Tamil Nadu
e-District Application

Training Manual for

Issuance of Public Building License (REV-404)

Revenue Department

राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

Table of Content

Table of Contents

E-DISTRICT TAMIL NADU USER MANUAL
(Government of Tamil Nadu)

1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let's Start!!

2.1. Tools Required

You will be provided with the following basic infrastructure:
- Computer   (CPU, Monitor, Keyboard & Mouse)
- Network Connection   (as per requirement)
- Peripherals   (as per requirement)
- Browser   (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

2.2. Starting your Computer

Steps
1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the 🔘 (power button) on the computer
6. Allow the system to boot up.

✅	1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched ''ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket

❌	4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
💡	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Issuance of Public Building License through the e-District Portal.

4. Scope

The scope of this document covers the 'Issuance of Public Building License' service offered under the **Revenue Department**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/e-District application:

- User must have valid username and password

- Make relevant and correct entries only

- Recheck the entries before clicking on Submit button

- Mandatory fields cannot be left blank

- Mandatory/Optional documents should be attached as per requirement

- Do not make false entries

6. Services Offered under Revenue Department

Following services are offered under the Revenue Department:

1. REV-101 Community certificate

2. REV-102 Nativity certificate

3. REV-103 Income Certificate

4. REV-104 First Graduate Certificate

5. REV-105 Deserted Woman Certificate

6. REV-106 Agricultural Income Certificate

7. REV-107 Family Migration Certificate

8. REV-108 Unemployment Certificate

9. REV-109 Widow Certificate

10. REV-111 Certificate for Loss of Educational Records due to Disaster

11. REV-113 Inter Caste Marriage Certificate

12. REV-114 Legal Heir Certificate

13. REV-115 Other Backward Classes (OBC) Certificate

14. REV-116 Residence certificate

15. REV-117 Small / Marginal Farmer Certificate

16. REV-118 Solvency Certificate

17. REV-119 No Male Child Certificate

18. REV-120 Unmarried Certificate

19. REV-401 Licence under Pawn Broker Act

20. REV-402 Money Lender's Licence

21. REV-122 Income and Asset Certificate for Economically Weaker Sections

22. REV-123 Issuance of Jain Religious Minority Certificate

23. REV-404 Issuance of Public Building License

24. REV-403 Temporary Crackers License

7. Issuance of Public Building License

Following steps describe how to apply for the Issuance of Public Building License Certificate through the e-District Portal:
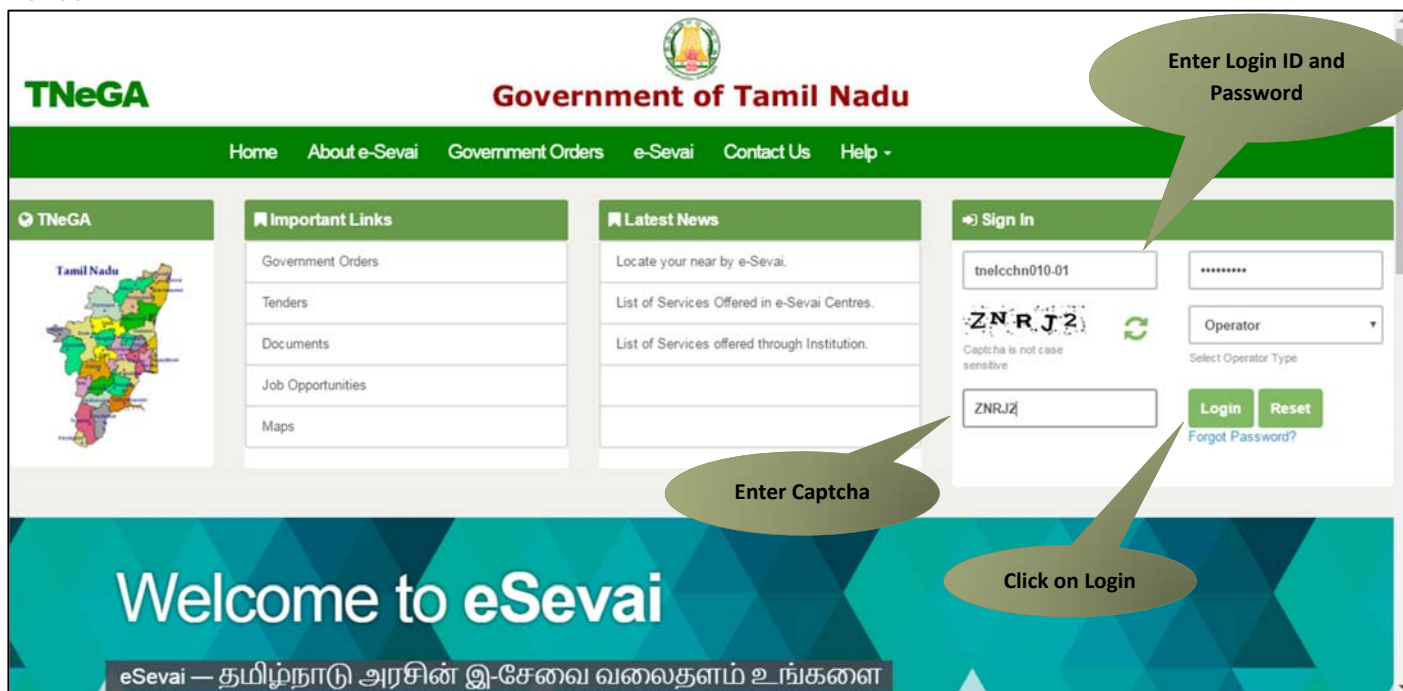
STEP1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

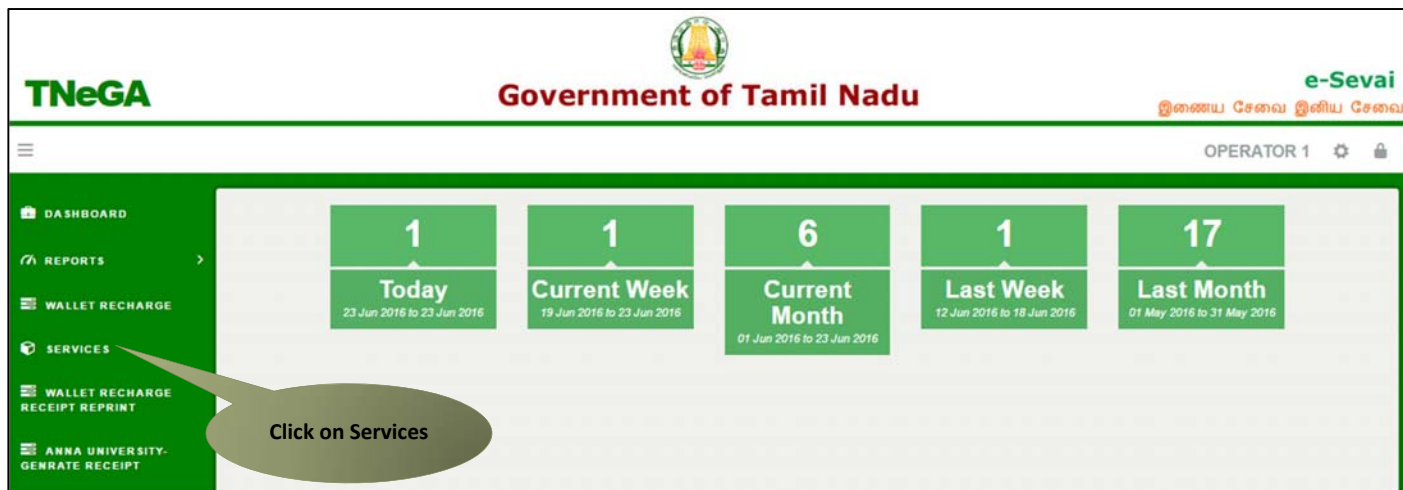Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

STEP 4: Click on Login.

e-Sevai Dashboard will appear.

STEP 5: Click on **Services** on the left panel.

Department Wise service listing will appear.

STEP 6: Click on **Revenue Department**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.
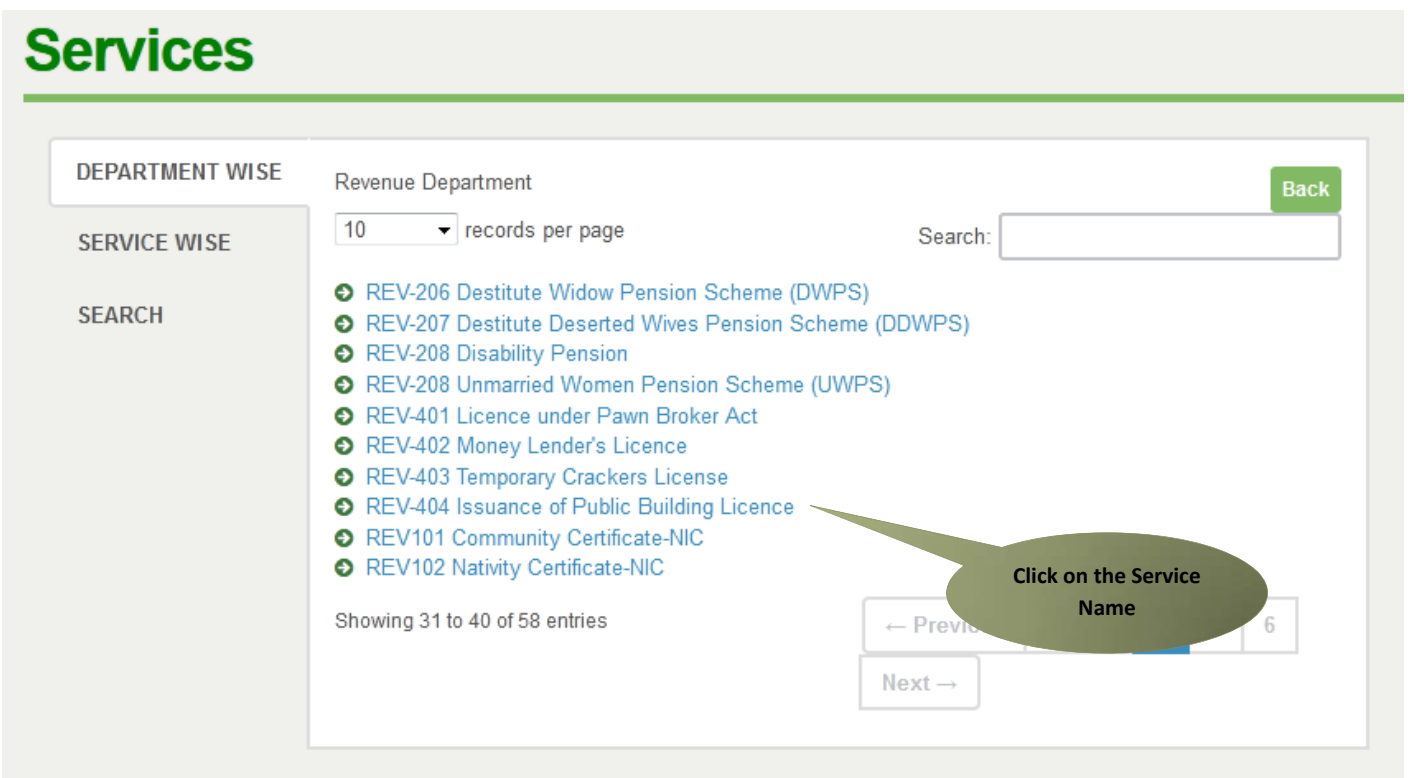
STEP 7: Click on **REV 404 Issuance of Public Building License**.

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Click on **Proceed** to continue.

Instructions for applying Issuance of Public Building Licence

Service Description

This service enable the applicant to get the public building license certificate for availing the benefits from the State Governments.

Supporting Documents

1. Copy of Building License
2. Building Stability Certificate
3. NOC from fire and Rescue Department
4. Sanitary Certificate from Local Body
5. Building Plan as aaproved by Competent Authority
6. Ownership Deed
7. Legal Document for Lease
8. Legal Document for Mortage in Possession
9. Legal Document for Auhtority Signatory
10. Self-Declaration of Applicant
11. Challan Copy
12. Address Proof
13. Other Documents

Application Fee

Rs. 60.0 (Sixty Rupees Only)

Click on Proceed

How to Apply

1. For Online : Click on proceed button

Proceed   Cancel

Applicant Search form will appear. Search can be performed using the following options:

- Applicants CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth

The **green asterisk** signifies that the available search options are **optional** mandatory.

An applicant can apply for the Certificate provided he/she is having a unique CAN number.

If the applicant doesn't have a unique CAN Number, he must register for CAN to access the application form for the Certificate.

7.1. Registering for CAN (Citizen Access Number)

STEP 1: Click on the 'Click here' link to apply for CAN Registration.

The below figure shows the CAN Registration form.

STEP 2: Fill up all mandatory details in the form prescribed format.

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Fill up the CAN Registration form

Applicant Detail

Document Type 1 *	Aadhaar Number	Document Type 2	Please Select
Aadhaar Number *	567898765456		

Appellation *	Thiru / திரு		
Applicant Name *	Kavin	விண்ணப்பதாரர் பெயர் *	கவின்
Gender / பாலினம் *	Male	Marital Status / திருமண நிலை *	Unmarried
Date Of Birth / பிறந்த தேதி *	21/10/1996		
Relationship / உறவு *	Father		
Father/ Husband / Guardian / Mother Name *	Appa	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	அப்பா
Mother Name *	Amma	தாயின் பெயர் *	அம்மா
Religion / மதம் *	Not Stated		
Community / சாதி *	Please Select	Occupation / வேலை *	Not stated
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்	Tamil Nadu	District / மாவட்டம் *	Salem
Taluk / வட்டம் *	Salem / சேலம்		
Revenue Village / கிராமம் *	Salem Town (057) / சே		
Admin Unit / நிர்வாக அலகு	Please Select	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Street Name / No. / Hamlet (if available) *	Voc	தெரு பெயர் / எண் / குக்கிராமம் *	வோக்
Block No. / Name		Building / Door / Flat No. *	14/0
Pin Code / அஞ்சல் எண் *	676567		

If Permanent Address Same As Current Address ☑

Contact Details

Phone / Landline No. With STD Code		Mobile Number / தொலைபேசி எண் *	9629468206
Email Id / மின்னஞ்சல் முகவரி			

Bank Details

Bank Name		Account Number	
Branch Name		IFSC Code	

Click to submit form

[Register]

You have Successfully verified OTP

STEP 3: Click on **Register** to submit form.

Note: You would be required to generate and verify OTP before submitting the form.

Contact Details

Phone / Landline No. With STD Code		Mobile Number / தொலைபேசி எண் *	9344080668
Email Id / மின்னஞ்சல் முகவரி			

Generate OTP

Enter OTP *

0742

Confirm OTP

On successful CAN Registration, the CAN Number will be shown.

CAN Registration Successful

"Your CAN Number is **13308015519848**", Please click on proceed button to move further.

Proceed

Click to apply for Issuance of Public

The applicant may now proceed with applying for the Certificate by clicking on the **Proceed** button.

7.2. Applying for Issuance of Public Building License

If the applicant is having a unique CAN Number his/her record will be shown in the search results.

REV-404 Issuance of Public Building Licence

Note: Apply for the service as per the given instructions :-

    1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.

    2. If Applicant doesn't have CAN Number: Click on Register button.

    3. Apply for CAN registration :- **Register Can**

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *		Applicant Name *	
Applicant Father Name *		Applicant Mobile Number *	9344080668
Applicant Email Id *		Applicant Date of Birth *	

Search

Search results

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
○	13316035519545	Srirudhrawageswari M	Bvbb	09-Sep-1996	9344080668	
○	13316035519617	Batman	Bvbb	02-Sep-1996	9344080668	
○	13308015519848	Kavin	Appa	21-Oct-1996	9344080668	

«««« « » »»»»

Proceed **Edit CAN Detail** **Save As New**

STEP 1: Select the record by clicking on the **option button** against the desired record.

STEP 2: Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the **Edit CAN Detail** button.

The **Save as new** option allows you to save the same CAN Number with different applicant details.

●	13308015519848	Kavin	Appa	21-Oct-1996	9344080668	

«««« « » »»»»

Click to select record

Proceed **Edit CAN Detail** **Save As New**

Click to proceed

7.2.1. Filling up Issuance of Public Building License

SECTION1: Applicant Details

Applicant details will appear pre-filled in the form. These details are non-editable.

Applicant Detail

Appellation *	Thiru / திரு	Aadhaar No. *	567890987567
Applicant Name *	Kavin	விண்ணப்பதாரர் பெயர் *	கவின்
Relationship/உறவு *	Father		
Father / Husband / Guardian / Mother Name *	Appa	தந்தை/கணவர்/பாதுகாவலர் / தாயின் பெயர் *	அப்பா
Mother's Name *	Amma	தாயின் பெயர் *	அம்மா
Date of Birth / பிறந்த தேதி *	21-Oct-1996	Gender / பாலினம் *	Male

SECTION 2: Current Address

Applicant's current address details will appear pre-filled in the form. These details are non-editable.

Current Address/தற்போதைய முகவரி

State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	Salem
Taluk / வட்டம் *	Salem		
Revenue Village / கிராமம் *	Salem Town		
Street Name / No. / Hamlet (if available) *	Voc	தெரு பெயர் / எண் / குக்கிராமம் *	வோக்
Building / Door / Flat No. *	14/0	Pin Code / அஞ்சல் எண் *	654567

SECTION 3: Permanent Address

Applicant's permanent address details will appear pre-filled in the form. These details are non-editable.

Permanent Address/நிலையான வீட்டு முகவரி

☑ If same as current address / தற்போதைய முகவரி அதே என்றால்

State / மாநிலம் *	Tamil Nadu	District / மாவட்டம் *	Salem
Taluk / வட்டம் *	Salem		
Revenue Village / கிராமம் *	Salem Town		
Building / Door / Flat No. *	14/0	Pin Code / அஞ்சல் எண் *	654567

SECTION 4: Contact Details

Applicant's contact details will appear pre-filled in the form. These details are non-editable.

Contact Details

Phone / Landline No. with STD Code		Mobile Number *	9344080668
Email Id *			

SECTION 5: Form Details

Specify the Type of Application and Type of Applicant for the further proceedings.
Based upon the **Type of Applicant** selection, required documents will be varied.

REV-404 Issuance of Public Building Licence

Licence Details

Type of Application *	◉ New ◯ Renewal
Type of Applicant *	◉ Owner ◯ Rental/Lessee ◯ Mortagee in possession ◯ Authorized signatory(Societies etc)

In the Building details there are two category of building "Government" & "Private" choose one and Enter the Building details with the address location, capacity of persons can accommodate and extent of the building on the concern tab.

Building Details

Category of the Building *	◯ Government ◉ Private	Purpose of the building *	Hospital
Name of the Building *	SMIS	Name of the Organization	SMIS
State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	Salem
Taluk / வட்டம் *	Salem / சேலம்	Revenue Village / கிராமம் *	Salem Town
Street Name / No. / Hamlet (if available) *	Gugai	தெரு பெயர் / எண் / குக்கிராமம் *	குகை
Building / Door / Flat No. *	140/6	Pin Code / அஞ்சல் எண் *	654456
Location of the Building *	Urban	Type of Public Building *	All other buildings
Town/Municipality *	Salem	Ward *	G
Extent of the Building(Sq.ft) *	20000	Number of Persons can be accommodated *	200

On the Payment Details amount to be paid will be automatically generated based upon the type of building selected on the Building details. Enter the Bank details and Challan details.

Payment Details			
Amount Paid *	5000.0	Challan Number *	CNBY0000457382
Challan Date *	02/11/2020	Bank Name *	CNB
Branch Name *	ayaympetai		

Once, the Payment Details are added, you have to After Verify all the data you have submitted & check the declaration on the Terms and Condition. And click submit to proceed for the documents submission.

Payment Details			
Amount Paid *	5000.0	Challan Number *	CNBY0000457382
Challan Date *	02/11/2020	Bank Name *	CNB
Branch Name *	ayaympetai		

Terms and Condition

☑ I declare the particulars stated above are correct to the best of my knowledge and belief *

Submit   Cancel

Click to submit

Next screen will show a list of required documents.

Note: Based upon the **Type of Applicant** selection, required documents will be varied.

Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the **cross** sign.
Please note that the 'Upload' button will appear once you browse and add a document.

List of Documents

1.	Copy of Building License	Mandatory
2.	Building Stability Certificate	Mandatory
3.	NOC from fire and Rescue Department	Mandatory
4.	Sanitary Certificate from Local Body	Mandatory
5.	Building Plan as aaproved by Competent Authority	Mandatory
6.	Ownership Deed	Mandatory
7.	Self-Declaration of Applicant	Mandatory
8.	Challan Copy	Mandatory
9.	Address Proof	Optional
10.	Other Documents	Optional

Download Self Declaration Form (Kindly download the fol[...] orms and upload a signed copy of the same below)

Download Self declaration form

Select Document *   SELECT ▾   Document No. *   [_____]

➕ Add...

Uploaded Successfully

Supported files types : pdf,jp[...]
Supported file size of docume[...]
Supported file size of photo : 50 KB

(callouts) Select a document — Enter document no. — Browse and upload document

Serial No.	Document Name	Document Number	File Name	Delete
1	Copy of Building License	1	Copy of Building License_1_03-Nov-2020_18_16_02_527	✕
2	Building Stability Certificate	2	Building Stability Certificate_2_03-Nov-2020_18_16_15_465	✕
3	NOC from fire and Rescue Department	3	NOC from fire and Rescue Department_3_03-Nov-2020_18_16_28_342	✕
4	Sanitary Certificate from Local Body	4	Sanitary Certificate from Local Body_4_03-Nov-2020_18_16_40_878	✕
5	Building Plan as aaproved by Competent Authority	5	Building Plan as aaproved by Competent Authority_5_03-Nov-2020_18_16_51_690	✕
6	Ownership Deed	6	Ownership Deed_6_03-Nov-2020_18_17_04_933	✕
7	Self-Declaration of Applicant	7	Self-Declaration of Applicant_7_03-Nov-2020_18_17_19_221	✕
8	Challan Copy	8	Challan Copy_8_03-Nov-2020_18_17_39_294	✕

After uploading the documents, click on 'Make Payment'.

Serial No.	Document Name	Document Number	File Name	Delete
1	Copy of Building License	1	Copy of Building License_1_03-Nov-2020_18_16_02_527	✕
2	Building Stability Certificate	2	Building Stability Certificate_2_03-Nov-2020_18_16_15_465	✕
3	NOC from fire and R[...] Department	3	NOC from fire and Rescue Department_3_03-Nov-2020_18_16_28_342	✕
4		4	Sanitary Certificate from Local Body_4_03-Nov-2020_18_16_40_878	✕
5	[...]thority	5	Building Plan as aaproved by Competent Authority_5_03-Nov-2020_18_16_51_690	✕
6	Ownership Deed	6	Ownership Deed_6_03-Nov-2020_18_17_04_933	✕
7	Self-Declaration of Applicant	7	Self-Declaration of Applicant_7_03-Nov-2020_18_17_19_221	✕
8	Challan Copy	8	Challan Copy_8_03-Nov-2020_18_17_39_294	✕

(callout) Click to make payment

Make Payment   Back

Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on **Confirm Payment**.

Confirm

Application Number	TN-8720201103102
Applicant Name	Kavin
Date of Application	03-Nov-2020
Service Name	Issuance of Public Building Licence
Service Charge	60.00
Total	60.00

Click to confirm payment

Confirm payment

Acknowledgement receipt will be shown.

Click on **Print Receipt** to download/print the receipt.

Acknowledgement Receipt

Application Number	TN-8720201103102
Applicant Name	Kavin
Service Name	REV-404 Issuance of Public Building Licence
Service Charge	60.00
Total	60.00
Payment Mode	Cash
Transaction Status	Success

Click to print receipt

Print receipt   Finish

Note: Please click on finish button after receipt downloaded .

The below figure shows the preview of the acknowledgement receipt.

Please Note:

After submission (clicking on the Submit button), the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Saved Application

	Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status
○	TN-8720201103102	REV-404 Issuance of Public Building Licence	Kavin	03-Nov-2020	Saved	Uploaded
○	TN-8720201031101	REV-404 Issuance of Public Building Licence	Ramya	31-Oct-2020	Saved	Uploaded
○	TN-720201015101	REV-114 Legal Heir Certificate	Kaveen	15-Oct-2020	Saved	Pending
○	TN-6620200917101	REV-403 Temporary Crackers License	Harshi	17-Sep-2020	Saved	Pending
○	TN-620200914101	REV-115 OBC Certificate	Jhon	14-Sep-2020	Saved	Uploaded

Submitted applications can be viewed under the **Submitted Application** section.

Submitted Application

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
1	TN-8720201103102	REV-404 Issuance of Public Building Licence	Kavin	03-Nov-2020	Check Status	NA
2	TN-420201023101	REV-103 Income Certificate	Kaveen	23-Oct-2020	Check Status	NA
3	TN-8620201013103	REV-121 Economically Weaker Sections(Income and Assets)	Suryagugan	13-Oct-2020	Check Status	View Certificate
4	TN-8620201013102	REV-121 Economically Weaker Sections(Income and Assets)	Kaveen	13-Oct-2020	Check Status	NA
5	TN-320200914101	REV-102 Nativity certificate	Fake	14-Sep-2020	Check Status	NA
6	TN-4820200903102	DCA-403 Licence to Grant Restricted Licence (allopathic drugs)	Ramesh	03-Sep-2020	Check Status	NA

The current status of an application can be checked from the **Check Status** section.

Check Status

Application Number	TN-8720201103102		
From date *		To date *	
Applicant Name		District	--Select--

Search

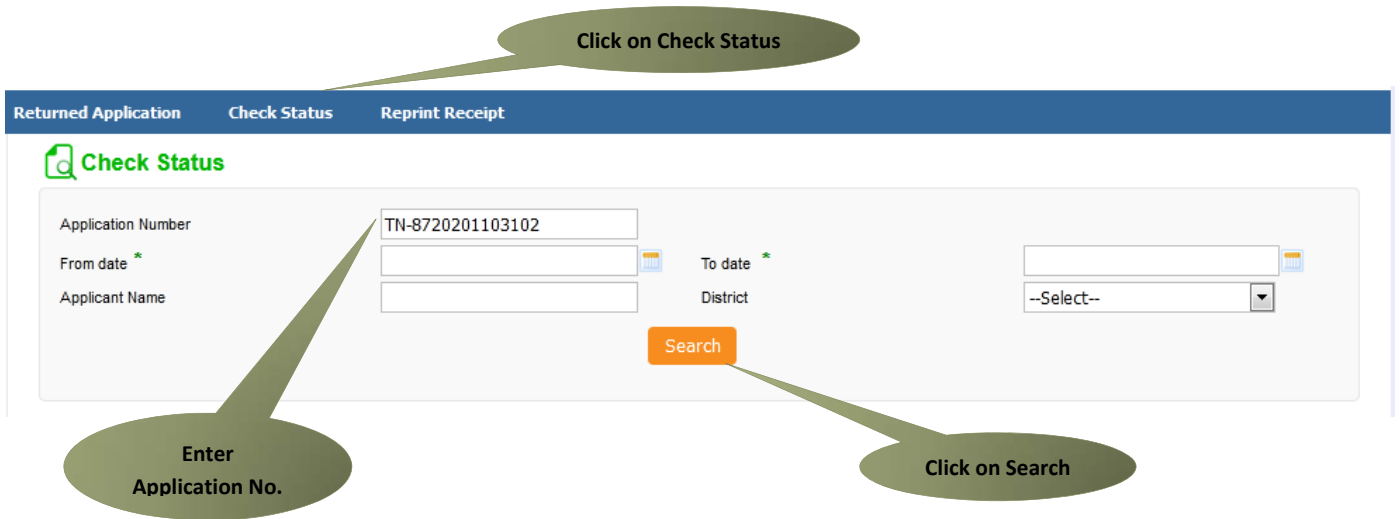| Application Number	**TN-8720201103102**
Applicant Name	**Kavin**
Service Name	**Issuance of Public Building Licence**
View Application	**View Application**
Current Status	**Application Submitted to RI(Verifier)**
Comment	**Submitted**

7.3. Downloading Certificate

Once the application is approved and digitally signed, the certificate can be downloaded from the **Operator's desk** and handed over to the applicant.

STEP 1: Click on **Check Status**.

STEP 2: Enter **Application Number**.

STEP 3: Click on **Search**.

Click on Check Status

Returned Application	Check Status	Reprint Receipt

Check Status

Application Number	TN-8720201103102		
From date *		To date *	
Applicant Name		District	--Select--

Search

Enter Application No.

Click on Search

The application will show up.

STEP 4: Click on **Download certificate** link.

The certificate will be downloaded.

The below figure shows the preview of the Issuance of Public Building License.

FORM – D

FORM OF LICENCE UNDER SUB-SECTION (1) OF SECTION 6 OF THE TAMIL NADU PUBLIC BUILDINGS (LICENSING) ACT, 1965 (TAMIL NADU ACT 13 OF 1965) REFERRED TO IN RULE 6 OF THE TAMIL NADU PUBLIC BUILDINGS (LICENSING) RULES, 1966

LICENCE

Licence No. TN-8720201103102   Date: 03-11-2020

Public Building Licence is hereby granted to **Thiru Kavin** son of Thiru Appa now residing at 14/0, Voc Salem Town Revenue Village, Salem Taluk, Salem District – 654567 of Tamil Nadu State for the purpose and in respect of the building specified in the statement below and subject to the conditions and for the period mentioned hereunder.

STATEMENT TO ACCOMPANY THE LICENCE

Location of the Building (Door number, Street Number & Name of the Place)	Purpose for which the building is licensed to be used as public building	Number of persons to be accommodated
140/6 Gugai Salem Town,Salem,Salem, Tamil Nadu,654456	All other buildings	200

Fee paid Rs. 5000.0 vide Challan No: CNBY0000457382, Dated: 02-11-2020

The Period of validity of the licence shall be from the 03-11-2020 to the 02-11-2021 inclusive

District : Salem   LICENCE ISSUING AUTHORITY

This certificate is digitally signed and does not require any seal / signature in original.

Genuineness of the certificate can be verified by.

(a) Keying in the unique certificate number TN-8720201103102 in the URL http://14. 192.18.150/stagging/VerifyCerti.xhtml .

(or)

(b) Reading the 2D barcode with mobile barcode reader and verify through online.

Certificate validity period : 03-11-2020 to 02-11-2021

8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.