Standard operating procedure for Building License

Apply for Building license Online

Online : Visit http://202.21.32.111/PATNABPASportal

Click on New Application link, fill information and upload documents

Mandatory documents

- Property tax register extract
- Sale/Title/gift deeds
- Building Drawing/Plan
- Estimate Copy
- Encumbrance Certificate
- Affidavit

Acknowledgement will get generated and message will also get forwarded to mobile

Optional documents

- NOCs required from following department if height of the building is 15 mtr. And above
  - Airport authority wherever applicable
  - Fire Force department
  - From concerned Electric Supply company Ltd.
  - Bharat Sanchar Nigam Ltd.
- NOC from Director of Slum clearance and improvement board.
- NOC from director of factories and boilers for industrial buildings.
- NOC from Controller of explosives for storage or sale of combustible articles
- NOC from State Environment impact Assessment Authority if built up area more than 20000 sq. mtr.
- NOC from district magistrate for cinema theaters, Multiplexes, fuel stations, gas godowns
- NOC from Central railway department for building abutting railway margin.

Operator verifies application and forwards application to Case Worker

1 day

Case worker verifies application and forwards application to Revenue Section

2 days

Revenue Section verifies application and forwards application to UDA/TPA/MA

3 days

UDA/TPA/MA verifies application and documents, do field verification and intimate field visit date to applicant and upload inspection report and forward application to ULB engineer

15 days

application to admin

5 days

2 days

intimation will forward to mobile

2 days

Applicant will pay fee online

Admin gives digital approval then digitally signed building license will automatically forwarded to applicant mail id or else Citizen can download it from the portal at any point of time

To download digitally signed Building license at any time visit http://202.21.32.111/PATNABPASportal