



GOVERNMENT OF HIMACHAL PRADESH
PLANNING AUTHORITIES
(TOWN AND COUNTRY PLANNING)
(SPECIAL AREA DEVELOPMENT
AUTHORITY)
(URBAN DEVELOPMENT DEPARTMENT)

GUIDELINES FOR
PREPARATION OF DRAWINGS
FOR OBPS

(Residential Buildings – Appendix 1 with 9 DP's)

Online Building Permission System

Himachal Pradesh

User Manual

Version: v1.0

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Document Name:	User Manual – TCP/SADA/UD OBPAS Himachal Pradesh
Project Name:	Online Building Permission System Himachal Pradesh
The owner of the Document:	ABM Knowledgeware Ltd.
Release Date:	
Copies to be printed:	1

DOCUMENT REVISION HISTORY

Sr. No.	Version	Modified By	Date	Changes incorporated in brief	Reviewed By	Reviewed Date	Approved By	Approved Date
1.	1.0	Viresh Gupta	17-07-2023	First baseline version	Satyam Ashish	17-07-2023	Satyam Ashish	17-07-2023
2.								

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I INTRODUCTION

Online Building Permission System (OBPS) is an online platform developed by NIUA with the support of the e-Governments Foundation to facilitate issuance of building plan approval online.

Within the OBPS portal, property owners or builders are required to submit their building plan approval applications through Registered Technical Personnel who are registered with the Planning Authorities of their respective regions. These applications must include all relevant documents and building plans that adhere to the guidelines outlined in the HPTCP rules of 2014. The Registered Technical Personnel are responsible for preparing the building plans according to the specifications set forth by the eDCR software.

The system employs an automated review process that assesses the submitted plans based on the provisions of the HPTCP rules from 2014, as well as the established practices of the Authority. If the system identifies no discrepancies, a report endorsing the plan is generated. Subsequently, the applicant is directed to fill out the common application form and make the necessary fee payments. The fee payment process is facilitated online, and once the fees are paid, the application is forwarded to the competent authority for online approval. Conversely, if the submitted plan does not conform to the HPTCP rules of 2014, the system generates a Query Report that specifically outlines the areas of concern that need to be addressed.

Applicants have the option to revise and resubmit their plans after addressing the queries mentioned in the Query Report. It's important to note that the Planning Authority will only consider the application once the system has accepted the building plans. The entire application process is conducted online, including the various stages such as fee payment, field inspections, and final approval.

Throughout the process, applicants are kept informed about the status and progression of their applications through SMS and email notifications. These notifications cover different stages of the application, including payment, receipt of field inspection, approval, and more.

By implementing the Online Building Permission System (OBPS), the goal is to simplify and modernize the building plan approval process, making it more efficient, transparent, and accessible for all stakeholders involved.

2 SALIENT FEATURES OF THE OBPS

Online Scrutiny of Building Plans and Compliance Review in Himachal Pradesh Town and Country Planning Rules, 2014 (Amendment up to 2021) with Nine Development Plans

In an effort to streamline and modernize the process of building plan scrutiny, the Himachal Pradesh authorities have embraced a digital transformation. This online platform facilitates the meticulous review of building plans to ensure conformity with the stipulations set forth in the Himachal Pradesh Town and Country Planning Rules, 2014 (incorporating amendments up to 2021), along with the alignment to Nine Development Plans.

Key Features:

- ❖ **Flexible Drawing Tools:** Builders and architects are empowered to employ a variety of drafting tools and software such as AUTOCAD, LibreCAD, and other open-source alternatives for plan creation, fostering a user-friendly approach.
- ❖ **Revolutionizing Traditional Processes:** The conventional plan scrutiny paradigm has undergone a comprehensive transformation, replacing manual procedures with an advanced digital approach.
- ❖ **Minimized Human Intervention:** The system is engineered to significantly reduce human involvement in the plan scrutiny phase, thereby enhancing accuracy and efficiency.
- ❖ **Timely Application Processing:** A commitment to timely processing is upheld, guaranteeing swift application evaluation and the expeditious issuance of permits.
- ❖ **Enhanced Transparency:** The process of scrutiny and subsequent issuance of building plan approvals is imbued with complete transparency, ensuring stakeholders are well-informed throughout.
- ❖ **Comprehensive Understanding:** The digital platform facilitates a clear comprehension of the diverse provisions outlined in the Himachal Pradesh Town and Country Planning Rules, 2014.

- ❖ **Pre-Submission Validation:** Prospective applicants can easily cross-verify their plans against the relevant rules before formally submitting them for approval, minimizing delays.
- ❖ **Selective Submission:** Building plans that adhere to the Himachal Pradesh Town and Country Planning Rules, 2014 standards are eligible for official submission, eliminating unnecessary delays.

The introduction of this digital framework underscores the Himachal Pradesh government's commitment to modernize and expedite the building plan scrutiny process. Through an amalgamation of advanced software, reduced human intervention, and an unwavering dedication to transparency, the state aims to facilitate efficient construction while upholding the highest standards of regulatory compliance.

3 PREPARATION OF DRAWING

1. **Drawing Scale and Layout Size:** All drawings must be created at a 1:1 scale in meters within the model space, adhering to layout sizes such as A0, A1, A2, etc.
2. **Single Comprehensive Drawing:** All requisite details, as outlined in this guideline, should be included in a single drawing within the model space.
3. **Detail Representation:** Utilize closed polygons formed by polylines, along with texts and dimensions, organized into layers and following the prescribed index colors specified in this guideline.
4. **Minimalistic DXF Format:** It is advisable to maintain essential details in the .dxf drawing to fulfill system requirements for rules validation.
5. **File Format and Upload:** Save the drawing in .dxf format and upload it for the purpose of rule validation.
6. **Inclusive Cross-Sectional Plan:** Ensure that the cross-sectional plan contains comprehensive information to effectively convey the necessary details.
7. **Closed Polygons and Polylines:** All polygons formed by polylines must be closed shapes, achieved using the <close> command in AutoCAD or a similar command in other software.

8. Layer Conformity: Prepare drawings by aligning entries with the properties of layers outlined in the provided layer matrix, downloadable from the OBPS portal.
9. Layer Template Usage: The downloadable layer template file, accompanying these guidelines, contains the system-utilized layers, aiding in the creation of .dxf drawings necessary for rule validation.
10. Dimension Inclusion: When incorporating dimensions, utilize dimension tools, refraining from exploding or editing them.
11. Avoid Gaps and Overlaps: In instances where multiple polygons, dimensions, or lines depicting different parameters overlap, ensure that no gaps or spaces are present in between.
12. Exclusive Parameter Designation: Adhere to the prescribed layer/text/color conventions solely for the purpose of designating a specific parameter, refraining from using them elsewhere within the drawing.
13. Mandatory Room Provisions: For Regular Buildings (each dwelling unit), it is obligatory to include at least one Bedroom, either a combined Bath/WC or both a separate bath and a WC, and a Kitchen

4 PREPARATION OF BUILDING PLAN

4.1 LAYER NAMES AND COLOUR CODES

Features	Parameter Description/Layer Description	Description
Plot Boundary	PLOT_BOUNDARY	To be drawn as Closed polygon using polyline/polygon, in site plan, in layer PLOT_BOUNDARY, in index colour <layer>
Building FootPrint	BLK_n_BLDG_FOOT_PRINT	To be drawn as Closed polygon in site plan, using polyline, polygon features, in layer BLK_1_LVL_0_BLDG_FOOT_PRINT, in index colour <layer>
Coverage	BLK_n_COVERED_AREA	To be drawn as closed polygon in site plan using

Features	Parameter Description/Layer Description	Description
		polyline/polygon, in site plan in layer BLK_1_COVERED_AREA, in index colour <layer>
Coverage Deduction	BLK_n_COVERED_AREA_DEDUCT	To be drawn as closed polygon in site plan using polyline/polygon, in site plan in layer BLK_1_COVERED_AREA_DEDUCT, in index colour <layer>
Built up Area of Proposed Block	BLK_n_FLR_i_BLT_UP_AREA	To be drawn as closed polygon in building plan, using polyline/polygon features, in layer BLK_1_FLR_i_BLT_UP_AREA in index colour <25>
Deductions of built up area for floor area calculations of proposed Block	BLK_n_FLR_i_BLT_UP_AREA_DEDUCT	To be drawn as closed polygon in building plan, using polyline/polygon features, in layer BLK_1_FLR_i_BLT_UP_AREA_DEDUCT in index colour <25>
Height of Building	BLK_n_HT_OF_BLDG	Height of building of different blocks of buildings shall be drawn as dimension in section drawing using layer specified, in layer BLK_1_HT_OF_BLDG, in index colour <layer>
Front Setback	BLK_n_LVL_0_FRONT_SETBACK	To be drawn as closed polygon in site plan, using polyline/polygon features (restricting to building frontage), in layer BLK_1_LVL_0_FRONT_SETBACK, in index colour <layer>
Rear Setback	BLK_n_LVL_0_REAR_SETBACK	To be drawn as closed polygon in site plan, using polyline/polygon features, in layer BLK_1_LVL_0_REAR_SETBACK, in index colour <layer>
Side Setback 1	BLK_n_LVL_0_SIDE_SETBACK1	To be drawn as closed polygon in site plan, using polyline/polygon features, in layer

Features	Parameter Description/Layer Description	Description
		BLK_1_LVL_0_SIDE_SETBACK1, in index colour <layer>
Side Setback 2	BLK_n_LVL_0_SIDE_SETBACK2	To be drawn as closed polygon in site plan, using polyline/polygon features, in layer BLK_1_LVL_0_SIDE_SETBACK2, in index colour <layer>
Staircase	BLK_n_FLR_i_STAIR_k	<p>1. Stairwell to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_STAIR_1, in index colour <layer></p> <p>Additional Staircases shall be drawn as a new LayerSTAIR_2,...3...etc</p> <p>2. Staircase height is to be entered as Mtext ...FLR_HT_M=3.17 in Layer BLK_1_FLR_0_STAIR_1, in index colour <layer></p>
Staircase Flight	BLK_n_FLR_i_STAIR_k_FLIGHT_m	<p>1. Flight to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_STAIR_1_FLIGHT_1, in index colour <1></p> <p>2. Flight length to be drawn as dimension, in layer BLK_1_FLR_0_STAIR_1_FLIGHT_1 with colour index <1></p> <p>3. Flight width to be drawn as dimension, in layer BLK_1_FLR_0_STAIR_1_FLIGHT_1 with colour index <2></p> <p>4. Treads to be drawn as line, in layer BLK_1_FLR_0_STAIR_1_FLIGHT_1, with colour index <3></p>

Features	Parameter Description/Layer Description	Description
Staircase Landing	BLK_n_FLR_i_STAIR_k_LANDING_m	<p>Same shall be repeated for flights 2,3etc. in '0' floor and for upper floors</p> <p>1. Landing to be drawn as closed polygon in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_STAIR_1_LANDING 1, in index colour < ></p> <p>2. Landing length to be drawn as dimension, in layer BLK_1_FLR_0_STAIR_1_LNDING1 with colour index <1></p> <p>3. Landing width to be drawn as dimension in layer BLK_1_FLR_0_STAIR_1_LANDING 1 with colour index <2></p> <p>Same shall be repeated for Landings as ..._LANDING_1,_2 etc. in '0' floor and upperfloors.</p>
BEDROOM	BLK_I_FLR_i_REGULAR_ROOM_k	<p>1. BEDROOM to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_REGULAR_ROOM_K 1,in index colour <1></p> <p>2. Ceiling height for BEDROOM to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_REGULAR_ROOM_K 1 with colour index <1></p> <p>Same shall be repeated for upper Floors as _FLR_1...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Drawing Room	BLK_I_FLR_i_REGULAR_ROOM_k	<p>1. Drawing Room to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_REGULAR_ROOM_K</p>

Features	Parameter Description/Layer Description	Description
		<p>1, in index colour <3></p> <p>2. Ceiling height for Drawing Room to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_REGULAR_ROOM_K1 with colour index <3></p> <p>Same shall be repeated for upper Floors as _FLR_1_...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Child Bedroom	BLK_I_FLR_i_REGULAR_ROOM_k	<p>Child Bedroom to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_REGULAR_ROOM_K1, in index colour <4></p> <p>2. Ceiling height for Bedroom to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_REGULAR_ROOM_K1 with colour index <4></p> <p>Same shall be repeated for upper Floors as _FLR_1_...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Kitchen	BLK_I_FLR_i_KITCHEN_K	<p>1. Kitchen to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_KITCHEN_K1, in index colour <1></p> <p>2. Ceiling height for Kitchen to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_KITCHEN_K1, with colour index <1></p> <p>Same shall be repeated for upper</p>

Features	Parameter Description/Layer Description	Description
		<p>Floors as _FLR_1_...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Dining	BLK_I_FLR_i_REGULAR_ROOM_k	<p>3. DINING to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_REGULAR_ROOM_K 1, in index colour <1></p> <p>4. Ceiling height for DINING to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_REGULAR_ROOM_K 1 with colour index <1></p> <p>Same shall be repeated for upper Floors as _FLR_1_...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Bath	BLK_I_FLR_i_BATH_K	<p>1. Bath to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_BATH_K1, in index colour <></p> <p>2. Ceiling height for Bath to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_BATH_K1, with colour index <></p>
		<p>Same shall be repeated for upper Floors as _FLR_1_...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Water Closet	BLK_I_FLR_i_WC_k	<p>1. Water Closet to be drawn as closed polygon, in building plan, using polyline/polygon</p>

Features	Parameter Description/Layer Description	Description
		<p>features, in layer BLK_1_FLR_0_WC_K1, in index colour <></p> <p>2. Ceiling height for Bath to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_WC_K1, with colour index <></p> <p>Same shall be repeated for upper Floors as _FLR_1...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
Toilet (Water Closet + Bath)	BLK_I_FLR_i_WC_BATH_k	<p>1. Toilet to be drawn as closed polygon, in building plan, using polyline/polygon features, in layer BLK_1_FLR_0_WC_BATH_K1, in index colour <></p> <p>2. Ceiling height for Bath to be drawn as dimension line, in building plan (section), in layer BLK_1_FLR_0_WC_BATH_K1, with colour index <></p> <p>Same shall be repeated for upper Floors as _FLR_1...etc.</p> <p>Additional Dwelling Units shall be drawn as a new layer viz _K2, _K3 etc.</p>
North Direction	NORTH_DIRECTION	North Direction to be drawn as a closed Polygon using Polyline/Polygon feature, in Site plan, in layer NORTH_DIRECTION with colour index <layer>
Location Plan/ Key Plan	LOCATION_PLAN	Location Plan/Key Plan to be drawn as closed Polygon, in site plan, using polyline/polygon features, in layer LOCATION_PLAN with colour index <layer>

Features	Parameter Description/Layer Description	Description
Parapet Height	BLK_I_PAR APET_HEIGHT	Parapet Height is to be drawn as dimension line, in building plan (section), layer BLK_I_PARAPET_HEIGHT with colour index <>
Rainwater Harvesting	RWH	A closed polygon is to be drawn around rainwater harvesting arrangements, using Polyline/polygon features, in layer RWH with colour index <layer>
Plan Info	PLAN_INFO	Plan Info is to be drawn as Mtext, in layer PLAN_INFO with colour index <layer>
Balcony	BLK_I_FLR_i_BALCONY_k	Balcony width is to be drawn as dimension line, in building plan, in layer BLK_I_FLR_i_BALCONY_k with colour index <>
Headroom Height	BLK_1_MUMTY_HT	Headroom Height is to be drawn as dimension line, in building plan (section), layer BLK_1_MUMTY_HT with colour index <layer>
Parking	BLK_n_FLR_i_COVERED_PARKING BLK_n_FLR_i_STILT	1. Parking to be drawn as a closed polygon, in building plan using polyline/polygon features, in layer PARKING. Dimension to show height from floor to bottom of beam.
Maximum Hill Cut	HILL_CUT_TOE_WALL	Dimension to show height of maximum hill cut
Sloping Roof	BLK_I_SLOPING_ROOF_HT	Dimension to show height of sloping roof
Buildable Width	BUILDABLE_WIDTH	Dimension to show width of buildable width

4.2 LAYER NAMES AND COLOUR CODES FOR TYPES OF RESIDENTIAL USE

Sr.No.	Residential Rules	Type of Houses/Clarification of DP	Layer Description	INDEX COLOR CODES
1.	Appendix 1	Detached Houses	Plot_Boundary	3
2.	Appendix 1	Semi-Detached Houses	Plot_Boundary	19
3.	Appendix 1	Row Hoses	Plot_Boundary	24
1.	Development Plan	DALHOUSIE	Plot_Boundary	37
2.	Development Plan	MANALI	Plot_Boundary	38
3.	Development Plan	UNA	Plot_Boundary	39
4.	Development Plan	SOLAN	Plot_Boundary	40
5.	Development Plan	KASAULI	Plot_Boundary	41
6.	Development Plan	HAMIRPUR	Plot_Boundary	42
7.	Development Plan	PAONTA SAHIB	Plot_Boundary	43
8.	Development Plan	BILASPUR	Plot_Boundary	44
9.	Development Plan	BADDI-BROTIWALA & NALAGARH	Plot_Boundary	45

4.2.1 DETAILS OF PLAN INFO TO BE PROVIDED

PLOT_AREA_M2=XX

EXISTING_FLOOR_AREA_TO_BE_DEMOLISHED_M 2=XX

ACCESS_WIDTH_M=XX

ROAD_WIDTH=XX

ROAD_LENGTH=XX

AREA_TYPE=Old Area/New Area

AVG_PLOT_DEPTH=XX

AVG_PLOT_WIDTH=XX

LAND_USE_ZONE=XX

PLOT_NO=XX

KHATA_NO=XX

DISTRICT=XX

STATE=XX

4.3 DECLARATION/CERTIFICATION IN DRAWING BY THE ENGINEER/ARCHITECT

Certified that:

- ❖ The accuracy of plot boundaries, measurements, and other depicted details in the site plan has been confirmed through on-site verification.
- ❖ The land use designation of the site and the drawings align with the stipulations laid out in the Comprehensive Development Plan area of Himachal Pradesh and are consistent with the HPTCP rules of 2014.
- ❖ The presented drawings adhere to the provisions outlined in the Comprehensive Development Plan area of Himachal Pradesh and the rules of 2014, inclusive of any applicable amendments.
- ❖ The following building aspects have been meticulously addressed, ensuring compliance with the guidelines specified in the HPTCP rules of 2014 and relevant norms:
 - a) Wall thickness
 - b) Ventilation
 - c) Plinth height
 - d) Energy conservation provisions
 - e) Rainwater harvesting (RWH)
 - f) Septic tank and soak pit arrangements
 - g) Projections
 - h) Ramps and steps
 - i) Terrace plan and headroom
 - j) Maximum building height
 - k) Horizontal/Vertical clearance from electricity lines
 - l) Airport norms

Collectively, these features have been diligently incorporated to align with the stipulations set forth in the HPTCP rules of 2014 and the applicable norms, ensuring a harmonious integration of the project within the designated area.

