

## EASE OF DOING BUSINESS

### PROCEDURE FOR NEW REGISTRATION OF ARCHITECT / ENGINEER / SUPERVISOR

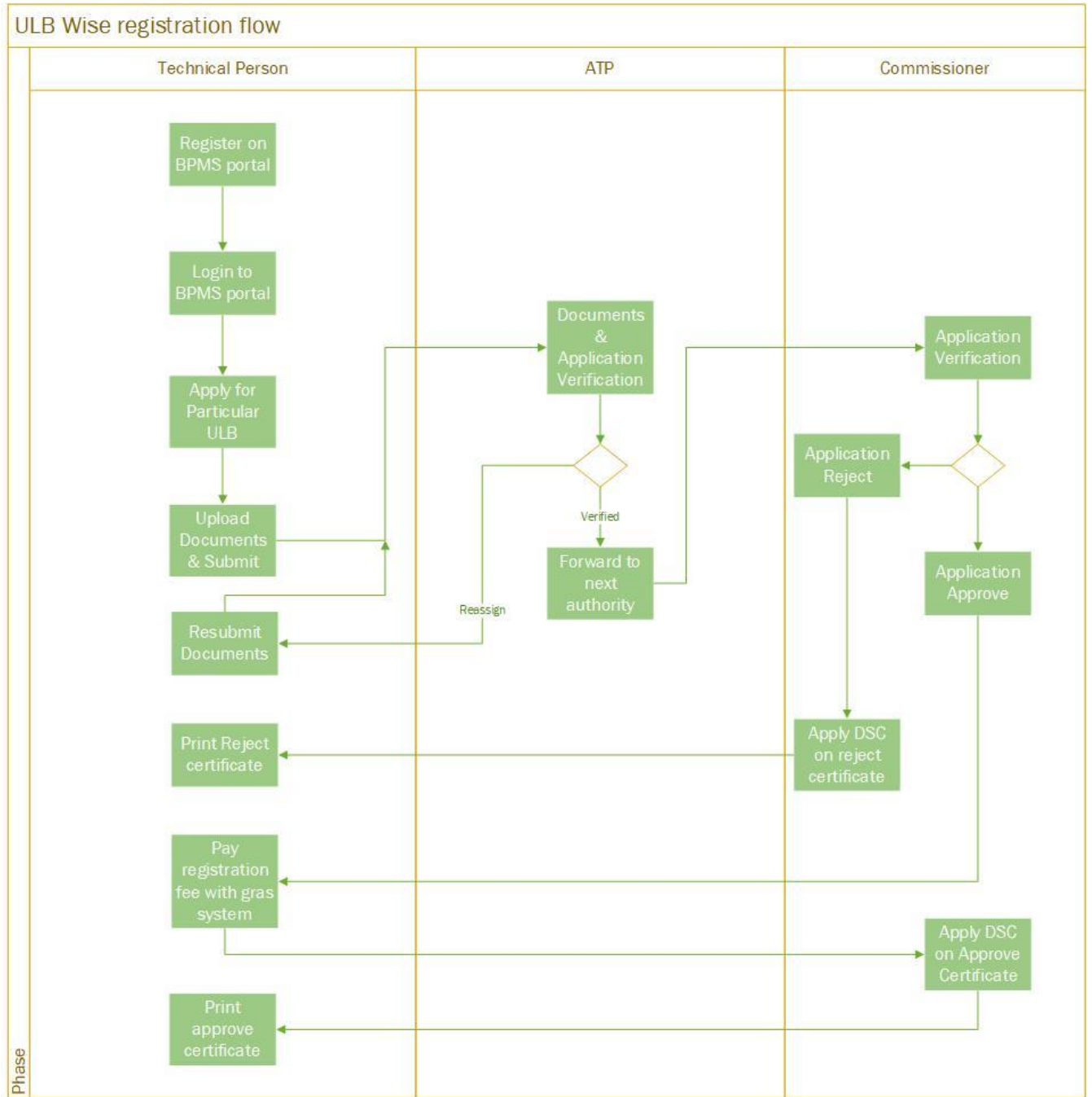
➤ **Procedure:**

- Applicant i.e. Architect / Civil Engineer / Supervisor etc. can register to this portal.
- Applicant fills in the required details in the form and submits required documents for registration.
- Applicant has to pay fees if applicable to the ULB or state.
- Once registered, the application goes in for 2 levels of scrutiny.
- The scrutiny is done by the departmental persons – one by Assistant town planner and the approval is given by the Chief Officer for ULB and if you have register for state level then the application will come in state level authority for scrutiny & approval.
- Assistant town planner or state level authority verifies the documents submitted by the applicant. In case of architect, the license number is checked from the council of architecture.
- Once the documents are verified, the ATP forwards the application to the Chief Officer for approval.
- Chief Officer checks the details and digitally signs the registration certificate.
- This certificate is available online to the Architect to print.
- The email id and password which the applicant used while registering himself to the ULB will be used as his login credentials for applying for other services on behalf of the owner.
- **Note:** The Registration with the ULB is valid until 31<sup>st</sup> December until that year.
- The Architect / Civil Engineer once registered to one ULB can get registered to more than one ULB by forwarding the details of first ULB to another ULB.

➤ **Document Checklist**

Sr. No.	Category	Required Qualification	Required Certificate For License
1	Architect	Associate Membership of the Indian Institute of Architects or such Degree or Diploma which makes him eligible for such membership	COA certificate & Experience certificate
2	Engineer	Corporate membership (Civil) of the Institution of Engineers or such Degree or Diploma in Civil or Structural Engineering	Degree or Diploma in Civil or Structural Engineering
		Diploma In Civil Engineering or Equivalent, having experience of 10 years in the field of land and building planning.	For Diploma In civil 10 year experience certificate
3	Structural Engineer	Graduate in Civil Engineering of recognized Indian or Foreign University and Chartered Engineer or Associated Member in Civil Engineering Division of Institution of Engineers (India) or equivalent Overseas Institution	Degree or Diploma in Civil or Structural Engineering
		Associate member in Civil Engineering Division of institution of Engineers (India) or equivalent Overseas: Institution possessing exceptional merits	Associate member in Civil Engineering Division of institution of Engineers (India) Certificate
		The 3 years' experience shall be relaxed to 2 years in the case of post-graduate degree of recognized Indian and Foreign University in the Branch of Structural Engineering. In the case of doctorate in Structural Engineering, the experience required would be one year.	In the case of doctorate in Structural Engineering, the experience required would be one year.
4	Supervisor1	Three years architectural assistantship or intermediate in architecture with two years' experience	Diploma in Civil Two Years' Experience Certificate
		Diploma in Civil engineering with two years' experience	Three years architectural assistantship or intermediate in architecture with two years' experience
5	Supervisor -2	Draftsman in Civil Engineering from ITI with five years' experience under Architect /Engineer.	Diploma in Draftsman Civil Engineering from ITI
			Five years' experience under Architect /Engineer.

# ULB Wise registration flow



# State level registration flow

