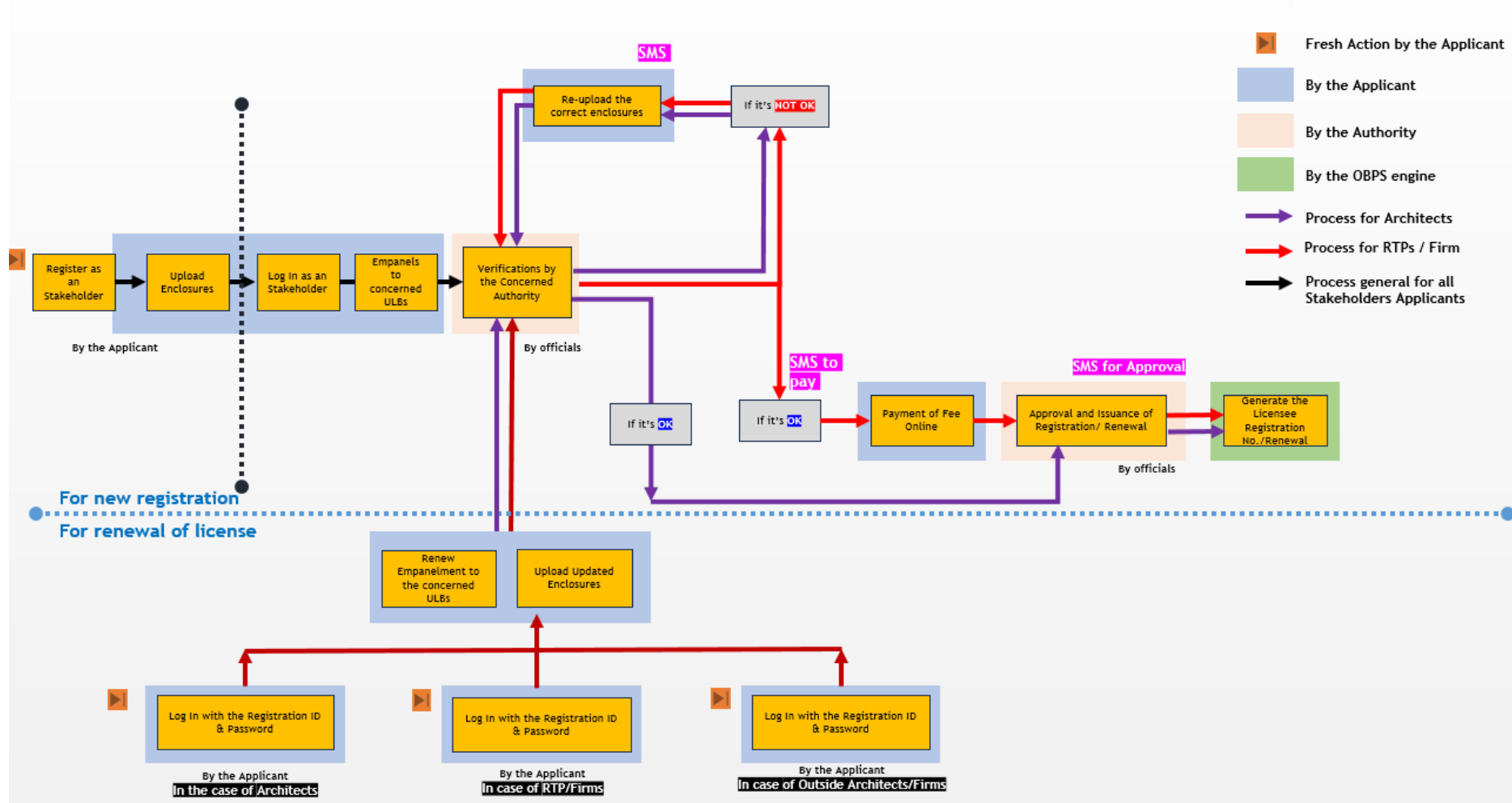


Timeline for Building Permit- 30 days

Timeline for Occupancy Certificate-15days

## Working mechanism for the Meghalaya Architects/RTP/Firms Registration and Renewal



**Working mechanism for the Meghalaya OBPS engine**

**Legend:**

- ▶ Fresh Action by the Applicant
- ▶ By the Owner/Registered Consultants
- ▶ By the Authority
- ▶ By the OBPS engine
- ▶ Outcome of the OBPS Engine

**Building Permission Stage**

- Upload drawings as per the desired layer standers of OBPS (By the Applicant)
- eDCR Scrutiny (By the OBPS engine)
- If Accepted (Outcome of the OBPS Engine)
- Apply for Building Permit (By the Applicant)
- Upload BPA Enclosures, Structural Drawings (By the Applicant)
- Allocation of the applications to concerned Enforcement Inspectors (By the Authority)
- Site Inspectors to go for site visits (By the Authority)
- Site Inspection by XY (By the Authority)
- Report of the Site Inspection Filling of Questioners as per site observation with at-least 2 site Photograph (By the Enforcement Inspector)
- If it's **NOT OK** as per the submitted drawing (Outcome of the OBPS Engine) → Re-upload with the corrections needed as per site inspection (By the Applicant)
- If it's **OK** as per the submitted drawing (Outcome of the OBPS Engine) → Structural Check by Technical Wing (By the Authority)
- Technical Approval (By the Authority)
- Administrative Approval (By the Authority)
- Online Payment of Fee (By the Applicant)
- Generate Building Permit (By the Authority)
- Issued by the Authority (Outcome of the OBPS Engine)

**Construction Stage**

- E-Intimation at the time of commencement (By the Applicant)
- Submission of Completion Certificate Along with NOC if any (By the Applicant)
- Report of the Site Inspection as per the Check list Filling of Questioners as per Site observation with at-least 2 site Photograph (By the Enforcement Inspector XY)
- If **found NOT** as per Approved Drawing and NOC /Clearance, etc. (Outcome of the OBPS Engine) → eDCR Scrutiny of the As built \*.dxf (By the OBPS engine)
- If **found DEVIATED** but within norms of Byelaws (Outcome of the OBPS Engine) → Payment of Processing/ additional fee on extra BU Area (By the Applicant)
- If **found VIOLATED** (Outcome of the OBPS Engine) → Issue Notice for Rectification/ Demolition as per Byelaws (By the Authority)
- NOC/ Clearance if need arise (By the Authority)
- Administrative Approval (By the Authority)
- Seal & Sign k by Secretary (By the Authority)
- Issue of Occupancy Certificate (By the Authority)
- TPO to Endorsed the Application to Secretary for Approval (By the Authority)

**Closure of the File**

## Closure of the File