

UHUDA

Uttarakhand housing and Urban Development Authority

External - User's MANUAL BUILDING PERMIT



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REGISTRATION PROCESS

69 MAP APPROVED 14 NEW APPLICATIONS THIS WEEK

New User, Register Now!

Helpdesk No. +91 - 8394944333
Call us in-between 10.00 AM to 6.00 PM
(Only on Working Days)

Notice Board: **NEW** New map approval system is now live, please register to avail services.

“Login” Page

Register yourself into System: -

Step-1 Click on **New User, Register Now!** . (As shown above in Login Page)

The screenshot shows a 'Create an Account' form with the following fields and steps:

- Step 2:** Points to the top right corner of the form window.
- Step 3:** Points to the 'SEND OTP' button.
- Step 4:** Points to the 'Enter OTP' input field.
- Step 5:** Points to the 'REGISTER' button at the bottom.

The form includes fields for: First Name, Last Name, Gender (Male, Female, Transgender), Date Of Birth, Email Id, Password, Confirm Password, Contact Address, State (Uttarakhand), District (Select District), Tehsil/City (Select City), Village (Select Village), and Postal Code (Area PIN Code). At the bottom, there are buttons for '+91', 'Enter 10 Digit Mobile Num', 'SEND OTP', 'OTP', 'Enter OTP', and 'VERIFY'.

“Create an Account” Page

Step-2 Fill all the required fields in the pop-up window. *(As shown on the “Create an Account” Page.)*

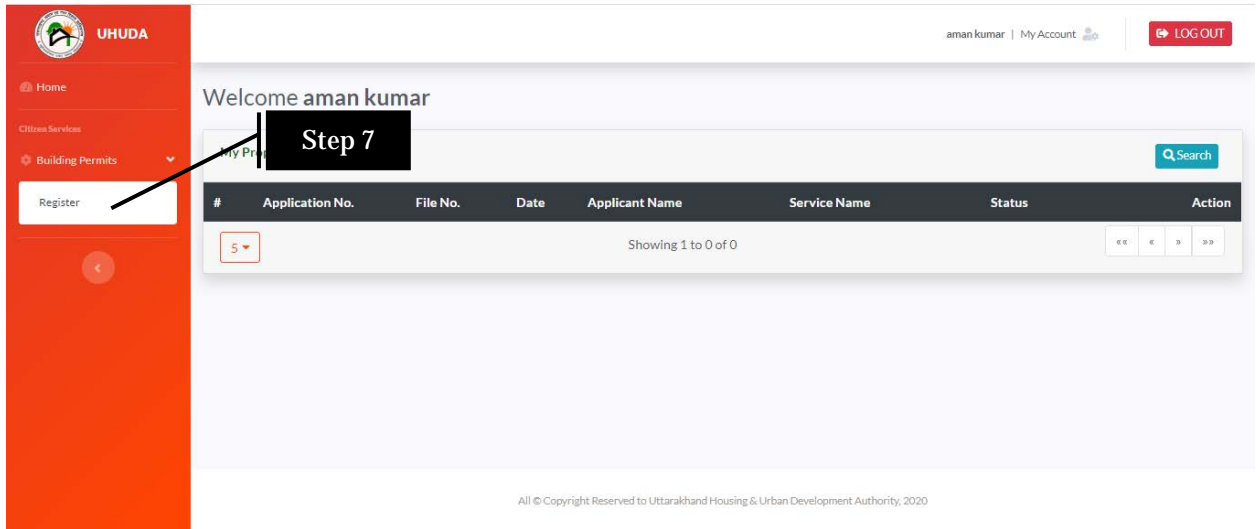
Step-3 Enter your “10 Digit Mobile No.” and Click on “SEND OTP” button.

Step-4 For Registration Verification enter the “OTP” received on your phone.

Step-5 Click on the “REGISTER” Button for completing the User Registration process.

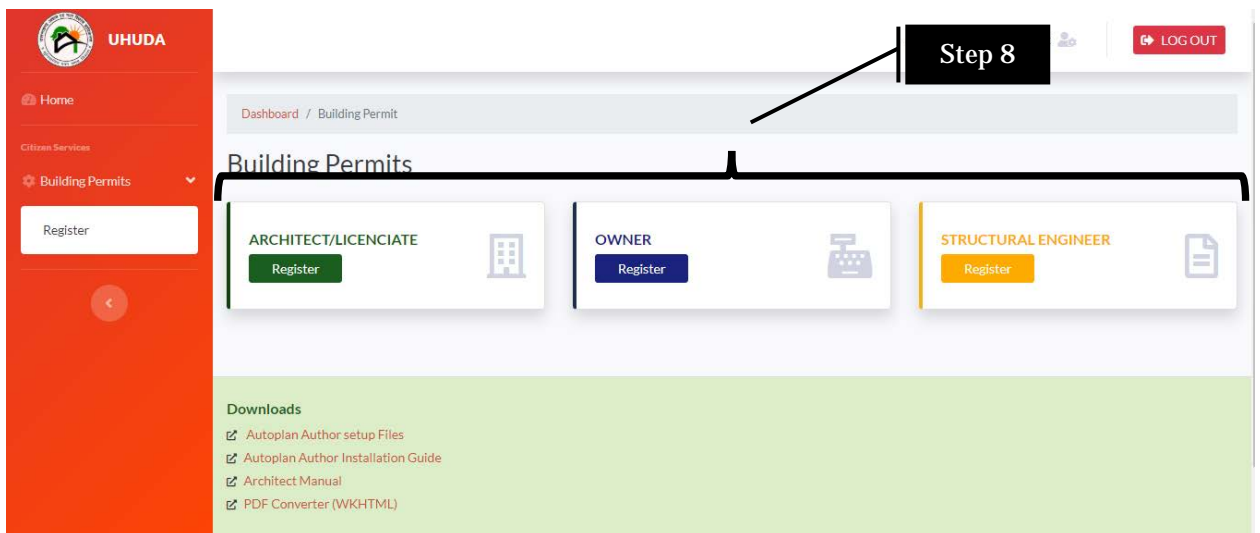
Step-6 Once Registration is done. Now, Login with your credentials created by you.

Step-7 Now Login into system and move to the “Navigation panel” on the left of your screen, Click on **building permit->Register**. (As shown on the “Dashboard” Page below.)



“Dashboard” Page 1

Step-8 Once, registered as a user with the system. Now apply for the “**Architect Registration , Owner Registration , Licentiate Registration , Structural Engineer Registration**” with the authority as per your Profile. (As shown on the “Dashboard” Page 2 below.)



“Dashboard” Page 2

Step-9 For Profile Registration with authority fill the form and Submit the application. (As shown on the "Architect/Licentiate Registration" Page 2 below.)

UHUDA

Dashboard / Building Permit / ARCHITECT/LICENCIATE Registration

ARCHITECT/LICENCIATE Registration

All fields are mandatory(*). Please fill the registration form carefully.

Personal Information

First name* Middle name Last name*

Father Spouse

Spouse name*

Contact Information

Mailing Address

State City Pin Code

Mobile Number Email id

Register as Authority*

Professional Details

Organization Name* Qualification*

Registration Details

Registration/License No* Validity*


Attachments

#	Type	Attachment Description
1	Aadhar Card/Passport/Driving Licence/Voter ID Card* (.jpg, .jpeg, .pdf)	<input type="text"/> <input type="button" value="Choose File"/> <input type="button" value="Upload"/>
2	Certificate Scan Copy (.jpg, .jpeg, .pdf)	<input type="text"/> <input type="button" value="Choose File"/> <input type="button" value="Upload"/>
3	My Latest Photo (Face Should be clearly visible)* (.jpg, .jpeg)	<input type="text"/> <input type="button" value="Choose File"/> <input type="button" value="Upload"/>

VULB LIST

I hereby declare that above information is correct.

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- 
1. Four options will come (Architect Registration , Owner Registration , Licentiate Registration , Structural Engineer Registration)
 2. User will provide personal information like Name, Applicant Type , Qualification , Upload Photo , Etc.
 3. User will provide contract information like address, Mobile Number , Email and contract number will be validated by OTP verification.
 4. User will provide the registration details,like type of id card and relevant detail for the identity verification.
 5. User will set the login id and password.
 6. Take decision on user request.
 7. If yes → Registration successfully.
 8. If No→ Request send to user email and contact number will be validated by OTP verication.
 9. End the process.

Info:



is used for saving the incomplete form, so that it can be resumed later and filled up completely. And submit it later.



is used for cancelling Profile Registration process.

Note:

1-) User is applicable to apply for building permission only after the Profile approval form the authority.

2-) Architect/licentiate need to generate license file for creating .apz file in Auto plan.

APPLICATION FOR BUILDING PERMIT

The screenshot shows the UHUDA website home page. At the top left is the UHUDA logo and name in Hindi and English. The main heading reads 'Welcome to UHUDA' with the tagline 'One Stop Access to All e-Services'. Below this are statistics: '8 MAP APPROVED' and '9 NEW APPLICATIONS THIS WEEK'. A green button says 'New User, Register Now!'. At the bottom left is a 'Notice Board:' section, and at the bottom right is a 'NEW New map approval system' notification. On the right side, there is a 'LOGIN' section for availing government services, featuring portraits of Trivendra Singh Rawat (Hon'ble Chief Minister) and Madan Kaushik (Hon'ble Urban Development Minister). The login form includes fields for 'Enter email' and 'Password', a 'Forgot Password?' link, and a green 'LOGIN' button with a right-pointing arrow. Three black callout boxes with white text and arrows point to the login process: 'Step 1' points to the email field, 'Step 2' points to the password field, and 'Step 3' points to the 'LOGIN' button.

LOGGING INTO SYSTEM

Logging into System: -

Step-1 Enter Registered Email-ID.

Step-2 Enter Password.

Step-3 Click  button for Log-in into the System.

MAP SUBMISSION

Step-4 Once user is logged in into the system. Click on the “**Building Permits ->Map Submission**” option on the left of your screen . . (As shown below.)

UHUDA

Nishant sharma | My Account [LOG OUT](#)

Dashboard /

All fields are mandatory(*). Please fill the submission form carefully. [Save as Draft](#)

Authority* **Step 4** DLD/Almora Plan Type* Compounding

Proposal Title* Proposal 1 Area Type* Hilly Area Sector* Almora

Property Information / Building Site Address [Search/Add](#)

S. No.	Site Address	Khasra No	City	Pin Code	Action
1	SA1	P1	Almora	20002000	

Step-5 Fill the Performa . (As shown below.)

UHUDA

Nishant sharma | My Account [LOG OUT](#)

Dashboard /

All fields are mandatory(*). Please fill the submission form carefully. [Save as Draft](#)

Authority* Select Authority Plan Type* Select Plan Type

Proposal Title* Area Type* Select Area Type Sector* Select Sector

Property Information / Building Site Address

(Owner/Architect or Licenciate/Structural Engineer/Co-owner(if required)) Information

I hereby declare that the details furnished above and attachments added for submission are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and any approval sought under the above mentioned information & submission will stand rejected.

I hereby declare that the layout submitted is in A0/A1/A2 size only. Any other submitted map layout will be subject to non-approval by the department.

[Save as Draft](#) [Cancel](#)

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Step 5

Step-5.1 Fill Property Information/Building Site Address. *(As shown below.)*

Property Information / Building Site Address

Q Find +Add +Clear +Cancel

State *
Uttarakhand

District *
select district

Tehsil/City *
select city

Village
select village

Site Address *

Property No./Khasra No.

Old Khasra No.

Postal Code *

For finding Existing property

Adding New Property

Clearing the Property Process.

Clear filled Data

Step-5.2 Fill Owner/Architect or Licentiate/Structural Engineer/Co-owner Information. *(As shown below.)*

(Owner/Architect or Licentiate/Structural Engineer/Co-owner(if required)) Information

Q Find +Clear +Cancel

First Name*

Middle Name

Last Name

Phone
+91 Enter 10 digit mobile Number

Email ID
@ Enter Valid email Id

State*

City*

Postal Code
Enter 6 digit Area Pin Code

For finding User Profile

Clear filled Data

Clearing the User Updating Process

Step-5.3 Add GIS Co-ordinate of the property. *(As shown below.)*

GIS Coordinates

Longitude *

Latitude *

Step-5.4 Add Proposal Information. *(As shown below.)*

Proposal Information

Property Category *	Excess Height Of Building *	Net Plot Area (in Meter Sq) *
Width of front road (m) *	Total Compounded Area *	Area as per Mutation Area (in Sq Meter) *
Site Purpose *	Total No. of Dwellings *	Layout Proposal Status *
UEPPCB Consent *	Area as per Sale Deed (Sq Meter) *	Labour Cess Payment Status *
Estimate *	Layout Approval Map ID	Circle Rate *
Development Status *	Extra Ground Coverage Effected Area *	Structure Type *
Total Covered Area *	Distance from main road (m) *	

Step-5.4 Add Case Details. *(As shown below.)*

Case Details

Case Number *

Step-5.5 Upload all the Requested Document. *(As shown below.)*

Attachments

#	Type	Attachment Description	Choose File	No file chosen	Upload
1	Notice from authority* (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
2	Drawing Pdf (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
3	NOC (If Any) (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
4	Labour Cess Payment Receipt (.jpg, .jpeg, .pdf)	<input type="text"/>	Choose File	No file chosen	Upload
5	APZ File* (.apz)	<input type="text"/>	Choose File	No file chosen	Upload
6	Site Photograph (.jpg, .jpeg)	<input type="text"/>	Choose File	No file chosen	Upload
7	Labour Cess Affidavit* (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
8	Structure safety certificate* (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
9	Soil Testing report (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
10	Demolish Affidavit (.pdf)	<input type="text"/>	Choose File	No file chosen	Upload
11	CAD Drawing (.dwg)	<input type="text"/>	Choose File	No file chosen	Upload

1- Browse and Select File for all the

2- Click Upload / Upload All for "saving" Documents on server.

Step-6 Once Application form is filled, Click Submit button. *(As shown below.)*

18	Mutation / Assesment Ownership Documents (Mutation/Assesment etc)* (.jpg, .jpeg, .pdf)	<input type="text"/>	Choose File No file chosen	<input type="button" value="Upload"/>
19	NOC from Revenue Department* (.pdf)	<input type="text"/>	Choose File No file chosen	<input type="button" value="Upload"/>
20	Sajra Plan* (.pdf)	<input type="text"/>	Choose File No file chosen	<input type="button" value="Upload"/>
21	EODB Affidavit* (.pdf)	<input type="text"/>	Choose File No file chosen	<input type="button" value="Upload"/>

I hereby declare that the details furnished above for submission are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading, I shall be held liable for it and any approval sought under the above mentioned information & submission will stand rejected.

I hereby declare that the layout submitted by me, shall be subject to non-approval by the department. Any other submitted map layout will be subject to non-approval by the department.

Step-6

FORGOT PASSWORD

Forgot Password: -

Step-1 Open Browser and go to Login Page.

Step-2 Click on Forgot Password. *(As shown below.)*

Uttarakhand Housing & Urban Development Authority

Home About Us Photo Gallery Web Mail

Trivendra Singh Rawat
Hon'ble Chief Minister

Madan Kaushik
Hon'ble Urban Development Minister

LOGIN
For availing various government services

Enter email

Password

Forgot Password?

LOGIN →

8 MAP APPROVED

9 NEW APPLICATIONS THIS WEEK

New User, [Register Now!](#)

Notice Board: **NEW** New map approval system

Step-3 Fill your E-mail Id in Pop-up window and then click on “Submit” button. *(As shown below.)*

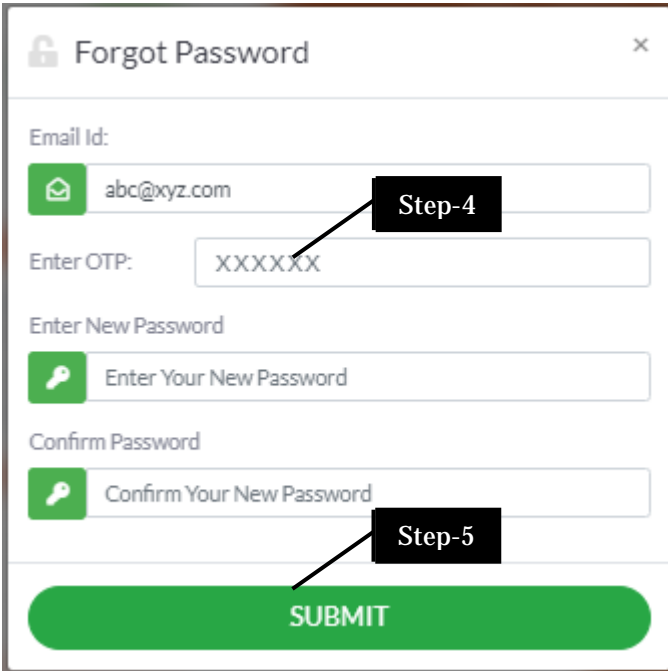
Forgot Password

Email Id:

Enter Your Email id

SUBMIT

Step-4 Enter the OTP(One Time Password) Received on your mail ID .



The image shows a 'Forgot Password' form with the following fields and annotations:

- Email Id:** A text input field containing 'abc@xyz.com'. A black callout box labeled 'Step-4' points to this field.
- Enter OTP:** A text input field containing 'XXXXXX'.
- Enter New Password:** A text input field with a key icon and the placeholder text 'Enter Your New Password'.
- Confirm Password:** A text input field with a key icon and the placeholder text 'Confirm Your New Password'. A black callout box labeled 'Step-5' points to this field.
- SUBMIT:** A large green button at the bottom of the form.

Step-5 Fill your New Password and Click on “Submit”.



Thank You