a sum of Rs. 2500/- (Rupees. **Two Thousand Five Hundred**) only by **Online Payment - Billdesk** dated **31-07-2025** towards **Stakeholder - Registration Fees** .



This is a computer generated receipt, no signature is required.

III. Login as Stakeholder(Architect/RTP) to view



Online Building Permission System

Meghalaya Urban Development Authority | Urban Affairs Department | Government of Meghalaya

Home Pre-Registrations of Architects/License Technical Persons

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Building Permit Applications			
Meghalaya Urban Development Authority Shillong Meghalaya	6	3	3

Log in

Enter your login credentials

Username:

jamesdoe@gmail.com

Password:

[Forgot Password?](#)

Captcha: pAQ98N

Enter Captcha

Login

OBPS

Home

Upload Enclosures
Application for ULB
Empanelment

Dashboard

Welcome to NIC OBPS

Login as: James Doe

Stakeholder

Meghalaya Urban Development Authority
Application No.: 002001001601000001
Application Date: 01-AUG-2025

Status: **Approved**

Remarks: **approved**

[Stakeholder Registrations](#)

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James Doe
My Profile
Change Password
My Profile
Logout

OBPS

Home

Upload Enclosures
Application for ULB
Empanelment

My Profile

Login as: James Doe

Home / My Profile

Name: James Doe
User Name/Email: jamesdoe@gmail.com
Mobile No.: (+91) 9862801234
Present Address: laban Last Stop shillong, EAST KHASI HILLS, MEGHALAYA-793005
Permanent Address: laban Last Stop shillong, EAST KHASI HILLS, MEGHALAYA-793005

Licensee Certificates

Sl No.	Applicants Name	Licensee Type	Office Name	License Number	Valid Upto	Print License
1	James Doe	Engineer Grade I	Meghalaya Urban Development Authority	MB8L/EG/100009	01-08-2026	Print License

Showing 1 to 1 of 1 entries

Previous 1 Next

MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG

Certificate of Registration

Issue Date.: 01-08-2025

This is to certify that SHRI. JAMES DOE has been enrolled as a licensed Engineer Grade I with Meghalaya Urban Development Authority and the name has been registered.

The Registration No. is

MBBL/EGI/100009

which is valid from 01-08-2025 to 01-08-2026 inclusive.

Secretary
Meghalaya UrbanDevelopment
Authority, Shillong.

SCOPE OF WORK

- 1) The Engineer Grade I should be well informed about the contents of "Meghalaya Building Byelaws" and the subsequent amendments.
- 2) All drawings prepared are to be in accordance to this regulation within the respective jurisdiction.
- 3) Details of all structural drawings to be provided in all the revised, existing or proposed drawings of the building as applicable.
- 4) The seal to be used on submission of drawings should mention the following: Engineer Grade I under the concerned authority. The registered number as written above to make correction in the Site plan or building permission plan as and when directed.
- 5) The drawing submitted must be factual as per the site condition and the relevant documents submitted are to ensure that the building is built as per the approved drawings.

TERMS AND CONDITIONS

- 1) That the registration is valid for one year and is to be renewed annually.
- 2) The registration is subjected to review of performance every year by the concern authority.
- 3) Should it be found that the performance of the Engineer Grade I is not to the true spirit of the duties to be discharged/undertaken as a professional, action will be taken/penalty will be levied as decided by the authority.
- 4) That the responsibility along with all the liabilities of the Registered Engineer Grade I is till the completion of the building.

Secretary
Meghalaya UrbanDevelopment
Authority, Shillong.

IV. EDCR Scrutiny by Stakeholder(Architect/RTP)

1. Login with your architect/engineer username and password
2. Select Building Permit → EDCR Scrutiny from the side menu
3. Select office and upload the dxf file to be scrutinized and click on scrutinize.

The screenshot shows the OBPS eDCR Scrutiny interface. On the left is a dark blue sidebar with the OBPS logo and a menu including Home, Building Permit, eDCR Scrutiny, BPA - Applications for Building Permit [Applicant], Print Permit, Archived Applications, Application Status, BPA - Rejected Applications, Application for ULB Empanelment, and Short Payment. The main content area has a yellow header bar with 'Login as: James Doe' and 'Home / eDCR Scrutiny'. Below this is the 'EDCR Scrutiny' section with the instruction 'Select the Office and Click on Browse and select a .DXF File.' The form contains fields for Owner Name, Ward/Block/Sub-District, Office (with a dropdown), and a DXF file upload section with a 'Choose File' button and 'No file chosen' text. At the bottom of the form are 'SCRUTINIZE' and 'Reset' buttons. Below the form is an 'EDCR Scrutiny List' table with columns: SI No., Office / ULBs, eDCR Number, DXF File, Uploaded On, Uploaded By, Status, Plan Report, and Action. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

4. Once the file is accepted, you can generate the scrutiny report and apply for Building Permit by clicking on the link below or select apply for building permit from the side menu.

This screenshot shows the same OBPS eDCR Scrutiny interface after a file has been uploaded. The 'Office' dropdown is now populated with 'Meghalaya Urban Development Authority'. The 'Ward/Block/Sub-District' field is populated with 'Laitumkhrah'. The 'DXF file' upload section now shows the filename 'C3_01_03.dxf' next to the 'Choose File' button. Below the form, the status is 'EDCR Status: Accepted' and the 'EDCR Number' is 'DCR82025MQ9SH'. Two buttons are visible: 'View Scrutiny Report' and 'Apply for Building Permit'. The sidebar and header remain the same as in the previous screenshot.

MUDA, Shillong
AUTOMATED BUILDING PERMIT APPROVAL SYSTEM
PLAN DOCUMENT SCRUTINY REPORT



STATUS : Accepted

APPLICATION DETAILS				
1	APPLICANT NAME	James Doe	2	APPLICATION DATE
3	APPLICATION NUMBER	00476-2025-UT	4	APPLICATION TYPE
5	OCCUPANCY TYPE	Commercial	6	DCR NUMBER
7	PROPOSAL	New Construction		
PLOT DETAILS				
1	PLOT NO	Not Defined	2	WARD NO
3	LOCALITY NAME	Not Defined	4	CITY/TOWN
5	PLOT AREA (As per declaration) in m ²	1188.0	6	PLOT AREA (As per measurement) in m ²
7	AVERAGE WIDTH OF PLOT in m	31.48	8	AVERAGE DEPTH OF PLOT in m
9	ROAD TYPE	2L	10	SLOPE(DEGREES)
11	SEISMIC ZONE	Not Defined	12	AREA TO BE RETAINED

Declaration in drawings

1	Whether building near monument?	NO
2	Whether building near stream/water body?	NO
3	Whether building surrounding office building and quarters of constitutional heads of government ?	NO
4	Provisions for green building and sustainability?	NO
5	NOC for construction from revenue department?	YES
6	City Centre Zone	Not Defined

5. Fill all the mandatory fields of the form and click on save and upload enclosures.

OBPS

[Home](#)

Building Permit

eOCR Scrutiny

BPA - Applications for Building Permit (Applicant)

Print Permit

Archived Applications

Application Status

BPA - Rejected Applications

Application for ULB Empanelment

Short Payment

James DoeMy Profile

Logon as: James DoeHome / Apply BPA

Apply for Building Permit

Basic Details

*Building Plan Scrutiny Number

DCR82025MQ95H

*Plot Area

1188

*Name of RTP on Record

Select RTP

*Occupancy

Commercial

*Plot Uploaded By

James Doe

Site Location Details

*Address Line 1

Address Line 2

*Town/Village

*PIN Code

Latitude/Longitude:

25.5788,91.8933

*Ward/Block/Sub-District

---Select Ward/Block/Sub-District---

Open Map

Proposed Building Details

*Building Typology

*Building Type : Block 1

---Select Building Type---

*Total Floors : G

Not High Rise Building

*Total Building Estimation:

Owner Details

*Owner Type

*Type of Owner - Subtype

Owner Information: 1

*Salutation

Select Salutation

*Mobile No.

*Father's/Mother's/Guardian Name

*Owner Name

Email

*Relationship

☐ Father ☐ Husband ☐ Mother

Present Address

*Address Line 1

Address Line 2

*Town/Village

*State

*District

*PIN Code

Permanent Address

☐ same as Present Address

*Address Line 1

Address Line 2

*Town/Village

*State

*District

*PIN Code

Reference

Have you applied for Building Permit for this Building earlier ?

Save and Next

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Building Permit Fees

Application Code

002002001601000002

Fee Estimate		
Sl No.	Fee Description	Fee Amount (₹)
1	Building Permission Fee For Building Type : COMMERCIAL Total Builtup Area = 548.0555 m ² Block 1 Building Type : Reinforced Cement Concrete / Steel Occupancy : Commercial Builtup Area : 548.0555 m² 5899.21 sqft Rate per sqft : ₹ 16	₹70387.36
2	Labour Cess Total Building Estimate : ₹20,00,000.00 Above 10 lakh: 1% of Total Building Estimate Below 10 lakh: N/A	₹20000
Total Amount		₹90387

Pay

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b) Sample output after Successful Payment.

Payment Successful.

Transaction Details	
Transaction Code	1753259098
Paid By	John Doe
Payment Date	2025-07-23 13:56:18
Bill Desk Reference No.	AR009348281202526P
Bank Reference No.	10015092025072301132
Amount	₹1

Print

Goto Homepage

Goto Homepage

MEGHALAYA URBAN DEVELOPMENT
AUTHORITY
SHILLONG

PAYMENT RECEIPT

PAN NO : AAALM0411B

GSTIN : 17AAALM0411B1ZV

Receipt No: MEG/MUDA/1753951088

Application Code: 002002000801000010

Received from Mr/Miss/Mrs/M/s **John Smith** a sum of Rs. 134410/- (Rupees. **One Lakh Thirty Four Thousand Four Hundred and Ten**) only by **Online Payment - Billdesk** dated **31-07-2025** towards **Building Permit - Permit Fees** .



This is a computer generated receipt, no signature is required.

VI. Printing of the Building Permit.

- b. **Login as Stakeholder** and print the **Building Permit** and Signed and Sealed Document.

OBPS

Home

Building Permit

Application for ULB Empanelment

Short Payment

Dashboard

Welcome to NIC OBPS

James Doe
My Profile

Login as: James Doe

Home / Dashboard

Stakeholder

Meghalaya Urban Development Authority
Application No.: 002001001601000001
Application Date: 01-AUG-2025

Status: **Approved**
Remarks: **approved**
Stakeholder Registrations

Building Plan Applications

BPA - Printing of Building Permit

1

(Application)

This site is designed and developed by **National Informatics Centre(NIC), Meghalaya**

OBPS

Home

Building Permit

eDCR Scrutiny

BPA - Applications for Building Permit (Applicant)

Print Permit

Archived Applications

Application Status

BPA - Rejected Applications

Application for ULB Empanelment

Short Payment

Login as: James Doe

Home / Print Building Permit

Print Permit

Search By Application Code

Application Code:

002002001601000002

Search

Search By Permit Number

Search By EDCR Number

Search By Owner Name

Search By Permit Entry Date

Search Results

Showing 1 to 1 of 1 entries

Sl No.	EDCR Number	filename(.dxf)	Application Code	Permit Number	Print	Owner Name	Ownership Sub-Type	Site Address	Completed Process	Current P
1	DCR82025MQ9SH	C3_01_03.dxf	002002001601000002	BPA002002001601000002	<div>Permit Order</div> <div>Signed & Sealed Document</div>	John Doe	Single Owner	Laban Last Stop Shillong	BPA - Permit Fee	BPA - Print Building P

Previous

1

Next

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

Building Permission Sanction Order

No. MUDA . BPA002002001601000002

Dated Shillong, the 01-08-2025

To,

Shri. John Doe
Laban, Last Stop, Shillong - 793005
Laitumkhrah

Subject: Building Permission Sanction under Byelaw A8 of the Meghalaya Building Bye Laws 2021.

Sir/ Madam,

With reference to your application No. **002002001601000002** Dated **01-08-2025**, I am to inform you that sanction has been granted for erection/ re-erection of the building at **Laban, Last Stop, Shillong - 793005** as per provisions of Meghalaya Town and Country Planning Act, 1973 and Meghalaya Building Bye-Laws, 2021 or as amended and as per the OBPS Scrutiny report.

The proposed Building is approved for **Commercial – 1 STOREY BUILDING**, Locality – **Laitumkhrah**, Plot measuring **1188.0 sq.m. (12787.5256 sq.ft.)** having a Height of **7.0 metres**, subject to the following conditions ;

Enclosed: <EDCR Building Scrutiny Report and approved drawing>

Name of Architect and/or RTP on Record: James Doe

Secretary
Meghalaya Urban Development
Authority, Shillong.

Application No : 002002001601000002

The conditions of the building permission sanction are as follows: -

- 1 Total building height should not exceed 12.0m excluding mummy / lift room etc.
- 2 Setback of septic tank shall be 1.8m from side setback.
- 3 Commencement Notice & Certificate of undertaking Form II shall be sent to the Authority 14 days before commencement of the construction of the building as per bye-laws.
- 4 The owner will not proceed with the construction without having the supervision of Registered Personnel / Firm as the case may be. If he/she changes his Architect / Engineer / Firm, he/she shall inform the Authority about the appointment of new Firm within 48 hours, with a proper certificate from him.
- 5 The construction will be undertaken as per sanctioned plans only and no deviation from the bye-laws will be permitted without prior sanction. Any deviation done against the bye-laws or Sanctioned plans is liable to be demolished and the supervising Firm engaged on the job will run the risk of being black listed.
- 6 Completion & Certificate Form III shall be sent to the undersigned to issue Occupancy Certificate.
- 7 This permission shall remain valid for a period of 3 years from the date of issue.
- 8 The building shall not be constructed within minimum distance as specified in Indian Electricity Rules from voltage lines running on side of the plot.
- 9 No deviation or change of use is permissible from approved drawings.
- 10 (a) The Consultant shall ensure that the alignment & setbacks of the building shall be as per the approved building plans.
(b) The Consultant along with the owner will be held responsible for any kind of structural failure of the building.
- 11 (a) Parking spaces as indicated in the approved drawings should be maintained and not to be converted into any other use.
(b) Rain Water Harvesting system and soft cover has to be provided in the building / plot.
(c) Construction & Demolition Waste Management should be adopted & taken up with the Urban Local body concerned in accordance with the provisions of Rule 5 of the Construction & Demolition Waste Management Rules, 2016.

Yours faithfully,

Secretary
Meghalaya Urban Development
Authority, Shillong.

Application No : 002002001601000002