

Building Permission Procedure(<18 mtrs height)

- The Applicant has to log on to TSIPASS website.
- Apply for Building Permission and complete following steps.
 - Common Application Form
 - Common Undertaking
 - Applicant/ Architect has to upload the Required Documents
 - The Applicant shall upload Auto Cad drawing in pre DCR format.
 - Pay the process fee of application through the online payment gateway of TSIPASS.
- The application will be forwarded to the TSIIC DPMS software.
- IALA Commissioner/ Executive Officer scrutinizes the documents, undertakes site inspection and prepares report within a week. The site inspection report shall be uploaded within 48 hours of conduction of site inspection.
- At the stage of documents scrutiny/ drawing scrutiny/ Site inspection any shortfall in documents, drawings, site observations found, it will be communicated to applicant in the form of rejection letter/ shortfall letter through the Email and SMS message.
- Upon satisfying the compliance of all parameters, a demand letter for payment of fee along with condition if any will be generated. The applicant shall make online payment of the fee through online payment gateway of TSIIC.
- On payment of required fee, compliance of conditions and submission of mortgage document, the digitally signed Proceedings & Drawings are issued by the IALA Commissioner / EO.
- Status of the file is automatically updated on the website and SMS message will be sent on periodical process of stage wise approval i.e., inspection, shortfall letter. Rejection letter, fees intimation letter, permission plan & proceedings.
- After final approval, the building permission order and sanction plan will be sent through Email and also will be available in Architect/ Owner login for view and download purpose.

Building Plan approval – Process Flow Height Below (< 18 Mtrs)

