

# OBPS

## USER MANUAL

To access the Online Building Permission System(OBPS) portal, enter the URL: <http://obps.ladakh.gov.in>.

## ONE TIME REGISTRATION

- **\*One Time Registration (OTR)\***, Applicants are required to complete a one-time registration on the Online Building Permission System portal using valid personal and contact details.
- Once registered, user can log in using their credentials to fill the application form, submit and track the applications.

### # STEP 1

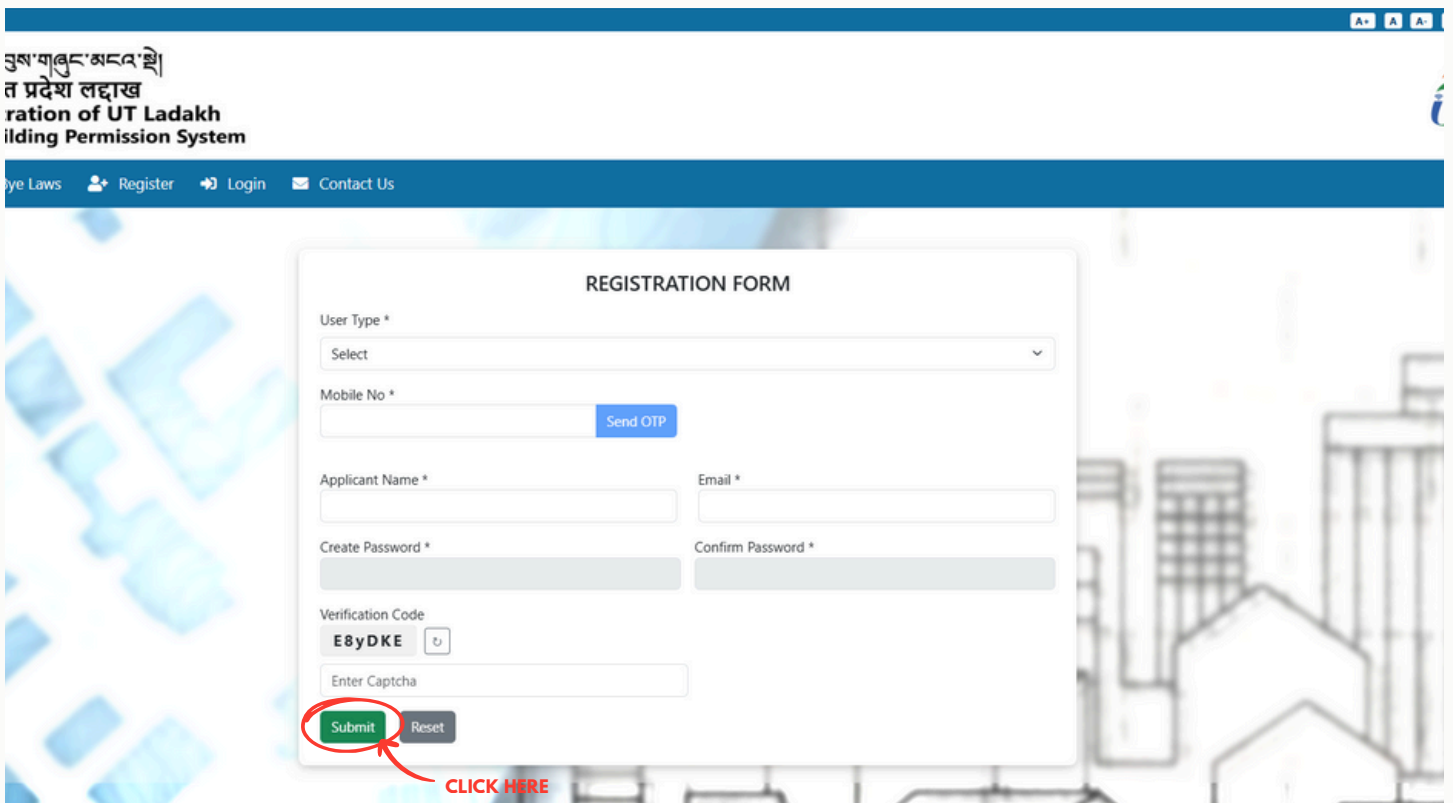
- If you are a new user, locate the “New Registration” button on the homepage.
- If already registered, proceed to log in using your login credentials to access the dashboard.

Website Content Managed by Department of Housing and Urban Development, Ladakh UT.  
Designed and Developed by National Informatics Centre, Ladakh.

- **New Users** : Click on “New Registration” to initiate the one-time registration process.
- Make sure to have all the necessary information ready before you start.

## # STEP 2

- Select the user type accordingly.
- Enter your 10-digit mobile number.
- Click “**Send OTP**” to receive a One-Time Password on your mobile.
- Enter the received OTP code in the OTP field.
- Click “**Verify OTP**” to complete mobile number verification.
- Ensure your mobile number is verified before proceeding.
- Enter your Name and Email.
- Create a strong and secure password and confirm the password for login purpose.
- Password Requirements:
  - Minimum 8 characters long
  - At least 1 uppercase letter (A-Z)
  - At least 1 lowercase letter (a-z)
  - At least 1 number (0-9)
  - At least 1 special symbol  
(like @, #, \$, %, &, \*)



The screenshot shows the 'REGISTRATION FORM' on the website. The form includes the following fields and buttons:

- User Type \* (Dropdown menu with 'Select' option)
- Mobile No \* (Text input field with a 'Send OTP' button)
- Applicant Name \* (Text input field)
- Email \* (Text input field)
- Create Password \* (Text input field)
- Confirm Password \* (Text input field)
- Verification Code (Text input field with 'E8yDKE' and a refresh icon)
- Enter Captcha (Text input field)
- Submit (Green button, circled in red with an arrow pointing to 'CLICK HERE')
- Reset (Grey button)

⚠ Note: The Password and Confirm Password fields must exactly match.

## # STEP 3 (Instruction to Login)

- To log in, the applicant must enter their user id(email or mobile number)and the Password created during registration.
- In case the applicant forgets the password, the “Forgot Password” option may be used to reset it through OTP verification.

The screenshot shows the login interface of the Online Building Permission System. On the left, there is a 'Login' form with fields for 'Username', 'Password', and 'Captcha' (3vKAr0). Below the captcha field is an 'Enter Captcha' input and a 'SIGN IN' button, which is highlighted with a red arrow. There are also links for 'New Registration' and 'Forgot Password'. On the right, a process flow diagram illustrates the five steps: 1. Register & Apply (submit application and documents online), 2. Scrutiny (Authority reviews the application), 3. Site Inspection (Officials conduct a physical site inspection to verify the details), 4. Payment (Payment of Building Permission fee as applicable), and 5. Certificate (Download the Building Permission Certificate). The website header includes the Government of Ladakh logo and navigation links: Home, Policy/Bye Laws, Register, Login, and Contact Us.

## # STEP 4 : User Dashboard

- On successful login, applicant is directed to the user dashboard.
- Click on the new application to apply for building permission.

The screenshot shows the user dashboard of the Online Building Permission System. On the left, there is a sidebar with navigation options: Dashboard, Notifications, BP Applications, OC Applications, Certificate, and Logout. The main content area has two primary buttons: 'New Application' (highlighted with a red box) and 'Apply for Occupancy Certificate'. The 'New Application' button has a 'Click here' link below it. The 'Apply for Occupancy Certificate' button has an 'Apply' link below it. The website header includes the Government of Ladakh logo and navigation links: Dashboard and user profile 'murup dojay'.

## # STEP 4 (Terms & Conditions)

- When you click on 'New Application', a Terms and Conditions box will pop up.
- Kindly review the Terms & Conditions carefully before filling the form. After that, you can proceed with filling the application form.

**General Conditions for Building Permit Application**

Please go through the following conditions carefully before proceeding:

- The permission accorded does not confer any ownership rights.
- If the construction is not commenced within one year, building application shall be submitted afresh duly paying required fees.
- Sanctioned plan annexed herewith shall be followed strictly while making the construction.
- Sanctioned plan copy shall be displayed at the construction site for public view.
- Commencement notice shall be submitted by the applicant before commencement of the building.
- Completion notice shall be submitted after completion of the building & obtain Occupancy certificate.
- Occupancy certificate is compulsory before occupying any building. The building shall not be occupied until an Occupancy Certificate is issued by this office.
- Public amenities such as water supply, Electric Connections and Sewerage Connection will be provided only on the production of occupancy certificate.
- Space for Transformer shall be provided on the site keeping the safety of the residents in view.
- Garbage House shall be made within the premises.
- Stocking of building materials on footpath and road side/margins causing obstruction to the free movement of public and vehicles shall not be done, falling which permission is liable to be suspended.
- The Doors & windows should be provided with Shing Tsaks i.e., traditional Ladakh Architecture.
- A Safe distance of minimum 3.0 mtrs vertical and horizontal distance between the building and High-Tension Electrical Lines and 1.5 mtrs for Low Tension Electrical lines shall be maintained.
- All public and semipublic building above 300 sq.mts shall be constructed to provide facilities to physically challenged persons as per the provisions of Ladakh Building Bye-laws, 2004.
- The mortgaged built-up area shall be allowed for registration only after an Occupancy Certificate is produced.
- The registration authority shall register only the permitted built-up area as per sanctioned plan.
- The Financial agencies and institutions shall extend loans facilities only to the permitted built-up areas as per sanctioned plan.
- The services like sanitation, plumbing, Fire Safety requirements, lifts, electrical installations etc. shall be executed under the supervision of Qualified Technical Personnel.
- Empaneled Architect/Engineer if changed, the consent of the previous empaneled Architect/Engineer is required and to be intimated to the Municipal Committee.
- The applicant shall obtain NOCs from relevant departments before occupation.
- Prior approval should be obtained separately for any modification in the construction.
- Construction shall strictly follow the approved drawings and specifications. No deviation shall be made without prior approval.
- Structural work must be carried out under the supervision of the registered structural engineer.
- The height, setbacks, Ground Coverage and FAR must conform to the approved plan and the Bye-Laws.
- All construction debris shall be disposed of at designated sites as directed by the Municipal Committee.
- The owner shall ensure compliance with green building provisions and use energy-efficient materials where possible.

I have read and accept all the above conditions for applying for a new Building Permit.

Cancel Apply

CLICK HERE

## # STEP 6 : Basic Details

- Carefully fill in all the required fields.
- Make sure to provide correct information.
- Mandatory Fields – Indicated by a red star (\*); the form will not submitted if any of these are left empty.
- After completing the basic entry details, click SAVE & NEXT button.

**Basic Entry** | Building Details | Enclosure | Payment

**Applicant (Owner) Details**

Name \* | Father's Name \* | House / Plot No.

District \* | City \* | Ward \*

Pincode \* | Mobile \* | Email \*

User Type \*

Owner

**Site Location**

House / Plot No. | Street \* | Khasra No \*

Khewat No | Category \* | General Building Type \*

Total Land Measuring (Sq.Mtr) \* | Building Height (mtr) \* | Site Geo Coordinates (Optional)

Maximum allowed building height is 18 meters. | e.g., 34.1526, 77.5770

Back | Save & Continue

# # STEP 6: Buildings Details

- Fill and Upload all the required Building details fields carefully.
- The floor plan upload file should be a pdf format and should not exceed size of 1Mb.
- Fill the previous approval number if applicable.
- Add more button enables addition of more floor details.
- After Filling the fields click SAVE & NEXT button.

Dashboard Rigzin Norboo

Basic Entry **Building Details** Enclosure Payment

**Building Details**

Floor Type\*  Sub Usage\*  Upload Floor Plan

Area (sqm)\*  Floor to Floor Height (Mtr.)\*  Ground Coverage (%)

Total building height: 17 m

Previous approval number (if any)?  
 Yes  No

CLICK HERE TO SAVE AND PROCEED

CLICK TO ADD MORE FLOORS

# # STEP 7: Enclosures

- Upload all the required documents,
- Fields indicated by a red star (\*) are mandatory.
- Documents should be in pdf or dwr format of file size upto 1Mb.
- After uploading all the required documents click SAVE & NEXT button.

Basic Entry **Building Details** **Enclosure** Payment

**Upload Required Documents**

<b>1. Property Ownership *</b>	<input type="text" value="Select"/> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
<b>2. Site Plan *</b>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <b>CLICK HERE</b>
<b>3. Facade Details *</b>	<b>Front Elevation *</b> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
	<b>Back Elevation *</b> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
	<b>Side Elevation 1 *</b> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
	<b>Side Elevation 2 *</b> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
<b>4. Estimate Copy of Construction Cost</b>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
<b>5. Structural Stability Certificate (Optional)</b>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
<b>6. Any Other Documents (Optional)</b>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>

# # STEP 8: Preview your application

- Click on the “preview application & proceed” to view your application details and pay the scrutiny fee.

Basic Entry Building Details Enclosure Payment

### Payment Section

Please review your application before making payment.

[Preview Application & Proceed →](#)

- On clicking the “preview application & proceed” button you will see your preview page.
- Please review all the details carefully before further proceeding.
- Once you pay scrutiny fee, no changes can be done.

### Application Preview

#### Basic Details

Application Id	
Applicant Name	
Guardian Name	
House No	
District	
City	
Ward	
Pin Code	
Phone Number	
Email	
User Type	

#### Site Location

House No	
Street	
Kharsa No	
Khewat No	
Category	
Land(Sqft)	
General Building Type	
Building Height(Ft)	
Parking Area (Sq.Mtr)	

#### Enclosure Details

Property Ownership Type	
Property Ownership Document	<a href="#">View File</a>
Site Plan	<a href="#">View File</a>
Front Elevation	<a href="#">View File</a>
Back Elevation	<a href="#">View File</a>
Side Elevation 1	<a href="#">View File</a>
Side Elevation 2	<a href="#">View File</a>

#### Your Fee Details

Application Scrutiny Fee	
Total Amount (As Per Sq.Mtrs.)	
<a href="#">View Breakup</a>	

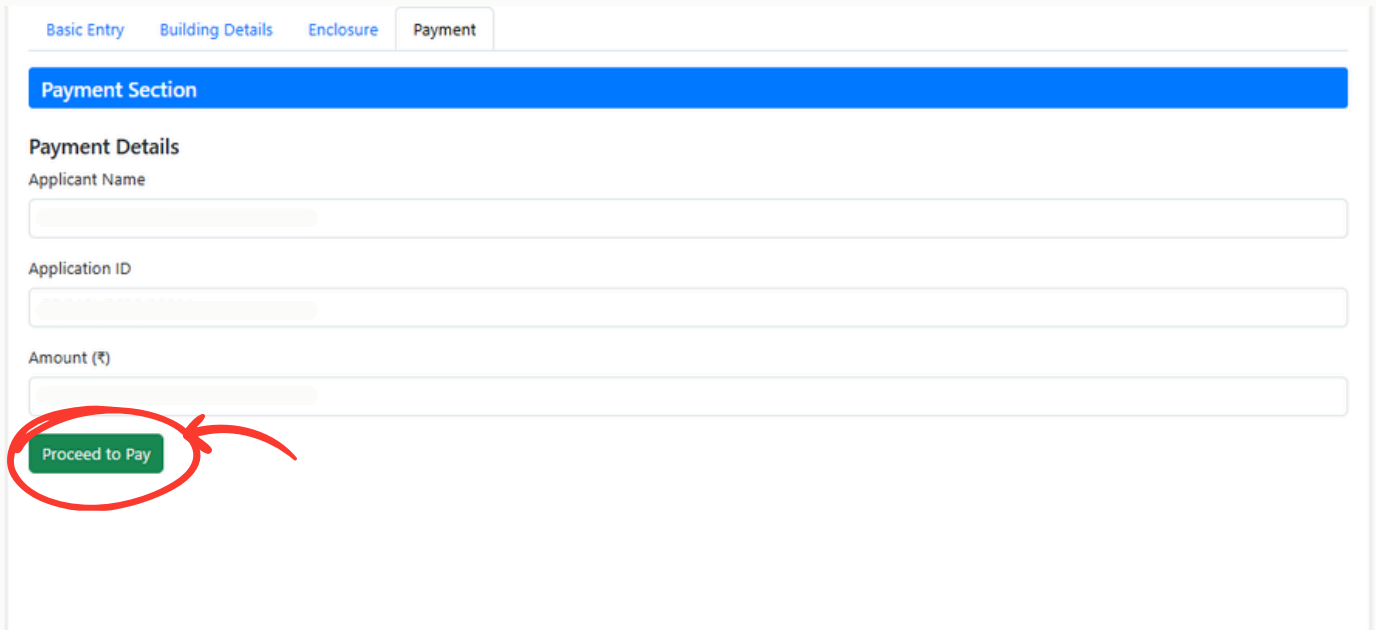
[Close](#)

[Pay Scrutiny Fee](#)

**CLICK HERE TO PAY**

## # STEP 9: Scrutiny Payment

- Click on the “proceed to pay” button to proceed with the payment process.



The screenshot shows a web interface with a navigation bar at the top containing 'Basic Entry', 'Building Details', 'Enclosure', and 'Payment'. Below this is a blue header for the 'Payment Section'. Underneath, there is a 'Payment Details' section with three input fields: 'Applicant Name', 'Application ID', and 'Amount (₹)'. At the bottom left of this section, a green button labeled 'Proceed to Pay' is circled in red with an arrow pointing to it.

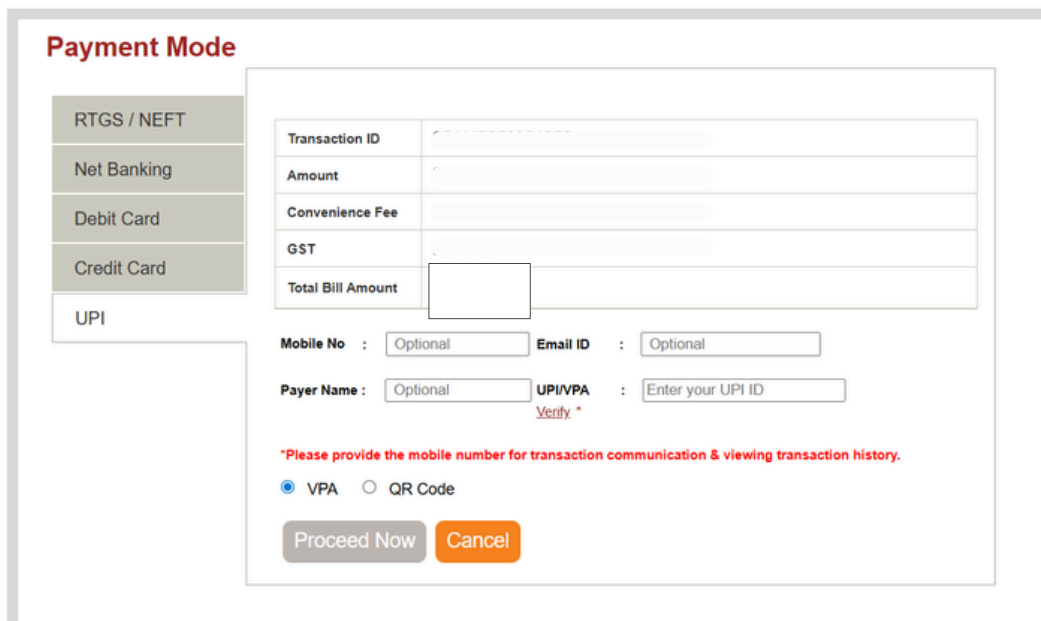
## # STEP 10

- Choose your preferred payment option, such as:
- UPI (Google Pay, PhonePe, Paytm, BHIM, etc.)
- Debit/Credit Card
- Net Banking
- Verify the amount displayed before proceeding.
- The scrutiny fee is non-refundable.
- Pay the required amount.



Merchant : EXECUTIVE OFFICER MUNICIPAL COMMITTEE LEH

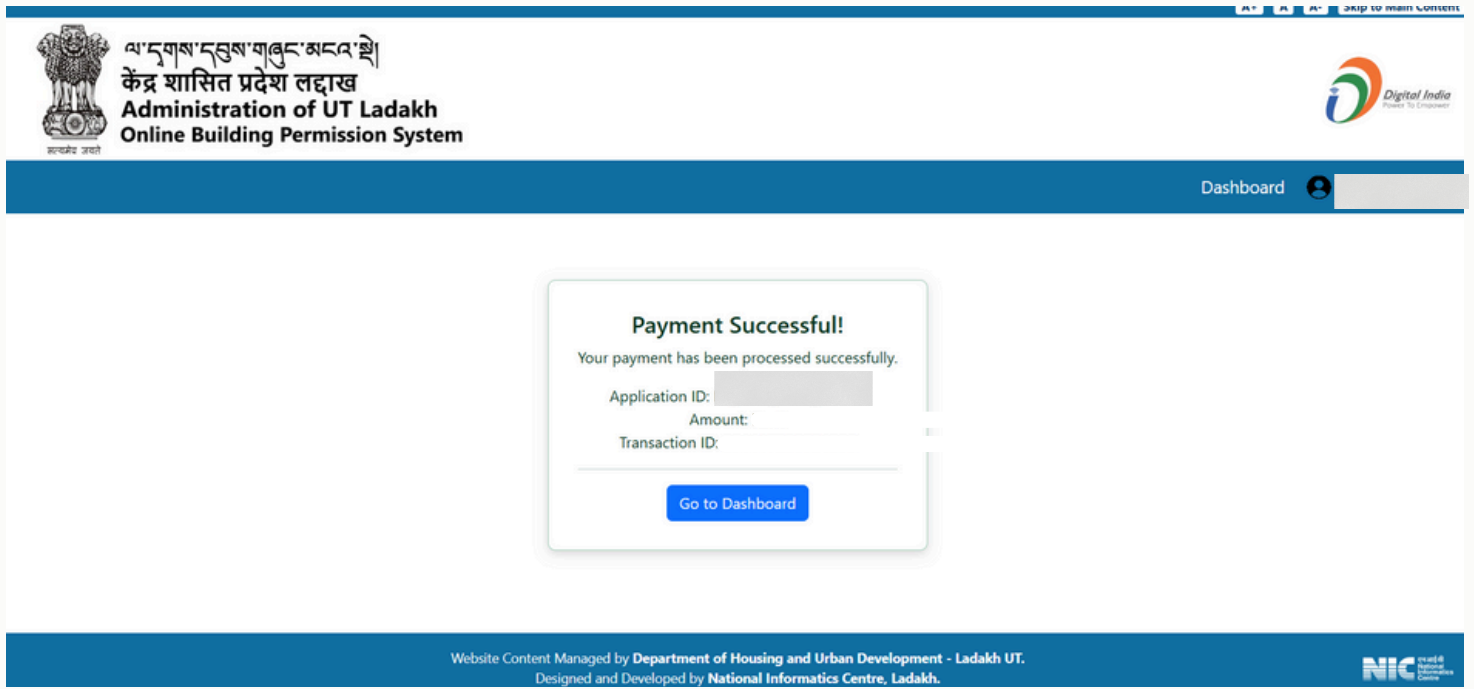
17/11/2025 14:11:681



The screenshot shows a 'Payment Mode' selection screen. On the left, there is a vertical list of payment options: 'RTGS / NEFT', 'Net Banking', 'Debit Card', 'Credit Card', and 'UPI'. The 'UPI' option is selected. To the right of this list is a form with several fields: 'Transaction ID', 'Amount', 'Convenience Fee', 'GST', and 'Total Bill Amount'. Below these fields are input fields for 'Mobile No' (Optional), 'Email ID' (Optional), 'Payer Name' (Optional), and 'UPI/VPA' (Enter your UPI ID). A red asterisk and the text '\*Please provide the mobile number for transaction communication & viewing transaction history.' are displayed below the UPI/VPA field. At the bottom, there are two buttons: 'Proceed Now' and 'Cancel'. The 'VPA' radio button is selected.

## # STEP 11

- Once the payment is successful, you will receive on-screen confirmation, and sms on your registered mobile number.
- When the payment is successfully completed, your application will be forwarded to the concern authority for further processing.

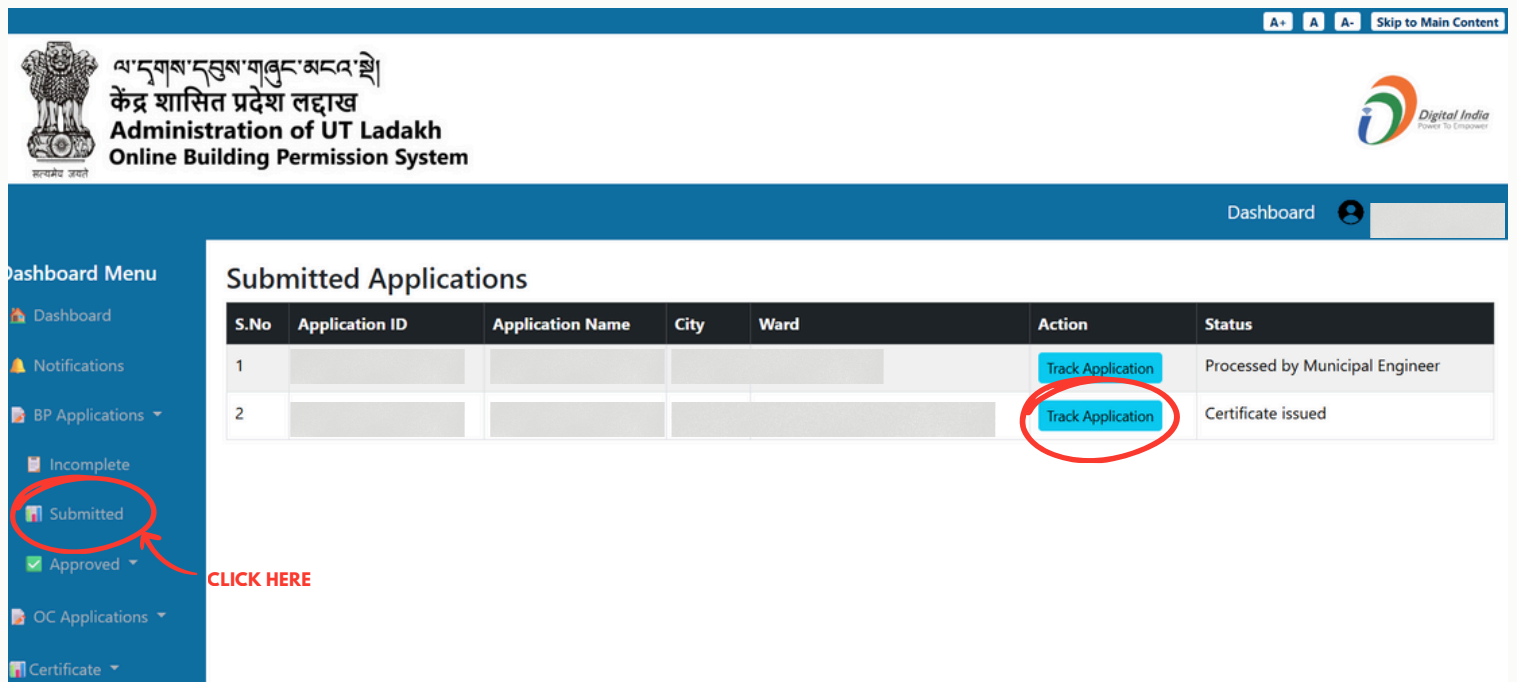


The screenshot shows the website interface for the Online Building Permission System. At the top left is the logo of the Government of India and the text 'Administration of UT Ladakh Online Building Permission System'. At the top right is the 'Digital India' logo. A navigation bar contains 'Dashboard' and a user profile icon. The main content area displays a white box with the following text: 'Payment Successful!', 'Your payment has been processed successfully.', 'Application ID: [redacted]', 'Amount: [redacted]', 'Transaction ID: [redacted]', and a blue button labeled 'Go to Dashboard'. At the bottom, a footer contains the text 'Website Content Managed by Department of Housing and Urban Development - Ladakh UT. Designed and Developed by National Informatics Centre, Ladakh.' and the NIC logo.

## # STEP 12: This is your Dashboard Page

From here, you can:

- **View your Application Status** — Track the current status of your submitted/pending applications.
- Incomplete tab contains the list of applications which are pending with necessary information/details submission or scrutiny fee payment.
- Under BP Application, select submitted button to see the list of all the submitted application.
- Click on the “Track Application” button to track the status of your submitted application.



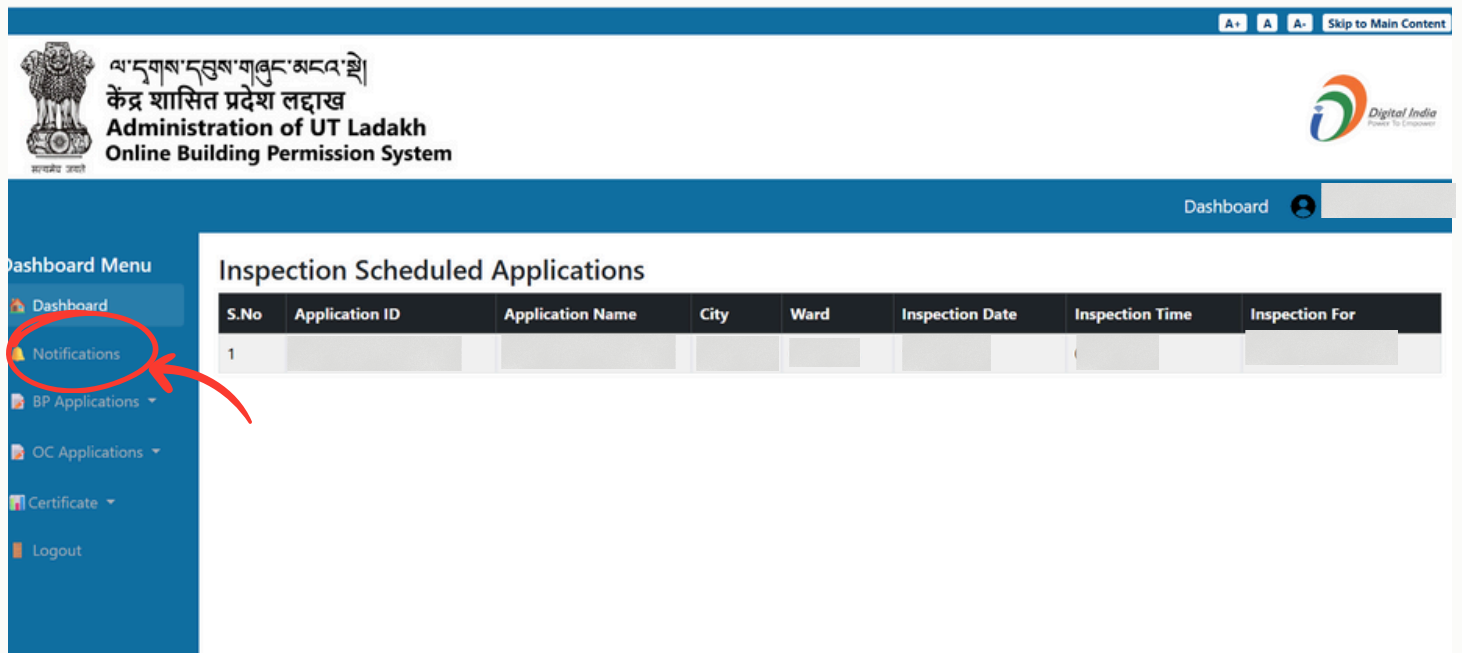
The screenshot shows the dashboard interface. On the left is a 'Dashboard Menu' with options: Dashboard, Notifications, BP Applications (with a dropdown arrow), Incomplete, Submitted (circled in red with an arrow pointing to the text 'CLICK HERE'), Approved (with a dropdown arrow), OC Applications (with a dropdown arrow), and Certificate (with a dropdown arrow). The main content area is titled 'Submitted Applications' and contains a table with the following data:

S.No	Application ID	Application Name	City	Ward	Action	Status
1	[redacted]	[redacted]	[redacted]	[redacted]	Track Application	Processed by Municipal Engineer
2	[redacted]	[redacted]	[redacted]	[redacted]	Track Application	Certificate issued

The 'Track Application' buttons in the table are circled in red. The top navigation bar includes the website logo, title, and 'Digital India' logo. The right navigation bar shows 'Dashboard' and a user profile icon. A footer at the bottom contains the text 'Website Content Managed by Department of Housing and Urban Development - Ladakh UT. Designed and Developed by National Informatics Centre, Ladakh.' and the NIC logo.

## # STEP 12

- **Notification:** Under the “Notifications” section, you can check for updates from the administrative side for your action.

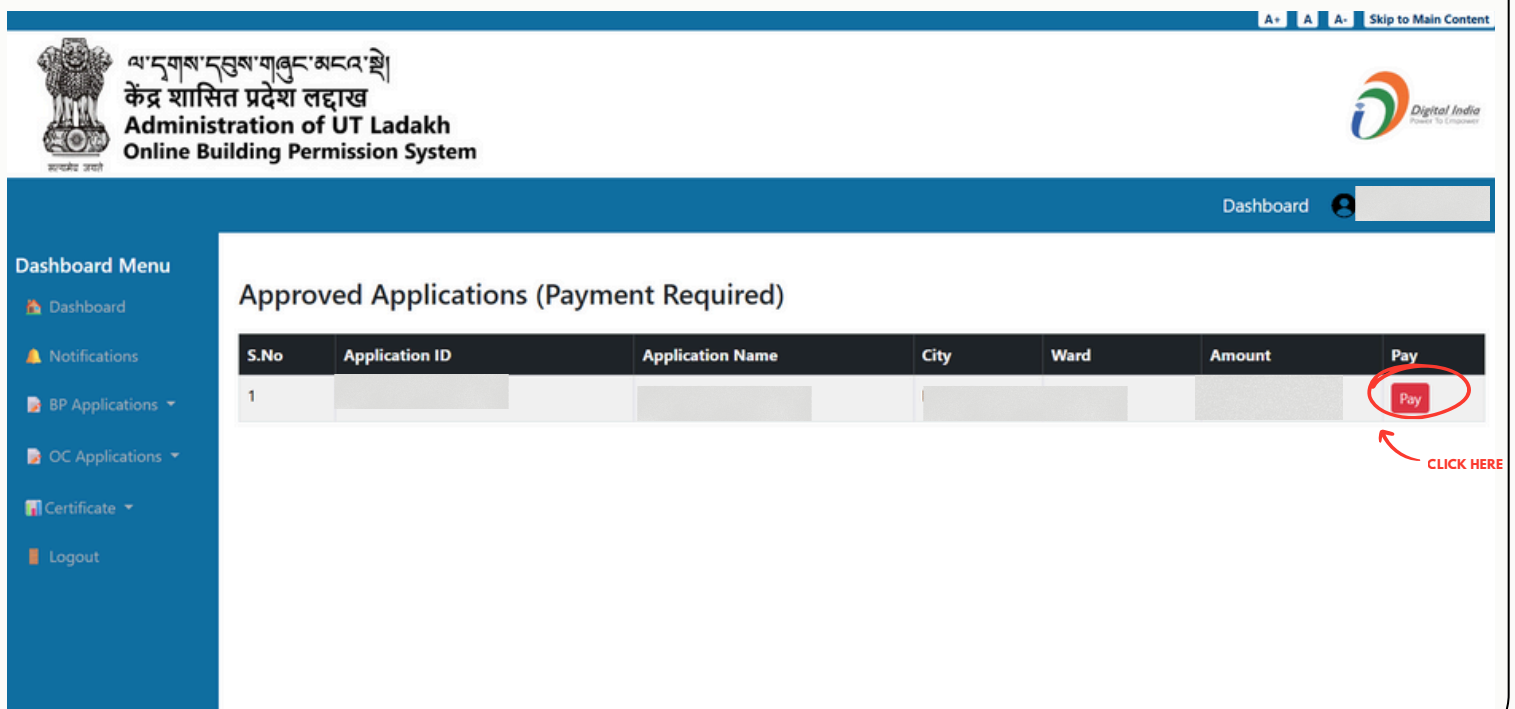


The screenshot shows the dashboard of the Administration of UT Ladakh Online Building Permission System. The header includes the state emblem, the name in Hindi and English, and the 'Digital India' logo. The main content area is titled 'Inspection Scheduled Applications' and contains a table with the following columns: S.No, Application ID, Application Name, City, Ward, Inspection Date, Inspection Time, and Inspection For. A red circle highlights the 'Notifications' option in the left-hand 'Dashboard Menu'.

S.No	Application ID	Application Name	City	Ward	Inspection Date	Inspection Time	Inspection For
1							

## # STEP 13

- After a physical site inspection, if the application is found to be in compliance with the building bye-laws rules, it will be approved by the competent authority. You will be then notified to pay the applicable building permission fee.
- Click on pay button to proceed with the payment process.



The screenshot shows the dashboard of the Administration of UT Ladakh Online Building Permission System. The header includes the state emblem, the name in Hindi and English, and the 'Digital India' logo. The main content area is titled 'Approved Applications (Payment Required)' and contains a table with the following columns: S.No, Application ID, Application Name, City, Ward, Amount, and Pay. A red circle highlights the 'Pay' button in the table, with an arrow pointing to it and the text 'CLICK HERE'.

S.No	Application ID	Application Name	City	Ward	Amount	Pay
1						Pay

## # STEP 14

- Once the payment is successful, you will receive on-screen confirmation, and sms on your registered mobile number.
- When the payment successfully completed, your application will be forwarded for payment verification.
- The competent authority will process the application and issue the Building Permission Certificate.
- Applicant will be notified through SMS once the certificate is issued.
- Applicant can login on the portal to download the certificate under BP certificate section.



ལ་དྭགས་དབྱུག་གཞུང་མངའ་སྡེ།  
केंद्र शासित प्रदेश लद्दाख  
Administration of UT Ladakh  
Online Building Permission System



Dashboard

**New Application**  
Click here

**Apply for Occupancy Certificate**  
Apply

Dashboard Menu

- Dashboard
- Notifications
- BP Applications
- OC Applications
- Certificate
  - BP Certificate**
  - OC Certificate
- Logout



ལ་དྭགས་དབྱུག་གཞུང་མངའ་སྡེ།  
केंद्र शासित प्रदेश लद्दाख  
Administration of UT Ladakh  
Online Building Permission System



Dashboard

**Building Permission Certificate**

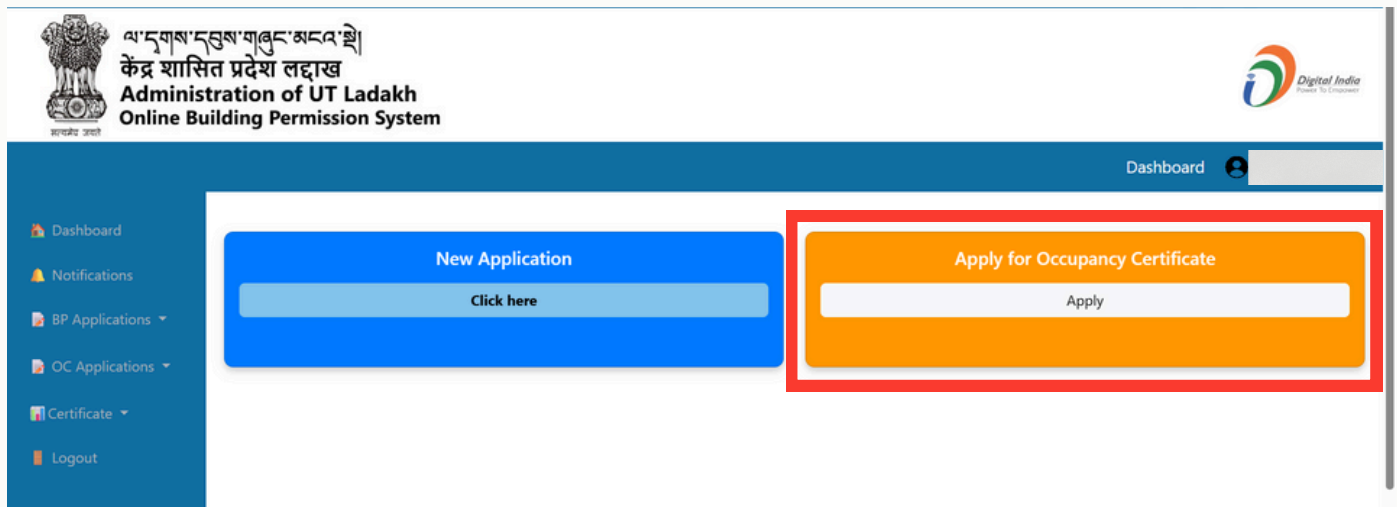
S.No	Application ID	Application Name	City	Ward	Action
1					<a href="#">Download</a>
2					<a href="#">Download</a>

Dashboard Menu

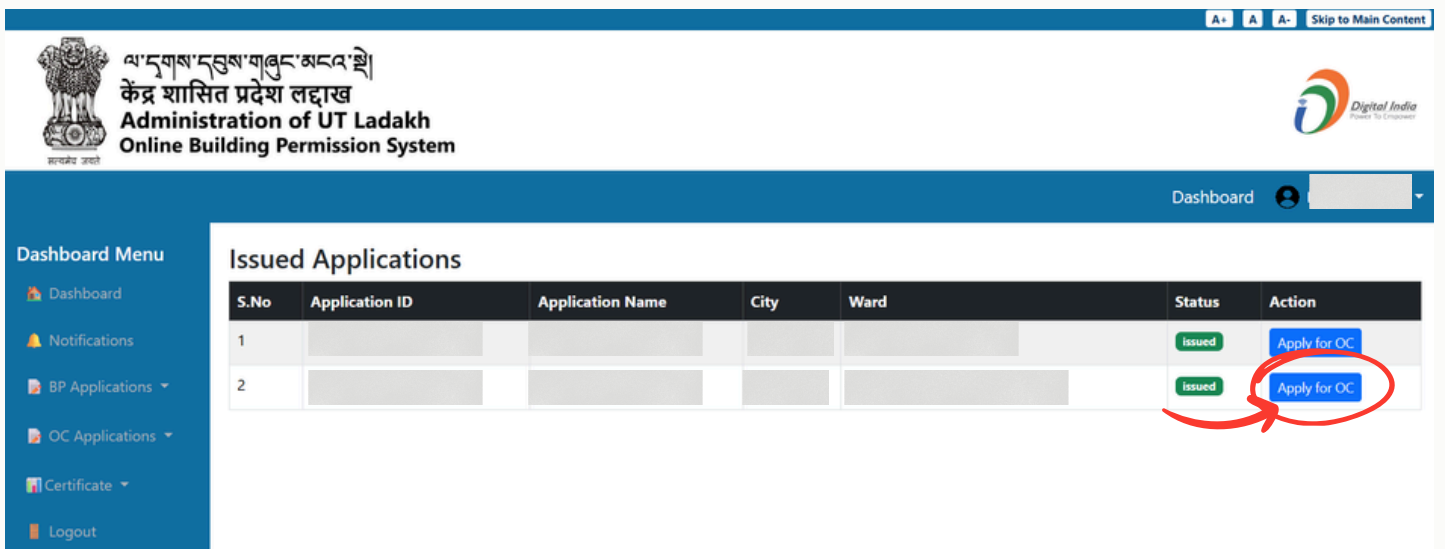
- Dashboard
- Notifications
- Logout

# # STEP 15

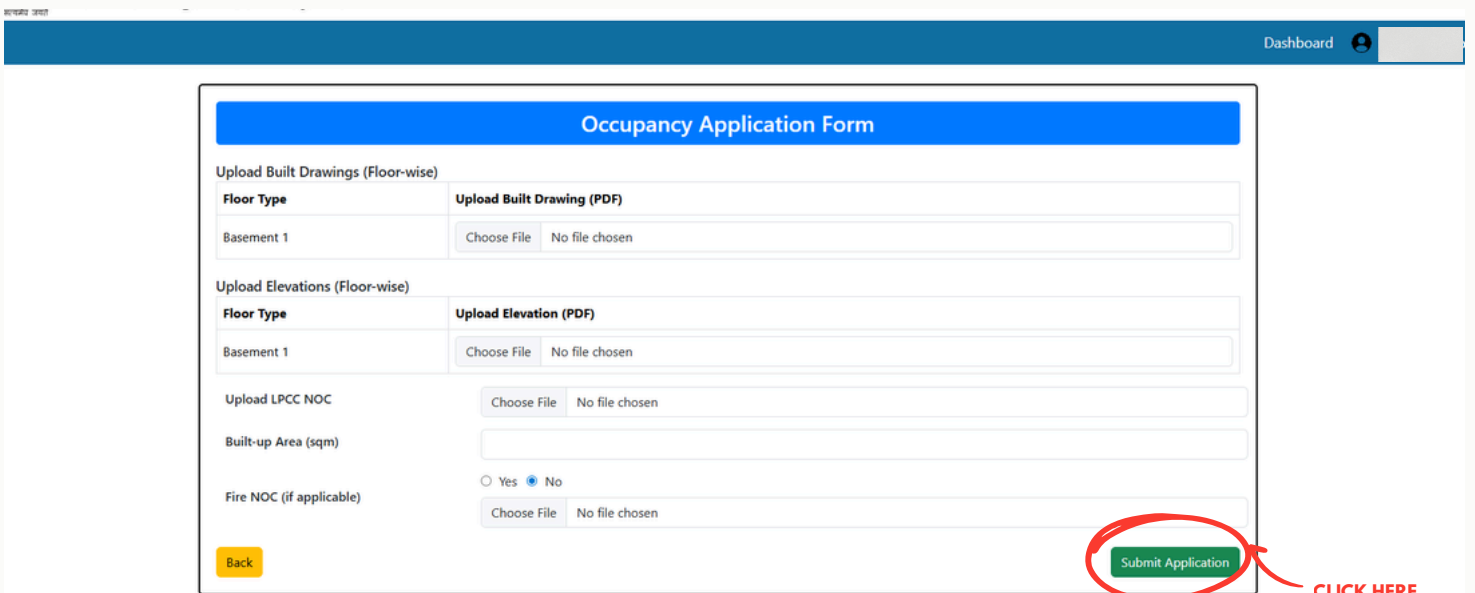
- You can apply for the Occupancy Certificate once the construction is completed.
- Click on the “Apply for Occupancy Certificate” option on your dashboard.



- You will see a list of applications that are eligible for filing the Occupancy Certificate.
- Click the “Apply OC” button next to the eligible application.



- Fill in all the required details carefully.
- Upload all required documents in pdf format of size upto 1Mb.
- Submit the application.



# # STEP 17

- After successful submission, your application will be processed by the concern authority.
- Application will be verified for compliance based on the actual built-up and the details provided in the building permission application.
- You will receive a notification for physical site inspection.

Administration of UT Ladakh  
Online Building Permission System

Dashboard

Dashboard Menu

- Dashboard
- Notifications
- BP Applications
- OC Applications
- Certificate
- Logout

### Inspection Scheduled Applications

S.No	Application ID	Application Name	City	Ward	Inspection Date	Inspection Time	Inspection For
1							

- After the inspection your application will be processed accordingly to issue the occupancy certificate.
- You will receive an SMS confirmation once the certificate is issued.
- You can download the certificate from OC certificate under certificate section.

Administration of UT Ladakh  
Online Building Permission System

Dashboard

New Application  
Click here

Apply for Occupancy Certificate  
Apply

Dashboard Menu

- Dashboard
- Notifications
- BP Applications
- OC Applications
- Certificate
  - BP Certificate
  - OC Certificate
- Logout

Administration of UT Ladakh  
Online Building Permission System

Dashboard

### Occupancy Certificate

S.No	Application ID	Application Name	City	Ward	Action
1					Download

CLICK HERE TO DOWNLOAD

Dashboard Menu

- Dashboard
- Notifications
- BP Applications
- OC Applications
- Certificate
- Logout