

CP - Applicant User manual

To file an application, go to Electronic Construction Permitting System Portal using the URL <https://ecps.gov.bd/> and then click on “**Login**” button. Applicant then can login to the system using applicant’s username and password. After logging into the system successfully click on the “**New Application**” button as shown in the **Figure: 1.1**

Electronic Construction Permitting System
Capital Development Authority of Bangladesh (RAJUK)

Find Zone/Subzone | Helpline: 01865835396 | EN BN Home

User name/E-mail: tousif.haque.111@gmail.com

Password: [Masked]

Forgot password?

Keep me signed in ☐

Not registered? Register Now

OK Cancel

For more information, Please visit ecps.gov.bd

© 2022 All rights reserved Electronic Construction Permitting System (ECPS); Urban Resilience Project: RAJUK Part, RAJUK Login

Figure: 1. Login

Electronic Construction Permitting System
Capital Development Authority of Bangladesh (RAJUK)

Find Zone/Subzone | Helpline: 01865835396 | EN BN Home My Profile Incidents

e-Submission

Find: Application No. Go

+ New Application New Appeal View Application Monitor

Application No.	Applicant	Application Type	Created On
A-17709.23.107.33.301	TOUSIFUL HAQUE	Application for Construction Permit (Form 301)	02/11/2023 11:27
B. Education and Research B-2, University Applicant Details: National ID: 3314906920 Address: Gulshan_1, Dhaka Phone: 01306817229 Email: tousif.haque.111@gmail.com			
A-17721.23.103.35.101	TOUSIFUL HAQUE	Application for Planning Permit (Form 101)	31/10/2023 12:25
A-18034.23.099.33.309	TOUSIFUL HAQUE	Notification of Completion of Work up to Level (Form 309)	15/10/2023 12:15

1 of 3 selected (found 3).

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Figure: 1.1 New Application

Scenario 1: If **PP (Planning Permit)** or **LSP (Large and Special Project)** Approval is taken in **ECPS** system and applicant want to take **CP (Construction Permit)** from ECPS system, then they have to select **“Existing Project = YES”**

Scenario 2: If **PP (Planning Permit)** or **LSP (Large and Special Project)** Approval is taken by old/previous **CP** system and applicant want to take **CP (Construction Permit)** from ECPS system, then they have to select **“Existing Project = NO”**

Scenario 1 (DESCRIPTION): If **PP (Planning Permit)** or **LSP (Large and Special Project)** Approval is taken in **ECPS** system and applicant want to take **CP (Construction Permit)** from ECPS system, then they have to select **“Existing Project = YES”** during CP Application in ECPS as shown in the figure below.

Figure: 1.2 Application Type Selection

Figure: 1.3 Existing Project = 'Yes'

Form 301. Application for Construction Permit

Fill in Application
Complete form, upload docs

Project details

Application No A-01338.23.099.33.301

Applicant Tousiful Haque

Construction Project P-002364/10-23

Save Next Close

Figure: 1.4 Application Fill-up

After selecting Land Use Type applicant must click on “Next” to add team members. Applicant needs to invite team member by clicking on ‘Invite Team Member’ option as shown in Figure 2.

Electronic Construction Permitting System

Project Team Setup

Fill in Application
Complete form, upload docs

+ Invite Team Member More Actions

No records are available in this view.

0 of 0 selected (found 0).

Previous Save Next Close

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user: TOUSIFUL HAQUE Role: Applicant Logout

FORM

Fill in Application
Complete form, upload docs

+ Invite Team Member More Actions ▾

Architect			
Membership No:	C-031	Full Name:	Mamnoon Murshed Chowdhury
Email:	mamnoon@latitude-23.net	Invitation Date:	07/11/2023 09:55
Status:	Pending	Confirmed Date:	
Mobile Number:	01711540464	Present Address:	Architect & Partner DWm4 Architects Level-1, Plot-321, Road-22, New DOHS, Mohakhali

Structural Engineer			
Membership No:	M-32443	Full Name:	ENGR. MD. MEHEDI HASAN, PEng.
Email:	maruf132buet06@gmail.com	Invitation Date:	08/11/2023 07:27
Status:	Pending	Confirmed Date:	
Mobile Number:	01614149268	Present Address:	

1 of 2 selected (found 2).

Previous Save **Next** Close

Figure 2: Invite Team Member

Applicant will be taken to a window to provide information about the particular professional such as **Role and Membership** number as shown in **Figure 2.1 & 2.2**

(Note: As Architect is the focal point, so applicant must add an Architect.)

Applicant can add multiple professionals here Such as: Electrical Engineer, Fire Safety Specialist, Mechanical Engineer, Plumbing Engineer and Structural Engineer.

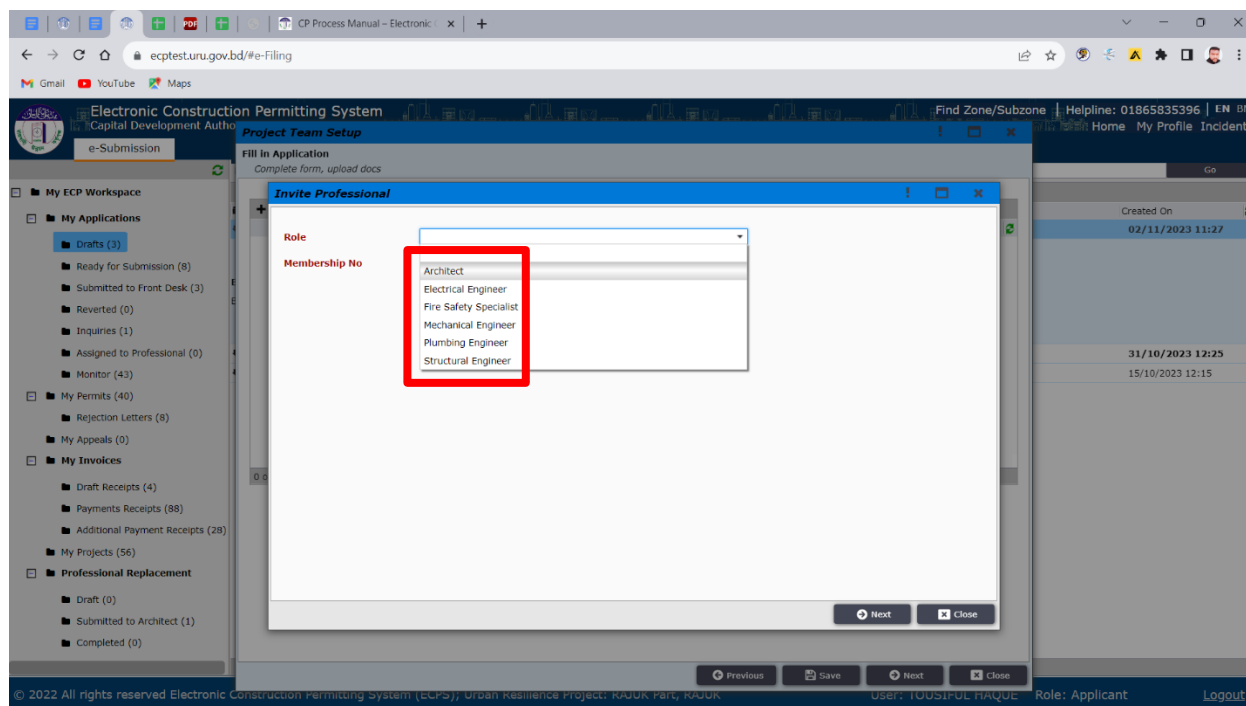


Figure 2.1 Inviting Professional

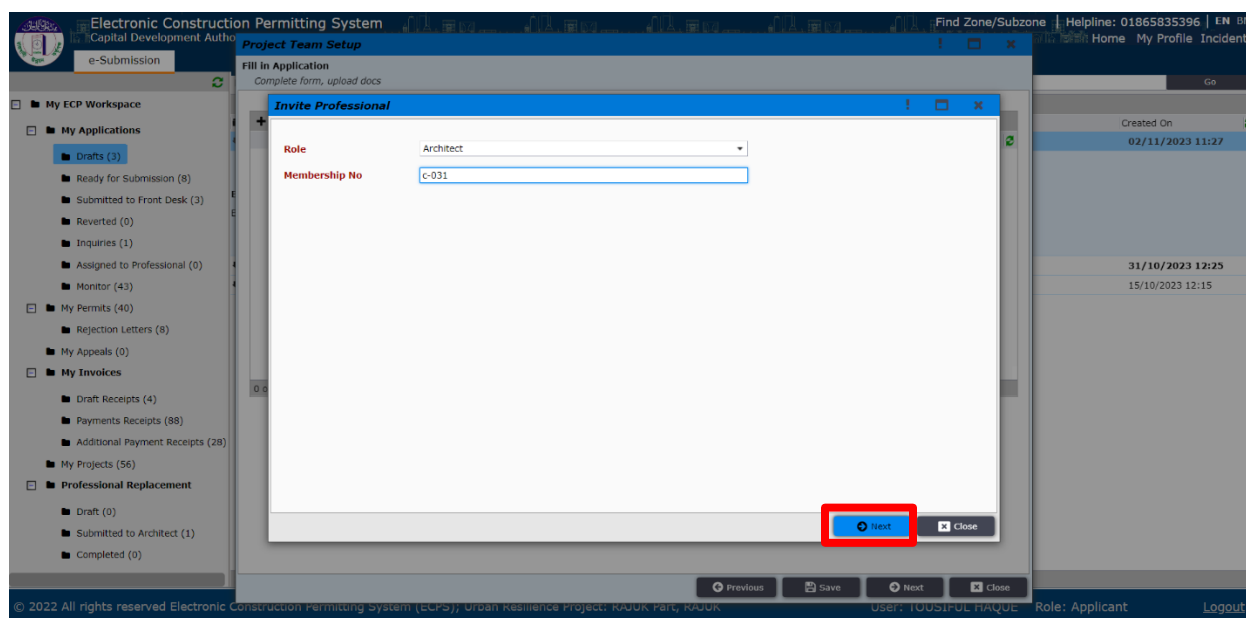


Figure 2.2 Inviting Professional

After providing correct membership number applicant will view the professional's details with picture as shown in (Figure 3) and then applicant needs to click "Next".

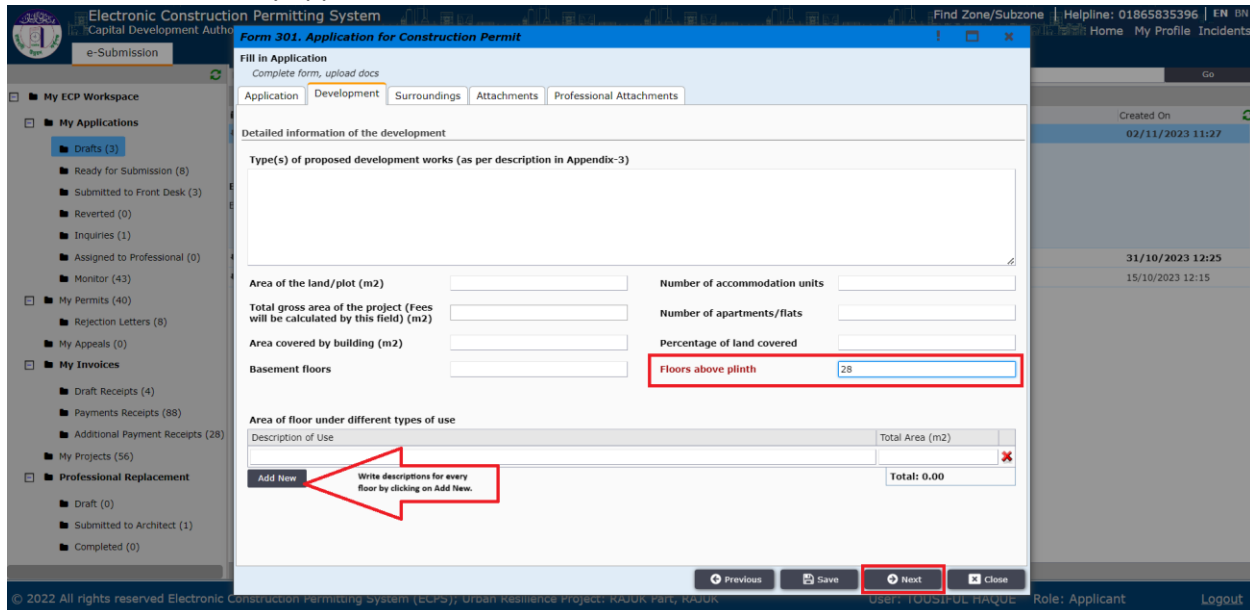
Figure 3. Professional Details

Applicant is then taken to the next window as shown in the **Figure 4**.

Figure 4

The Approved Planning Permit is being attached automatically from the ECPS system

Then applicant click on **“Development”** tab and needs to fill another mandatory field as shown in **Figure 5**, here **‘Total gross area of the project (Fees will be calculated by this field) (m2)’** field will be filled by the Architect added by applicant.



Form 301. Application for Construction Permit

Fill in Application
Complete form, upload docs

Application Development Surroundings Attachments Professional Attachments

Detailed information of the development

Type(s) of proposed development works (as per description in Appendix-3)

Area of the land/plot (m2) Number of accommodation units

Total gross area of the project (Fees will be calculated by this field) (m2) Number of apartments/flats

Area covered by building (m2) Percentage of land covered

Basement floors Floors above plinth

Area of floor under different types of use

Description of Use	Total Area (m2)
Total: 0.00	

Add New Write descriptions for every floor by clicking on Add New.

Previous Save Next Close

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User: TUGRAJUL RAJUK Role: Applicant Logout

Figure 5. Floors above plinth

Then applicant click on **“Attachments”** tab and needs to Attach some mandatory Attachments which must be **Scanned copy of original documents and merged as pdf file** as shown in **Figure: 5.1**

Form 301. Application for Construction Permit

Fill in Application
Complete form, upload docs

Application Development Surroundings Attachments Professional Attachments

Attached documents

1. Actions Taken According to Gazette
[Attach a File](#)
2. City Corporation Certificate
[Attach a File](#)
3. City Survey Porcha
[Attach a File](#)
4. Civil Aviation Clearance
[Attach a File](#)
5. Clearance Certificate NOC From Different Authorities
[Attach a File](#)
6. Clearance from the Department of Housing and Public works
[Attach a File](#)
7. DC Traffic Certificate
[Attach a File](#)
8. Developer's Rajuk Enlistment Certificate
[Attach a File](#)
9. Dhaka Transport Coordination Certificate
[Attach a File](#)
10. Environment Clearance
[Attach a File](#)
11. Holding Tax Receipt
[Attach a File](#)
23. Digital Survey
[Attach a File](#)
24. Indemnity bond
[Attach a File](#)
25. FAR Calculation Document
[Attach a File](#)
26. Income Tax (Up To Date)
[Attach a File](#)
27. Land Tax (Up To Date)
[Attach a File](#)
28. Mouza Map
[Attach a File](#)
29. NID Copy
[Attach a File](#)
30. Ownership Deed
[Attach a File](#)
31. Copy Of Allotment Letter
[Attach a File](#)
32. Copy Of DCR
[Attach a File](#)
33. Copy of Power of Attorney
[Attach a File](#)

Previous Save Next Close

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Figure 5.1 Floors above plinth

After clicking **“Next”** the applicant will be shown message as shown in **Figure 6** and will need to wait for Professional’s acceptance. Now click on **“Close”** button. Now you can see this Application in **“Drafts”** section.

Request Structural Drawings

Fill in Application
Complete form, upload docs

Your team setup is not completed! Please, invite at least "Architect" and make sure that "All the invitations" have been accepted.

Architect	
Membership No:	C-031
Email:	mamnoon@latitude-23.net
Status:	Pending
Mobile Number:	01711540464
Full Name:	Mamnoon Murshed Chowdhury
Invitation Date:	02/11/2023 05:16
Confirmed Date:	
Present Address:	Architect & Partner DWM4 Architects Level-1, Plot-321, Road-22, New DOHS, Mohakhali

1 of 1 selected (found 1).

Previous Close

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Figure 6. Professional’s acceptance

Scenario 2(Description): If PP (Planning Permit) or LSP (Large and Special Project) Approval is taken by old/previous CP system and applicant want to take CP (Construction Permit) from ECPS system, then they have to select “Existing Project = NO”

Electronic Construction Permitting System
Capital Development Authority

Find Zone/Subzone | Helpline: 01865835396 | EN BN

Home My Profile Incidents

Go

Created On
02/11/2023 11:27

31/10/2023 12:25
15/10/2023 12:15

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user: TOUSAFAT RAQUE Role: Applicant Logout

Figure: 6.1. Existing Project = 'No'

Electronic Construction Permitting System
Capital Development Authority

Find Zone/Subzone | Helpline: 01865835396 | EN BN

Home My Profile Incidents

Go

Created On
02/11/2023 11:27

31/10/2023 12:25
15/10/2023 12:15

© 2022 All rights reserved Electronic Construction Permitting System (ECPS); Urban Resilience Project; RAJUK Part; RAJUK

user: TOUSAFAT RAQUE Role: Applicant Logout

Figure: 6.2 Ownership Type Selection

Now applicant needs to enter RS Dag No.

Electronic Construction Permitting System
Capital Development Authority

Find Zone/Subzone | Helpline: 01865835396 | EN | BN

Home My Profile Incidents

Go

Created On
02/11/2023 11:27

31/10/2023 12:25
15/10/2023 12:15

© 2022 All rights reserved Electronic Construction Permitting System (ECPs); Urban Resource Project: RAJUK Part, RAJUK

User: TOUSAF HAKQUE Role: Applicant Logout

New Application
Fill in Application
Complete form, upload docs

Application Type
Application for Construction Permit (Form 301)

Ownership Type
Private Land

If you have already created a project with your land plot, please select yes for existing project

Existing Project ☐ Yes ☒ No

RS Dag No. (f)
132

Save Next Close

Figure: 6.3. Application Fill-up

After clicking “Next” the applicant will go to another window containing land details as shown in **Figure 6.4**. Applicant needs to fill up accordingly and then click “Next”.

Land Plot Details

Fill in Application
Complete form, upload docs

Plot

RS Dag No. 132 **District** Dhaka

Mauza Barra **Thana** Savar

Ward **Name of Road**

Additional R.S Dag No: Submit plot numbers separated by commas (e.g., Plot A, Plot B)

Save Next Close

Figure: 6.4. Land plot details

After providing the Land plot details applicant is prompted to “Next” window containing construction project information (Figure 6.5). Applicant needs to give a Project name and click “Next”.

Figure: 6.5. New Construction Project

After giving project name applicant must click on next button to choose **Land Use Type** & **Occupancy Type** as shown in Figure: 6.6, 6.7, 6.8, 6.9, 6.10

Figure: 6.6. Land Use Type

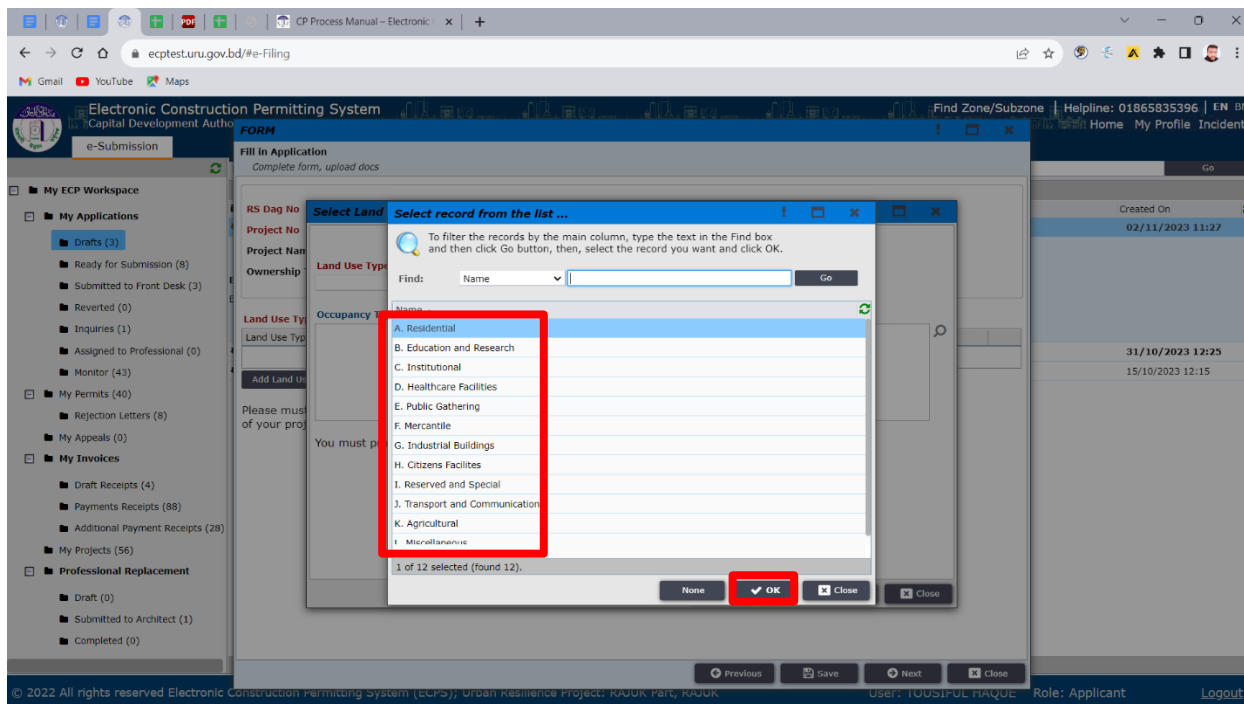


Figure: 6.7 Land Use Type

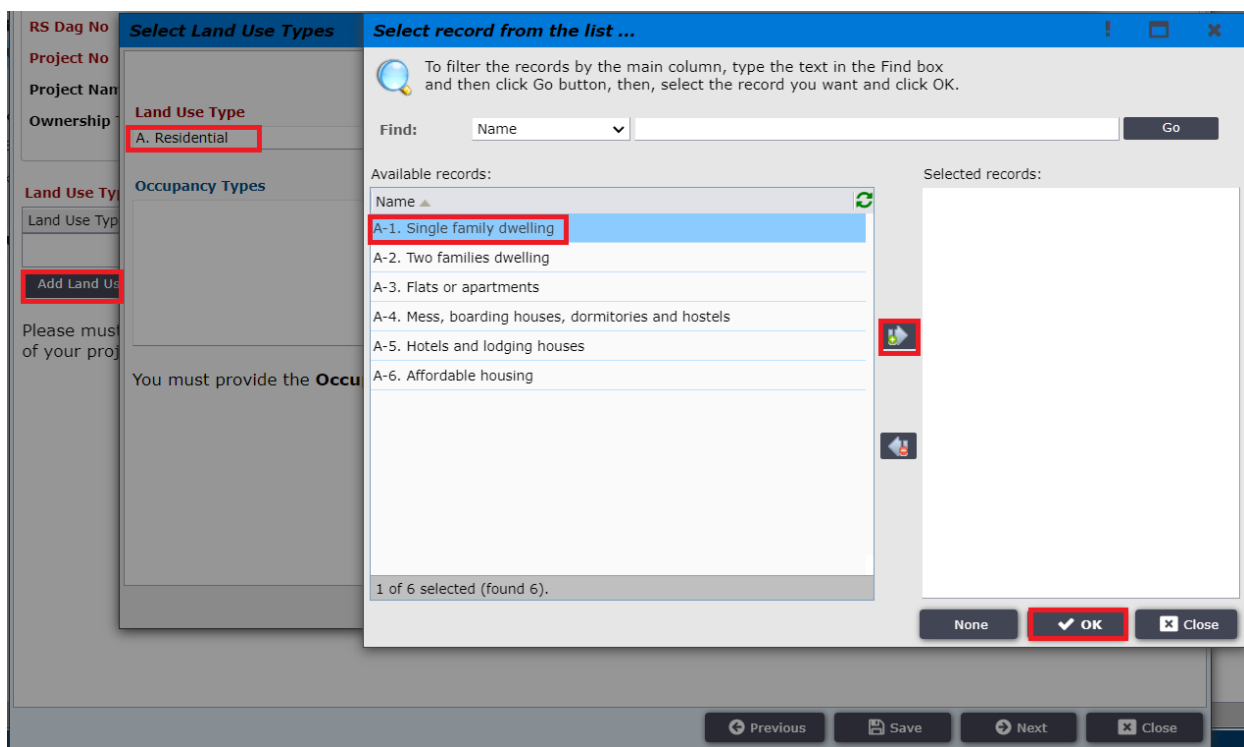


Figure: 6.8 Land Use Type

FORM
Fill in Application
Complete form, upload docs

RS Dag No: 132
Project No: P-023057/11-23
Project Name: Tousif Residency
Ownership Type: Private Land

Land Use Type

Land Use Type	Occupancy Types
A. Residential	A-3. Flats or apartments

Add Land Use ...

Please must provide the **Occupancy Type** which describe the usage of your project.

Previous Save **Next** Close

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Figure: 6.9 Land Use Type

After selecting Land Use Type applicant must click on “Next” to add team members. Applicant needs to invite team member by clicking on ‘Invite Team Member’ option as shown in Figure 7.

Project Team Setup
Fill in Application
Complete form, upload docs

+ Invite Team Member More Actions +

No records are available in this view.

0 of 0 selected (found 0).

Previous Save **Next** Close

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Figure: 7 Land Use Type

FORM

Fill in Application
Complete form, upload docs

+ Invite Team Member More Actions

Architect			
Membership No:	C-031	Full Name:	Mamnoon Murshed Chowdhury
Email:	mamnoon@latitude-23.net	Invitation Date:	07/11/2023 09:55
Status:	Pending	Confirmed Date:	
Mobile Number:	01711540464	Present Address:	Architect & Partner DWm4 Architects Level-1, Plot-321, Road-22, New DOHS, Mohakhali

Structural Engineer			
Membership No:	M-32443	Full Name:	ENGR. MD. MEHEDI HASAN, PEng.
Email:	maruf132bu06@gmail.com	Invitation Date:	08/11/2023 07:27
Status:	Pending	Confirmed Date:	
Mobile Number:	01614149268	Present Address:	

1 of 2 selected (found 2).

Previous Save **Next** Close

Figure: 7.1 Invite Team Member

Applicant will be taken to a window to provide information about the particular professional such as **Role and Membership** number as shown in **Figure 7.2 & 7.3**

(Note: As Architect is the focal point, so applicant must add an Architect.)

Applicant can add multiple professionals here Such as: Electrical Engineer, Fire Safety Specialist, Mechanical Engineer, Plumbing Engineer and Structural Engineer.

Figure 7.2 Inviting Professional

Figure 7.3 Inviting Professional

After providing correct membership number applicant will view the professional's details with picture as shown in (Figure 8) and then applicant needs to click "Next".

Professional Details

General | Contact Information | Additional Notes

Personal

Prefix:

First Name:

Middle Name:

Last Name:

Sex:

Date Of Birth:

Professional

Membership ID:

Membership Date:

Degree:

Institution:

Job Title:

Figure 8. Professional Details

Applicant is then taken to the next window as shown in the **Figure 9**.

Application No: A-18093.23.099.33.301

Fill in Application
Complete form, upload docs

Application | Development | Surroundings | Attachments | Professional Attachments

Project details

Application No:

Applicant:

Project:

eSigned Clearance LUC

Figure 9

Then applicant click on “**Development**” tab and needs to fill another mandatory field as shown in **Figure 10**, here ‘**Total gross area of the project (Fees will be calculated by this field) (m2)**’ field will be filled by the Architect added by applicant.

Form 301. Application for Construction Permit

Fill in Application

Complete form, upload docs

Application Development Surroundings Attachments Professional Attachments

Detailed information of the development

Type(s) of proposed development works (as per description in Appendix-3)

Area of the land/plot (m2) Number of accommodation units

Total gross area of the project (Fees will be calculated by this field) (m2) Number of apartments/flats

Area covered by building (m2) Percentage of land covered

Basement floors Floors above plinth

Area of floor under different types of use

Description of Use	Total Area (m2)
Add New	
Total: 0.00	

Write descriptions for every floor by clicking on Add New.

Previous Save Next Close

Figure 10. Floors above plinth

Then applicant click on “**Attachments**” tab and needs to Attach some mandatory Attachments which must be Scanned copy of original documents and merged as pdf file as shown in **Figure: 10.1**

Form 301. Application for Construction Permit

Fill in Application

Complete form, upload docs

Application Development Surroundings Attachments Professional Attachments

Attached documents

1. Actions Taken According to Gazette [Attach a File](#)
2. City Corporation Certificate [Attach a File](#)
3. City Survey Porcha [Attach a File](#)
4. Civil Aviation Clearance [Attach a File](#)
5. Clearance Certificate NOC From Different Authorities [Attach a File](#)
6. Clearance from the Department of Housing and Public works [Attach a File](#)
7. DC Traffic Certificate [Attach a File](#)
8. Developer's Rajuk Enlistment Certificate [Attach a File](#)
9. Dhaka Transport Coordination Certificate [Attach a File](#)
10. Environment Clearance [Attach a File](#)
11. Holding Tax Receipt [Attach a File](#)
23. Digital Survey [Attach a File](#)
24. Indemnity bond [Attach a File](#)
25. FAR Calculation Document [Attach a File](#)
26. Income Tax (Up To Date) [Attach a File](#)
27. Land Tax (Up To Date) [Attach a File](#)
28. Mouza Map [Attach a File](#)
29. NID Copy [Attach a File](#)
30. Ownership Deed [Attach a File](#)
31. Copy Of Allotment Letter [Attach a File](#)
32. Copy Of DCR [Attach a File](#)
33. Copy of Power of Attorney [Attach a File](#)

Previous Save Next Close

Figure 10.1

Now Click on “Next” button then “Add New”, You have to attach previous scanned copy of Approval letter of PP (Planning Permit) or LSP (Large and Special Project) during CP Application in ECPS as shown in the figure below. And you have to attach others necessary document in this window.

Application No: A-17719.23.107.33.301

Fill in Application
Complete form, upload docs

Project details

Application No: A-17719.23.107.33.301

Applicant: TOUSIFUL HAQUE

Project: P-000707/11-23

Other Attachments

Attachment Type: **Add New ...**

If an attachment consists of multiple pages, generate a PDF containing all documents of the same type, and upload the PDF file.

Attach File...

Type: **Approved LUC** (Select Approved LUC from Drop down list)

Title: **Previous system Approved PP** (Write this title)

Attachment: LUC.pdf. The file is received. **Attach a File**

Attach Previous PP (Planning Permit) Approval letter Scanned copy

Save **Save and Close** **Close**

Previous **Save** **Next** **Close**

Application No: A-17719.23.107.33.301

Fill in Application
Complete form, upload docs

Project details

Application No: A-17719.23.107.33.301

Applicant: TOUSIFUL HAQUE

Project: P-000707/11-23

Other Attachments

Attachment Type	Title	Attachment	Attached By	Attached On
Approved LUC	Previous system Approved PP	 LUC.pdf (34.3 kB)	TOUSIFUL HAQUE	07/11/2023 15:57
Other	Previous Approved LSP	 Autocad Image.jpeg (7.1 kB)	TOUSIFUL HAQUE	07/11/2023 15:58

Add New ...

If an attachment consists of multiple pages, generate a PDF containing all documents of the same type, and upload the PDF file.

Previous **Save** **Next** **Close**

Figure 10.2

After clicking **“Next”** the applicant will be shown message as shown in **Figure 11** and will need to wait for Professional’s acceptance.

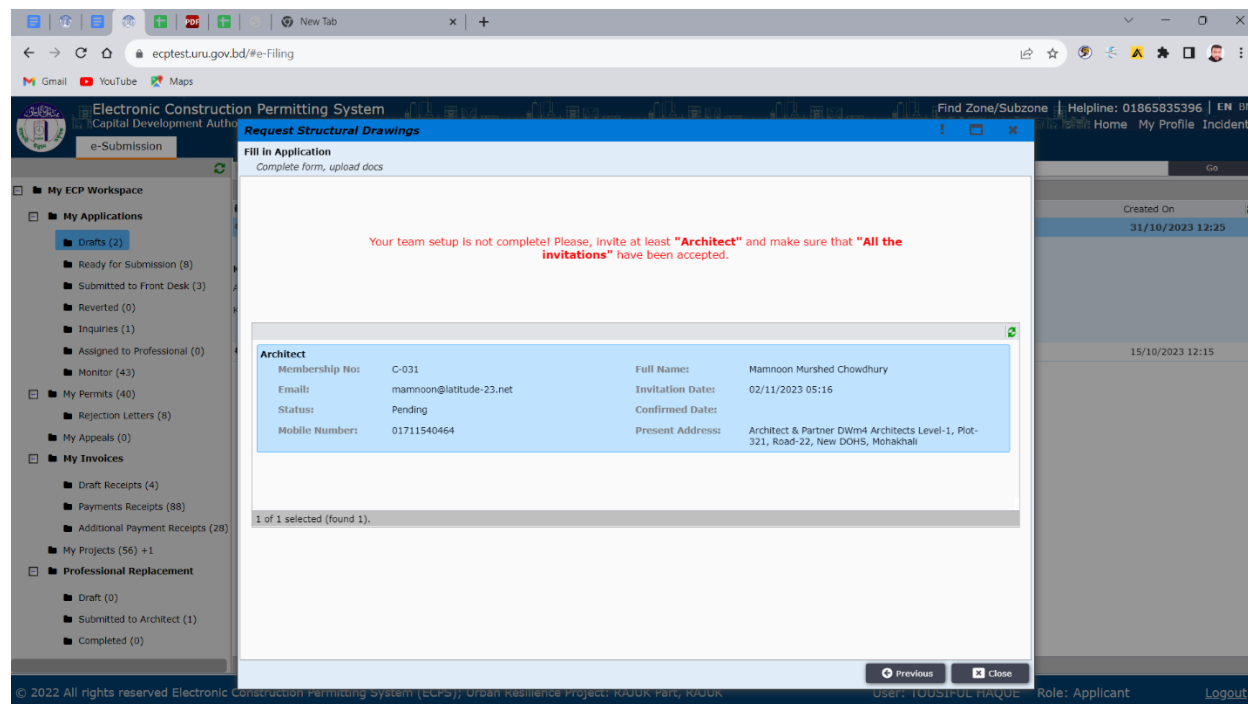


Figure 11

Now the professional (ex. architect) will find the invitation in his incoming section of **“My invitation”** workspace and click **“Next”** as shown in **Figure 12**.

Now Process is same for “Existing Project = YES” or “Existing Project = NO”

*** Now the professional (ex. architect) will find the invitation in his incoming section of **“My invitation”** workspace and click **“Next”** as shown in **Figure 12**.

Electronic Capital Development e-Submission

ECP Project

Review Invitation
Please, provide the required fields and press the button Next.

Project Details | **Project Team**

Project No: P-000494/06-21

Project Name:

Applicant: Mahazabin Mustafa

RS Plot No: 15

Land Jurisdiction Type: Government Land

Development Zone: Zone - 01

Development Sub Zone: Sub Zone - 01 (Zone - 01)

Land Use Type: | **Occupancy Types**:
No Records.

Project Activity

Application No	Type	Registration Date	Case No	Decision	Decision Date
No Records.					

Next | **Close**

Figure 12. Professional's acceptance

The Architect will get the option to accept or reject the invitation as shown in **Figure 13**. If Architect accepts then applicant can move forward to **“Next”** step but if the architect rejects then applicant needs to add another professional again by using the same steps mentioned above.

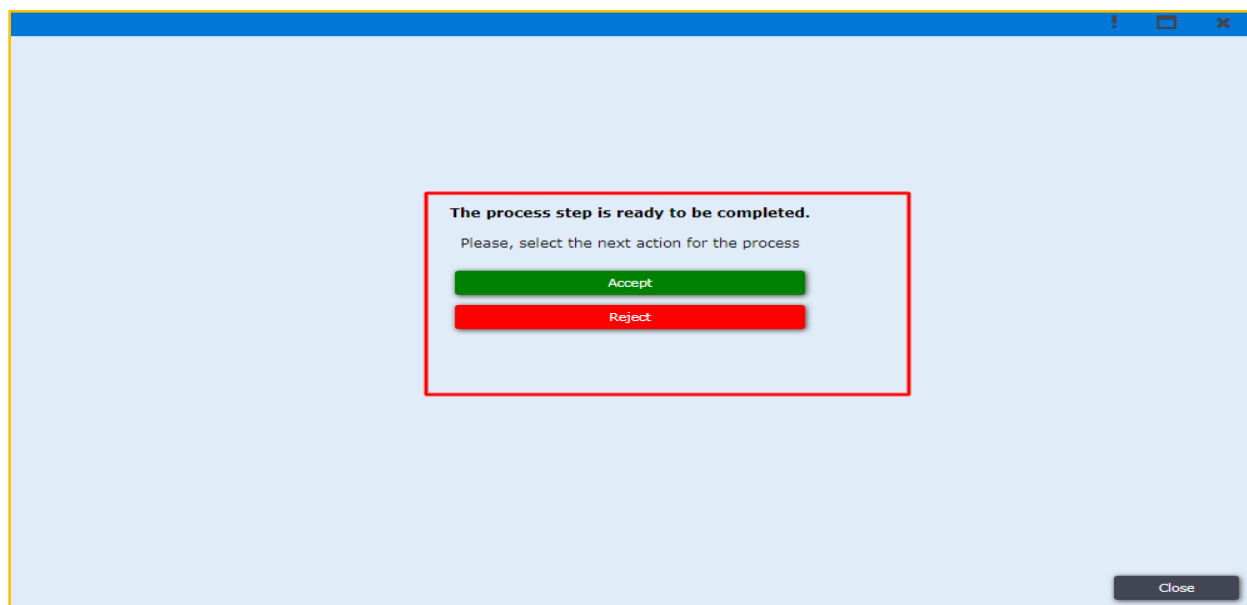


Figure 13. accept / reject

After the professional has accepted the invitation, the applicant can now send the application to focal point by opening the application from draft workspace (Figure 14.). The applicant needs to click **“Next”**. If the professional has rejected the invitation, then the applicant needs to invite another professional.

Figure 14. Application in draft

Applicant is then prompted to **“Next”** window to send the application to a focal point by clicking on the button (Figure 15).

Figure 15. Send to Focal Point.

Now, the focal point can find the application under **“My Submissions”** workspace and can open the application details. (Figure 16)

Application No	Applicant	Construction Project	Application Type	Request Date	Submitted
25.39.0000.101.33.01092.21.301	Mahazabin Mustafa	P-000494/06-21	Application for Construction Permit (Form 301)	26/06/2021 22:09	No

Figure 16. Focal Point's workspace

The focal point Architect will then go to “Development” tab and fill total gross area and Description of use section as shown in **Figure 17**.

Application No: A-17709.23.107.33.301

Development

Detailed information of the development

Type(s) of proposed development works (as per description in Appendix-3)

Area of the land/plot (m2)

Total gross area of the project (Fees will be calculated by this field) (m2) 29000

Area covered by building (m2)

Basement floors

Number of accommodation units

Number of apartments/flats

Percentage of land covered

Floors above plinth 27

Area of floor under different types of use

Description of Use

Total Area (m2)

Add New

Architect must describe the use of every floor in details.

Total: 0.00

Next Close

Figure 17. Development tab

Then, Architect will go to “Professional attachments” tab and click on “Add New” as shown in Figure 18, 18.1, 18.2, 18.3, 18.4 and 18.5 .

Application No: A-17709.23.107.33.301

Professional Attachments

Type	Drawing File	Certification Letter	Ver.	Submitted By	Submitted On
No Records.					

Add New ...

Please upload both the drawing in DWG format and the corresponding PDF version of the drawing. Avoid using JPG, JPEG, or similar formats.

Next Close

Figure 18. Professional attachments tab

Architect will then select drawing type and attach different drawings.

Attach Drawing

Please attach drawing for your related work. For example, if you are an Architect for a LUC or CP application, select '**Architectural**' option and if you are an Architect for Level Completion or Occupancy application select '**As-built Architectural**' option from '**Type**' dropdown list.

Type

Drawings File

Architectural
Structural
Mechanical
Plumbing
Fire Safety
Electrical
As-built Architectural
As-built Structural
As-built Mechanical

Next Close

Figure 18.1 Professional attachments tab

Attach Drawing

Please attach drawing for your related work. For example, if you are an Architect for a LUC or CP application, select '**Architectural**' option and if you are an Architect for Level Completion or Occupancy application select '**As-built Architectural**' option from '**Type**' dropdown list.

Type

Architectural

Drawings File

Architect Drawing 101.pdf. The file is received. [Attach a File](#)

Next Close

Figure 18.2. Drawing Attachment types

Application No:

I certify that the information given above fulfills the requirements of the 'Dhaka Mohanagar Imarat (Nirman, Unnayan, Songrakkhan o Oposharon) Bidhimala, 2008', and to the best of my/our knowledge is correct. Moreover, I/We will be bound to furnish any other information or record if needed under this rule.

I Certify ☒ Yes ☐ No

Next Close

Figure 18.3. I Certify

After agreeing with RAJUK Bidhimala Architect must sign the document and attach to **“Signed Technical person Certificate Letter” (Digital signature)** as shown in Figure 18.4 Professional attachments tab

Print preview

DocumentReport.aspx 1 / 1 80%

1

RAJDHANI UNNAYAN KARTIRIPAKKHA
DEVELOPMENT CONTROLS SECTION
RAJUK BUILDING, DHAKA-1000
PEOPLES REPUBLIC OF BANGLADESH
<http://www.dca-dhaka.gov.bd> <http://ncrpi.gov.bd/>

TECHNICAL PERSON CERTIFICATE
Date: 02 November 2023

A. ARCHITECT/ENGINEER	
Name: Mamnoon Churdhury	Email: golamrabb1979@gmail.com
B. SIGNATURE	

I/We certify that information given above fulfills the requirements of 'Dhaka Mohanagar Imarat (Nirman, Unnayan, Songrakkhon o Oposharon) Bidhinala, 2008' and to the best of my/our knowledge the information given is correct. Moreover, I/we will be bound to furnish any other information or record if needed under this rule. In future, even after issuance, the approval may be cancelled if any false information was provided or inconsistencies are found.

Mamnoon Churdhury
2nd day of November 2023

Previous Next Close

e-Sign and Upload Application

1. Please download application to apply your digital signature—

Download PDF

2. Sign it using Dohatec PDF Signer tool and attach it back to this electronic form—

Dohatec PDF Signer is an application which adds digital signatures to PDF documents. The latest version of the software can be downloaded [here](#).

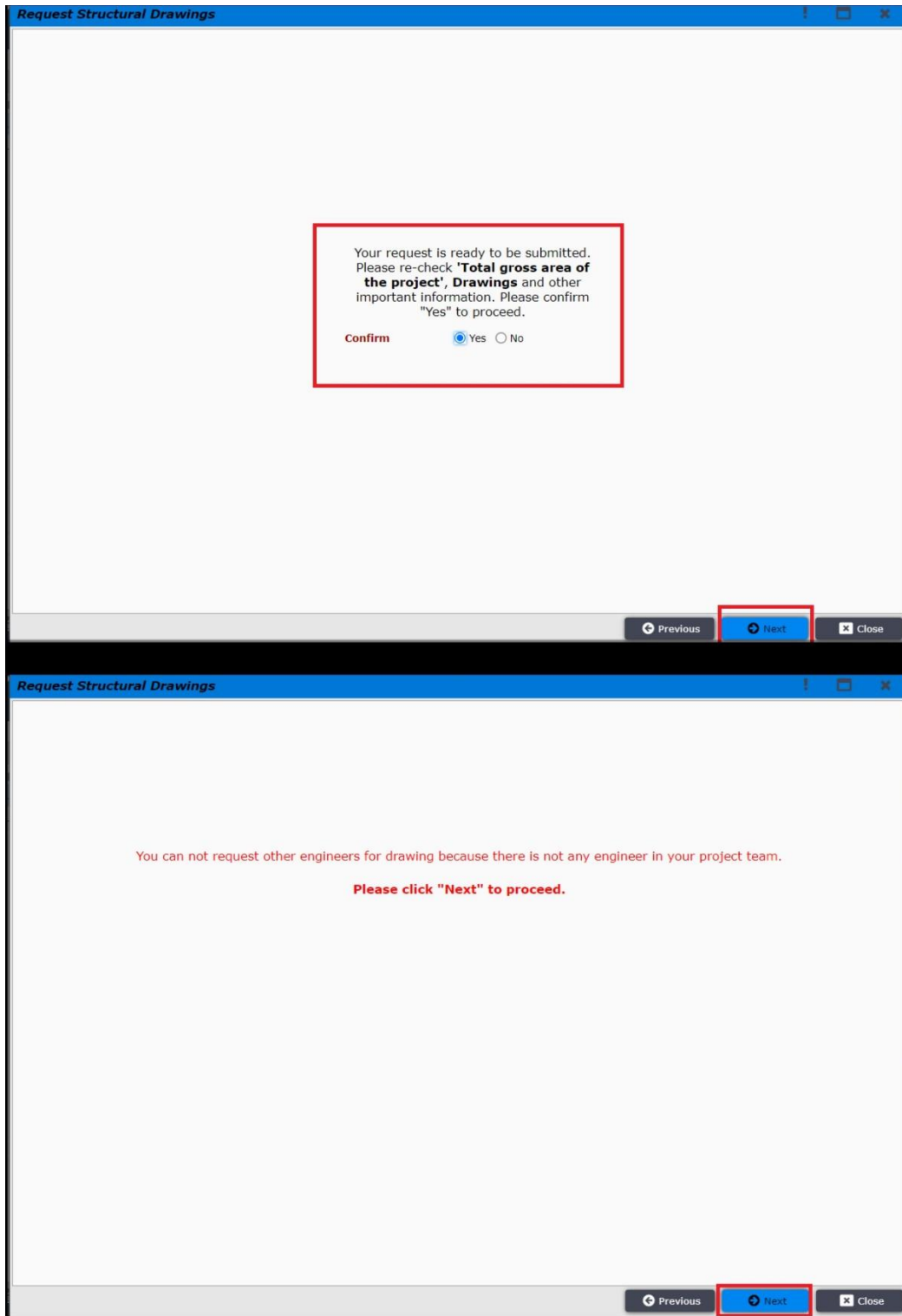
Signed Certification Letter [Attach a File](#)

Architect must Download the pdf in 1. and give digital signature using "Dongol"

Next Close

Figure 18.4 Professional attachments tab

After clicking on "Next" Architect will send the file to applicant as shown in Figure: 18.5



Request Structural Drawings

Your request is ready to be submitted.
Please re-check '**Total gross area of the project**', '**Drawings**' and other important information. Please confirm "Yes" to proceed.

Confirm ☒ Yes ☐ No

Previous Next Close

Request Structural Drawings

You can not request other engineers for drawing because there is not any engineer in your project team.

Please click "Next" to proceed.

Previous Next Close

Figure 18.5 Professional attachments tab

If other professionals add their attachment, then the file will go to pending review folder. Here, the focal point "Architect" will decide whether he need other engineers or not to fulfill the applicants file demand as shown in the figure: 18.6, 18.7, 18.8 and 18.9

Request Structural Drawings

Here, The focal point "Architect" will decide wheatear he will send the file to Other engineers or not.

Request Structural Drawings

☐ Yes ☒ No

Previous Next Close

Figure: 18.6

Attach Drawing

Please attach drawing for your related work. For example, if you are an Architect for a LUC or CP application, select 'Architectural' option and if you are an Architect for Level Completion or Occupancy application select 'As-built Architectural' option from 'Type' dropdown list.

Type

Drawings File

Structural

As-built: Structural

Next Close

Figure: 18.7

Here, Other engineers, (Electrical Engineer, Fire Safety Specialist, Mechanical Engineer, Plumbing Engineer, Structural Engineer) such as Structural Engineer is attaching drawing as shown in **figure 18.8**. After attaching drawing other engineers need to follow the same process as shown in **figure 18.3 & 18.4**

Figure: 18.8

Here, Structural engineer added structural drawing and the file will go to **Architects dashboard** in “Pending Review” folder as shown in figure: 18.9

Figure: 18.9

After the focal point has submitted the drawings, the applicant will get the application under his 'Ready for Submission' tab as shown in Figure 19

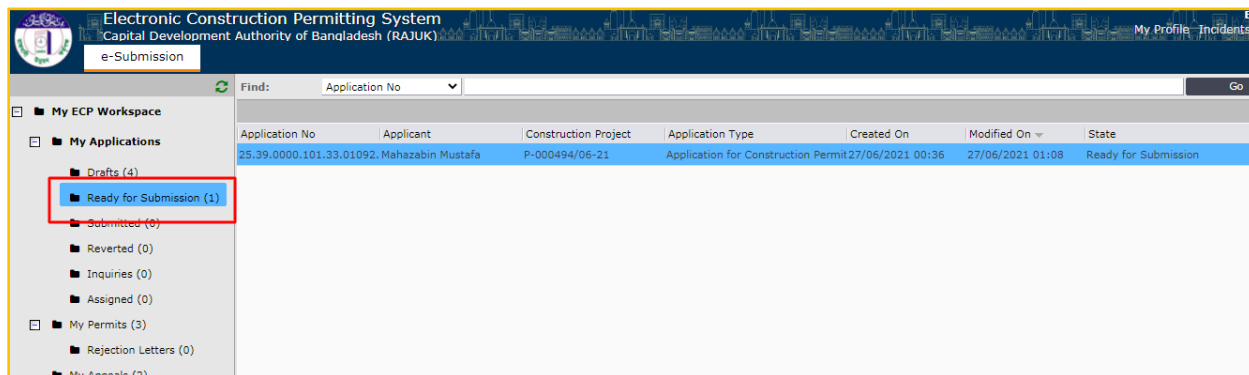


Figure 19. Ready for Submission

Applicant now can open the application and after clicking “Next”, he will be prompted to the window to pay application fees. Applicant needs to click on “Pay Online” button. It is shown in Figure 20.

The 'Electronic Payment Receipt' window displays the following information:

Submit Application
E-sign, pay fee, submit

Info

Receipt No: HQ000017300-6/21

Payment Date: [Empty field]

Payment Amount: 238,050.00 Currency: BDT

Amount in Words: Two Hundred Thirty Eight Thousand Fifty Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00
VAT (15%)	31,050.00	1	31,050.00
			Total: 238,050.00

Payment

GatewayPageURL: https://ecpsapi.alfa-xp. [Redacted]

Pay Online button (highlighted with a red box)

NOTE: System will open a new window or tab where you will provide payment details.

Navigation buttons: Previous, Save, Next, Close

Figure 20. Pay online

After clicking pay online applicant will find different types payment options and can select the preferred option from those. (Figure 21)

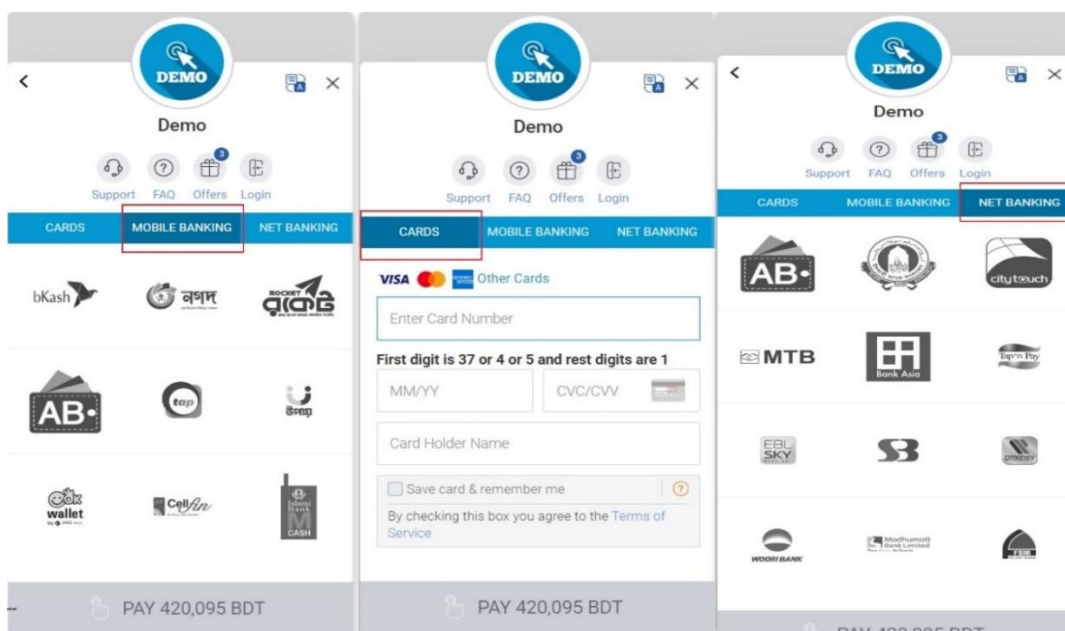


Figure 21. Different types of Payment options

After providing all correct payment information applicant will be able to pay the application fees successfully and a message will be shown confirming it as shown in Figure 22.

Electronic Payment Receipt

Submit Application
E-sign, pay fee, submit

Info

Receipt No: HQ000017300-6/21

Payment Date:

Payment Amount: 238,050.00 Currency: BDT

Amount in Words: Two Hundred Thirty Eight Thousand Fifty Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00
VAT (15%)	31,050.00	1	31,050.00
			Total: 238,050.00

Payment

GatewayPageURL: <https://ecpsapi.alfa-xp>

Payment completed successfully

NOTE: System will open a new window or tab where you will provide payment details.

Previous Save Next Close

Figure 22. Payment is confirmed

Now applicant needs to click on “**Next**” and the payment details will be shown along with payment receipt printable PDF file as shown in **Figure 23**

Payment

Submit Application
E-sign, pay fee, submit

Info

Receipt Number: HQ000305500-11/23

Payment Date: 02/11/2023

Payment Amount: 238,395.00 Currency: BDT

Amount in Words: Two Hundred Thirty Eight Thousand Three Hundred Ninety Five Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00
Application Form Fee	300.00	1	300.00
VAT (15%)	31,095.00	1	31,095.00
			Total: 238,395.00

Payment Complete

Thank you. Your payment has been received.

Payments

Transaction Id	Created On	Status	Amount	Currency	Payment Date	Failed Reason
3055	02/11/2023 18:30	VALID	238,395.00	BDT	02/11/2023	

Save Next Close

Figure 23. Payment details

PDF Viewer

Submit Application
E-sign, pay fee, submit

Receipt.pdf 1 / 1 80%

RAJDAHANI UNNAYAN KARTIRPAKHA
DEVELOPMENT CONTROL SECTION
RAJUK BUILDING, DHAKA-1005
PEOPLE'S REPUBLIC OF BANGLADESH
<http://www.rajdahani.gov.bd> rajdahani@rajdahani.gov.bd

ELECTRONIC PAYMENT RECEIPT
Receipt No: HQ000017300-6/21
Payment Date: 26.06.2021 22:30
Payment Type: VISA

A. RECEIPT

Applicant: Mahazabin Mustafa
Construction Project: P-000494/06-21
Application No: 25.39.0000.101.33.01092.21.301
Application Type: Application for Construction Permit (Form 301)

B. PAYMENT DETAILS

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00 BDT
VAT (15%)	31,050.00	1	31,050.00 BDT
			TOTAL 238,050.00 BDT

Amount in words: Two Hundred Thirty Eight Thousand Fifty Taka

26th day of June 2021

Previous Next Close

Figure 23.1 Printable PDF receipt

Applicant now needs to certify that the given information is correct by clicking on “Yes” as shown in **Figure 24**.

Figure 24. Certify

After certifying, the application printable preview is shown as **Figure 25**.

RAJDHANI UNNAYAN KARTIPAKKHA
DEVELOPMENT CONTROL SECTION
RAJUK BUILDING, DHAKA-1000,
PEOPLE'S REPUBLIC OF BANGLADESH
<http://www.rajukdhaka.gov.bd> rajuk@rajukdhaka.gov.bd

APPLICATION FOR CONSTRUCTION PERMIT
Form 301. Ref. Rule 13
Application No: 25.39.0000.101.33.01092.21.301
Date: 27 June 2021

A. APPLICANT	
Applicant: Mahazabin Mustafa	Phone: 010
NID:	Email: mahazabin.mustafa@gmail.com
Present Address: a	
B. OCCUPANCY TYPE	
C. LAND PLOT DESCRIPTION	
C.S./R.S Plot No: 15	Plot Area: m ²
Thana:	North Side: m
Mouza: Aukpara	South Side: m
Ward:	West Side: m
Block No:	East Side: m
Sheet No:	North West Side: m
Ward No:	North East Side: m
Sector No:	South West Side: m
Name of Road:	South East Side: m
D. DESCRIPTION OF EXISTING STRUCTURES	
E. PROPOSED USE OF LAND/PLOT	
test	

Figure 25. Printable application

Applicant needs to click **“Next”** and will be prompted to the window to download application and then need to e-sign the document. The e-signed documents need to be uploaded in the **“Signed Application”** Section successfully and then the applicant can move **“Next”**.

Figure 26. Sign and Validate

After the signed document is uploaded successfully, applicant will be provided the option to submit application as shown in **Figure 27**. By clicking on the button, the application will be submitted successfully and will be sent to the front desk officer.

Figure 27. Submit Application

Front desk officer will be able to find the submitted application from E-filings workspace as shown in Figure 28.

Application No	Applicant	Construction Project	Application Type	Created On	Modified On	State
25.39.0000.101.33.01092.21.301	Mahazabin Mustafa	P-000494/06-21	Application for Construction Perm	27/06/2021 00:36	27/06/2021 13:36	Submitted
25.39.0000.101.33.00951.21.304	Hrant Darbinyan	P-000096/05-19	Appeal Against Rejection of Cons	12/02/2021 15:55	12/02/2021 15:55	Submitted
A-0000677-08/20	Hrant Darbinyan	P-000006/04-19	Appeal for Land Use Clearance	29/08/2020 08:46	29/08/2020 09:21	Submitted
A-0000627-08/20	Nigar Kana	P-000243/08-20	Application for Construction Perm	18/08/2020 19:14	18/08/2020 19:24	Submitted
A-0000610-08/20	Leonid Popusoi	P-000233/08-20	Application for Construction Perm	14/08/2020 12:01	14/08/2020 12:55	Submitted
A-0000596-08/20	Hrant Darbinyan	P-000233/08-20	Application for Construction Perm	14/08/2020 09:57	14/08/2020 12:23	Submitted
A-0000546-03/20	Olga Girdea	P-000219/03-20	Application for Construction Perm	24/03/2020 11:17	12/08/2020 00:07	Submitted
A-0000498-02/20	Hrant Darbinyan	P-000023/05-19	Application for Construction Perm	03/02/2020 11:44	03/02/2020 12:42	Submitted
A-0000378-07/19	Olga Girdea	P-000193/07-19	Application for Construction Perm	02/07/2019 16:18	11/11/2019 12:09	Submitted
A-0000402-07/19	Valerian Grigorascenco	P-000195/07-19	Application for Construction Perm	08/07/2019 16:33	08/07/2019 16:50	Submitted
A-0000392-07/19	Valerian Grigorascenco	P-000003/04-19	Application for Construction Perm	03/07/2019 15:30	03/07/2019 15:30	Submitted
A-0000390-07/19	Valerian Grigorascenco	P-000003/04-19	Application for Construction Perm	03/07/2019 15:25	03/07/2019 15:27	Submitted
A-0000388-07/19	Valerian Grigorascenco	P-000003/04-19	Application for Construction Perm	03/07/2019 15:13	03/07/2019 15:14	Submitted
A-0000384-07/19	Valerian Grigorascenco	P-000003/04-19	Application for Construction Perm	03/07/2019 13:34	03/07/2019 13:42	Submitted
A-0000364-07/19	Valerian Grigorascenco	P-000190/07-19	Application for Construction Perm	02/07/2019 15:15	02/07/2019 15:15	Submitted

Figure 28. Incoming E-filings

Now, front desk office will be able to review the application as shown in Figure 29.

Application No: A-17709.23.107.33.301

Review Application
Check for errors, correct, send for review

Application | Development | Surroundings | Attachments | Professional Attachments

Project details

Application No: A-17709.23.107.33.301

Applicant: TOUSIFUL HAQUE

Project: P-023055/11-23

eSigned Clearance LUC

Next | Close

Figure 29. Review Application

After clicking “Next”, the front desk officer is given options to “Accept Application” or “Request Corrections”. If request correction is selected then front desk officer will need to mention the required corrections and send it back to the applicant and then applicant will be doing the required corrections before sending it back to the front desk officer. (Figure 30)

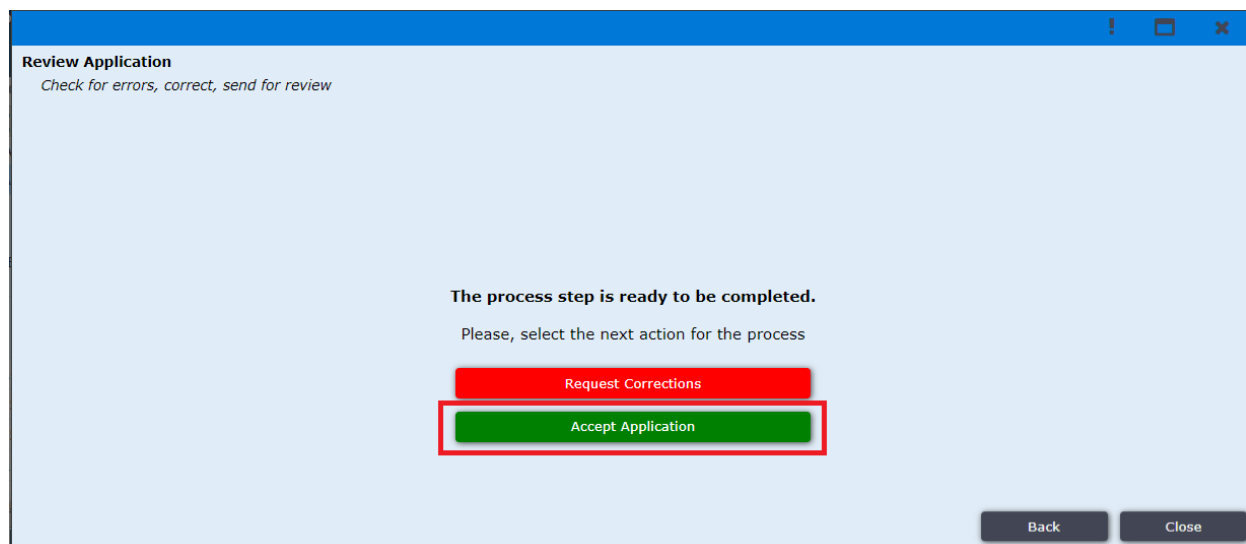


Figure 30. Front Desk Officer Application Processing options

If the front desk officer accepts the application, then he will be prompted to the window shown in **Figure 31**. And after clicking “**Next**” the application will be accepted successfully and is sent to the designated authority.

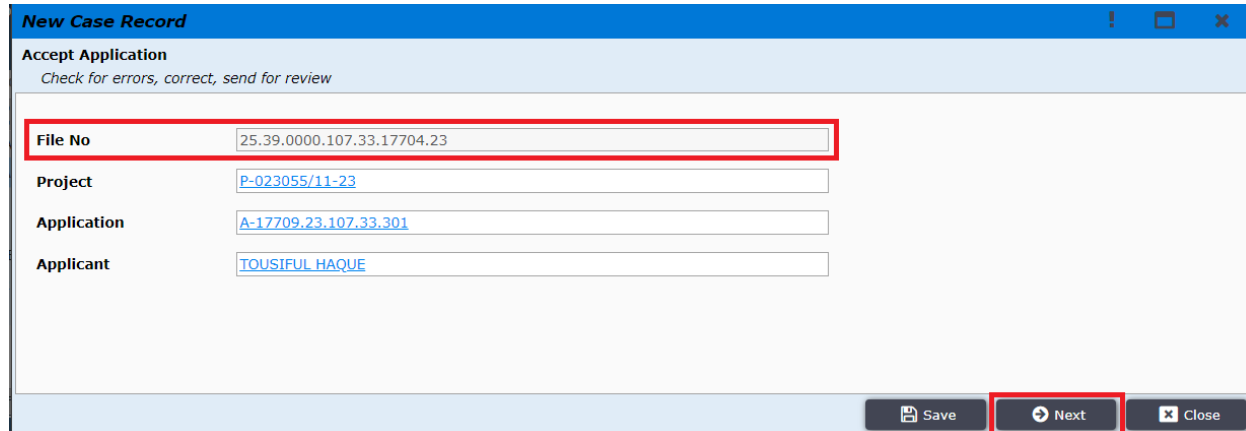


Figure 31. Accept Application

The **Application Filing** process is successfully completed after front desk officer accepts the application.

Front Desk Assistant can request for correction to applicant by clicking “Request Corrections” button in **Figure 32**

Figure 32. Request Corrections

After clicking Button “Request Corrections” he prompted to the window shown in **Figure 33**. Here first Field for comment for whole application if there is anything for corrections. Other field is for every attachment if any correction needed for respective attachment.

Figure 33. Field for correction

After clicking “Next” the file will go to the applicant Reverted tab section in “My Applications”.

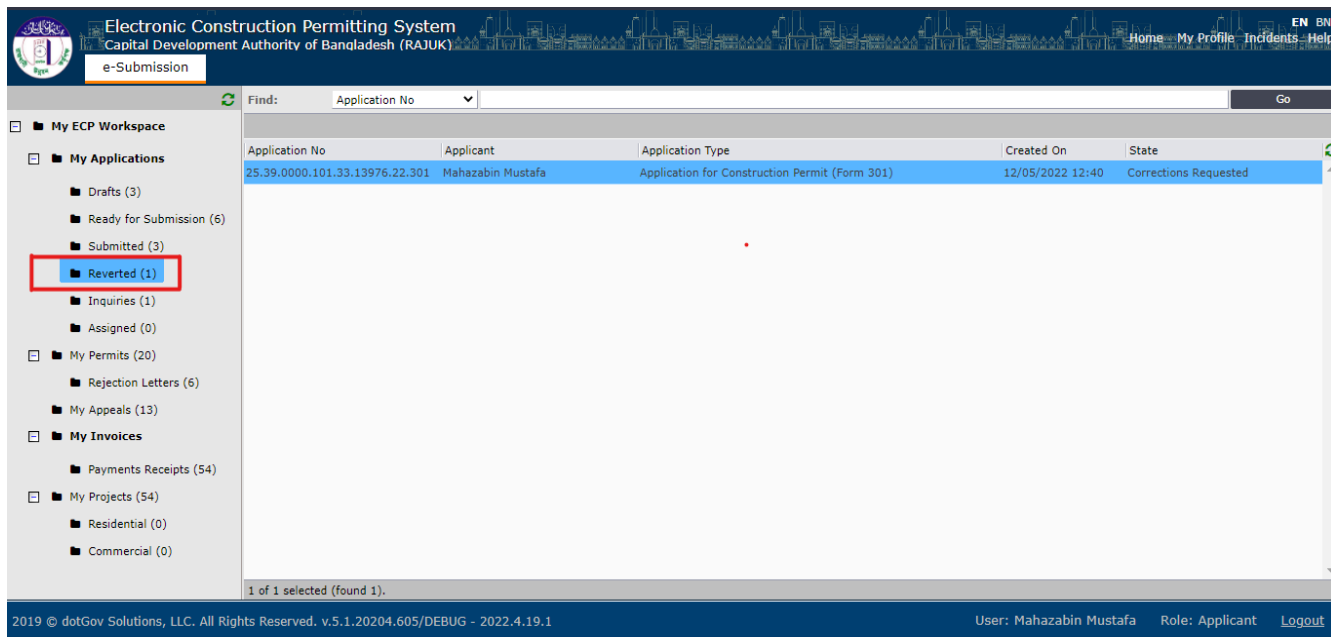


Figure 34. Application come to Applicant for correction

After clicking “Reverted” Figure 34, reverted applications from front desk assistant show as list. After clicking on file, Applicant can see the comment for correction as Figure 35.

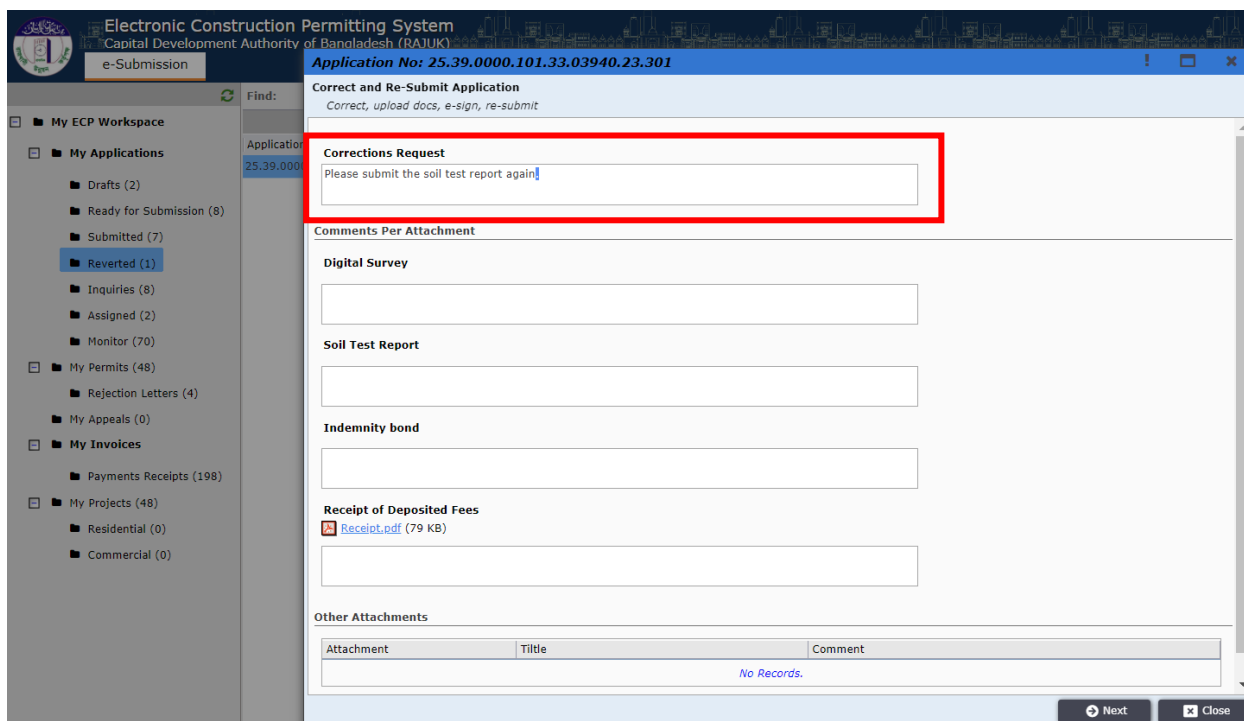


Figure 35. Comment for Correction

After clicking “Next” Applicant can see all data he fills during application in read-only mode **Figure 36**. He can check out where is the problem.

Application No: 25.39.0000.101.33.03940.23.301

Correct and Re-Submit Application
Correct, upload docs, e-sign, re-submit

Application | Development | Surroundings | Attachments | Professional Attachments

Project details

Application No 25.39.0000.101.33.03940.23.301

Applicant MD. GOLAM RABBI

Project P-001759/02-23

eSigned Clearance LUC

Previous | **Next** | Close

Figure 36. What applicant filled during application

After clicking “Next” he will find two options. For “Re-Submit” his application solving the issue mentioned in correction request comment he have to click “Re-Submit” button **Figure 37**.

Correct and Re-Submit Application
Correct, upload docs, e-sign, re-submit

The process step is ready to be completed.
Please, select the next action for the process

Re-submit Application

Request Alterations

Back | Close

Figure 37. Re-submit Application

After clicking on “**Re-Submit**” button applicant can see request correction comment for whole application
Figure 38.

Figure 38. Request Correction Comment for whole application

After clicking “**Next**” applicant can see the window **Figure 39** where applicant can edit his information and re-upload attachment and submit as before.

Figure 39. Editable window for re-upload and re-submit

If correction is needed for architect, then applicant have to click on **“Request Alternations”** Figure 40. Then file will go to the Architect who added with this application during application filing.

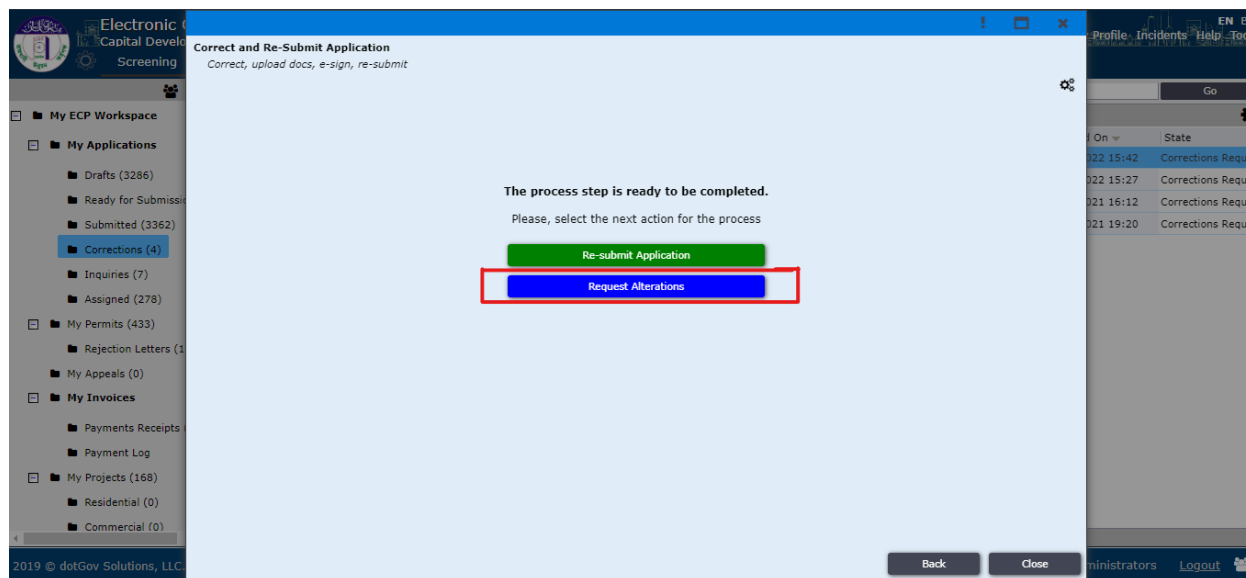


Figure 40. Request Alterations

Then the file will go to architect for giving Drawing correction as Architect is the focal point, only he has the ability to edit information Figure 41. After clicking **“Next”** the file will return back to applicant.



Figure 41. Architect Information

And then applicant can re-submit the application. Shown in **Figure 42**.

Figure 42. Re-submit Application

When the file is accepted by Front Desk Officer then it will go to Authorized Officer. Applicant can monitor the files status by clicking on the **“Monitor”**. By clicking on a file, a window will pop up, here applicant can see files current status. shown in **Figure: 43**.

Figure 43. Monitor Files.

At initial stage the Authorized Officer can send the file to applicant for “**Request Payment or Clarifications to Applicant**”. It will come in “**Inquiries**” as Shown in **Figure: 44**. It may require payment; the payment process is same as shown before in **Figure: 20 to 23.1**

Figure 44. Request Payment or Clarifications to Applicant.

After completing payment process applicant will have to go next and click on “**Send Clarifications**” button. Shown in **Figure: 45**.

Figure 45: Send Clarification.

In the next step the Authorized Officer can send the file to the applicant for **“Additional Clarifications”**. It will come in **“Inquiries”**. Shown in **Figure: 46**. It may require payment too as shown before.

Electronic Construction Permitting System
Capital Development Authority

Clarification Request
Provide Additional Info
Please, provide the required fields and press the button Next.

Application No: 25.39.0000.101.33.04014.23.301
Request Date: 15/02/2023 13:21

Request
Requested to give Additional Clarifications.

Attachment
Architectural.pdf (31.1 kB)

Additional Payment
Payment Required: ☒ Yes ☐ No
Payment Amount: 1,000.00

Buttons: Save, Next, Close

Figure 46: Additional Clarification.

After completing all corrections and payment process Applicant will click on the **“Send Additional Clarifications”** button as shown in **Figure: 47**.

Electronic Construction Permitting System
Capital Development Authority

Send Additional Clarifications
The process step is ready to be completed.
Please, select the next action for the process

Buttons: Send Clarifications, Request Drawings Correction to Architect, Submit Corrections of Drawing, Send Additional Clarifications

Buttons: Back, Close

Figure 47: Send Additional Clarification.

After 'committee review' and before 'collect signature' Authorized Officer can send the file to the Applicant for drawing correction. This process is same as before. It may require payment too. Then the Applicant will have to click on the **"Submit Corrections of Drawing"** button. Shown in **Figure: 48**.

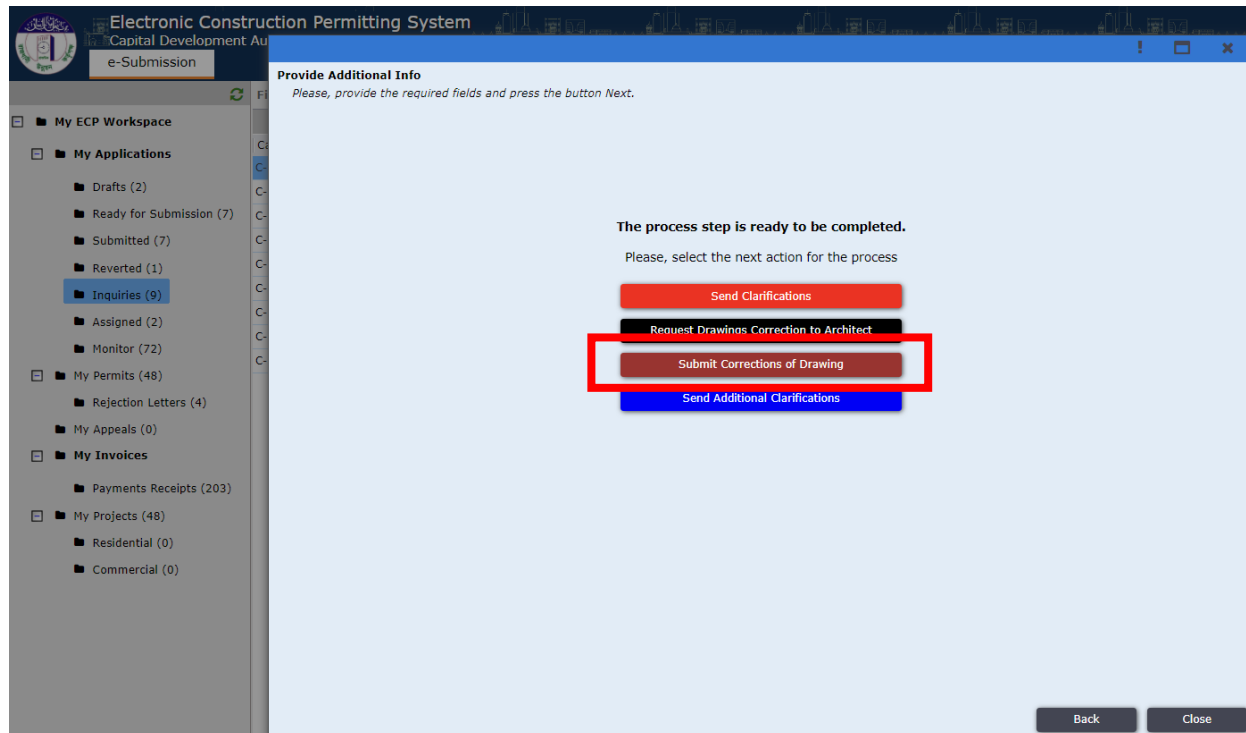


Figure 48: Submit Corrections of Drawing.

After completing all the steps if the Authorized Officer approves then a response will be sent to the applicant, it can be seen in **"My Permits"** as Shown in **Figure: 49**.

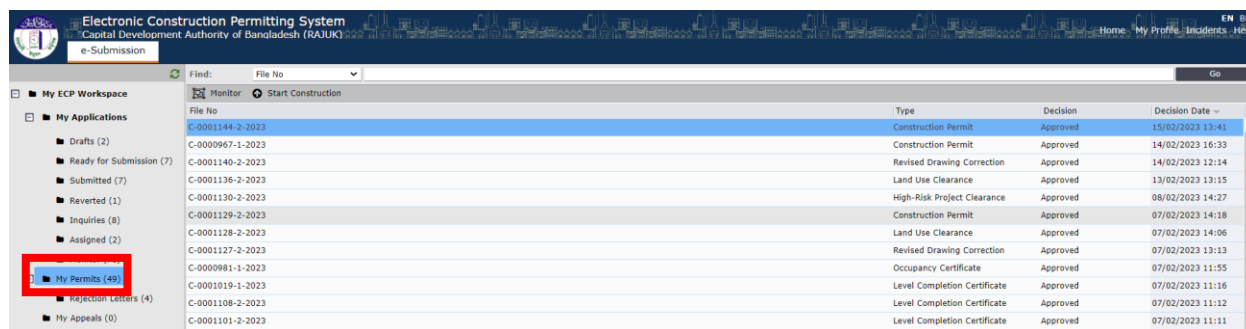
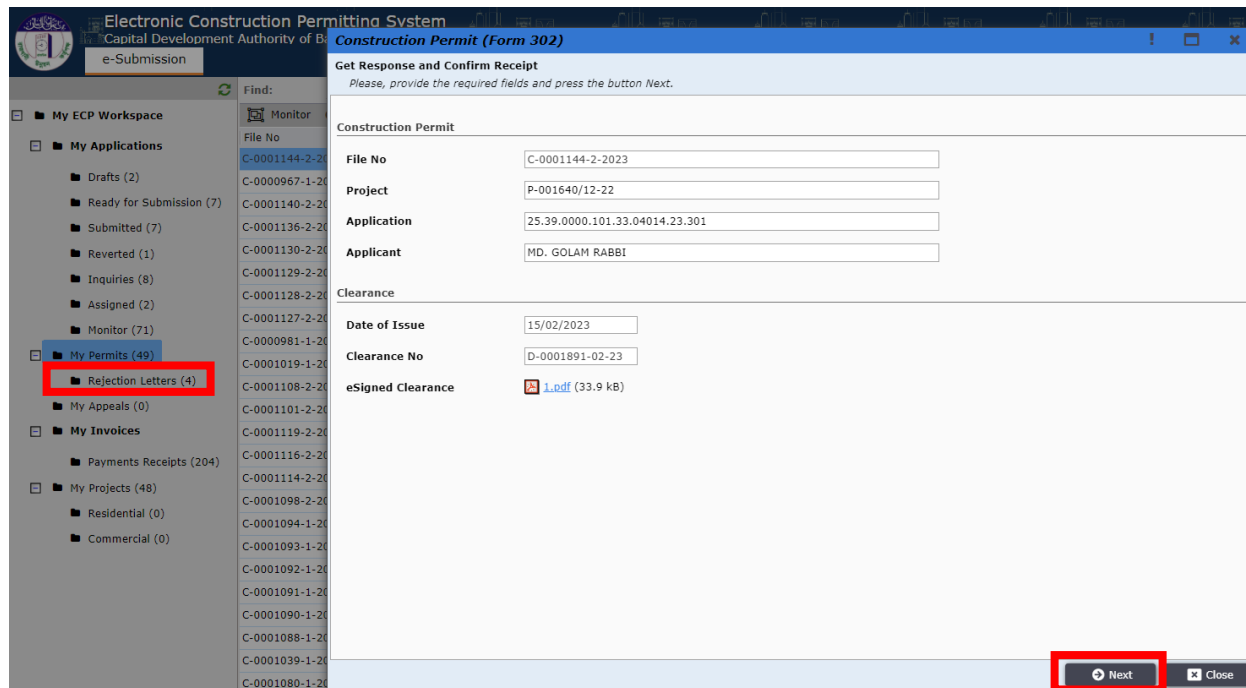


Figure 49: My Permits.

If the file is rejected it can be found in “Rejected Letters” as Shown in **Figure: 50**.



Electronic Construction Permitting System
Capital Development Authority of Bangladesh
e-Submission

Construction Permit (Form 302)

Get Response and Confirm Receipt
Please, provide the required fields and press the button Next.

Construction Permit

File No: C-0001144-2-2023
Project: P-001640/12-22
Application: 25.39.0000.101.33.04014.23.301
Applicant: MD. GOLAM RABBI

Clearance

Date of Issue: 15/02/2023
Clearance No: D-0001891-02-23
eSigned Clearance: [1.pdf \(33.9 kB\)](#)

My ECP Workspace

- My Applications
 - Drafts (2)
 - Ready for Submission (7)
 - Submitted (7)
 - Reverted (1)
 - Inquiries (8)
 - Assigned (2)
 - Monitor (71)
- My Permits (49)
 - Rejected Letters (4)**
- My Appeals (0)
- My Invoices
 - Payments Receipts (204)
- My Projects (48)
 - Residential (0)
 - Commercial (0)

Find:

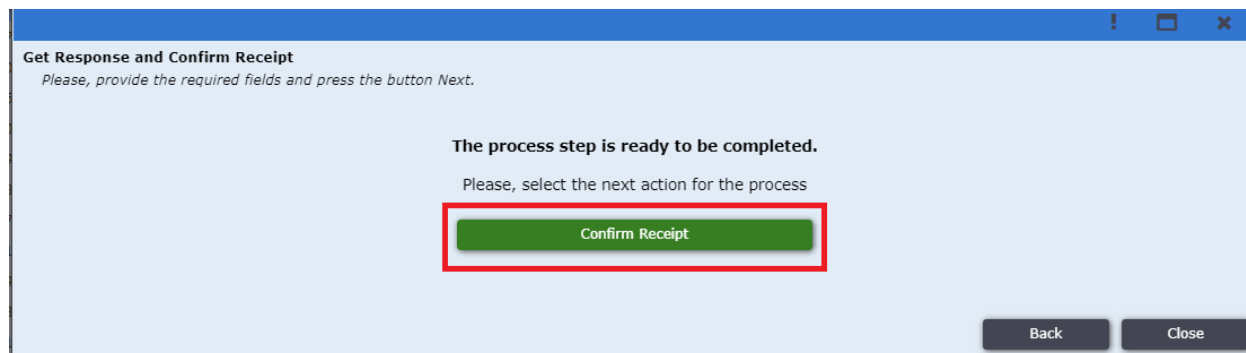
File No

C-0001144-2-2023
C-0000967-1-2023
C-0001140-2-2023
C-0001136-2-2023
C-0001130-2-2023
C-0001129-2-2023
C-0001128-2-2023
C-0001127-2-2023
C-0000981-1-2023
C-0001019-1-2023
C-0001108-2-2023
C-0001101-2-2023
C-0001119-2-2023
C-0001116-2-2023
C-0001114-2-2023
C-0001098-2-2023
C-0001094-1-2023
C-0001093-1-2023
C-0001092-1-2023
C-0001091-1-2023
C-0001090-1-2023
C-0001088-1-2023
C-0001039-1-2023
C-0001080-1-2023

Next **Close**

Figure 50: File details in My Permits.

Next Applicant will have to click on the button “Confirm Receipt”. Shown In **Figure: 51**.



Get Response and Confirm Receipt
Please, provide the required fields and press the button Next.

The process step is ready to be completed.
Please, select the next action for the process

Confirm Receipt

Back **Close**

Figure 51: Confirm Receipt.

Then the process of Construction Permit has been completed successfully. **"Figure: 52"**.

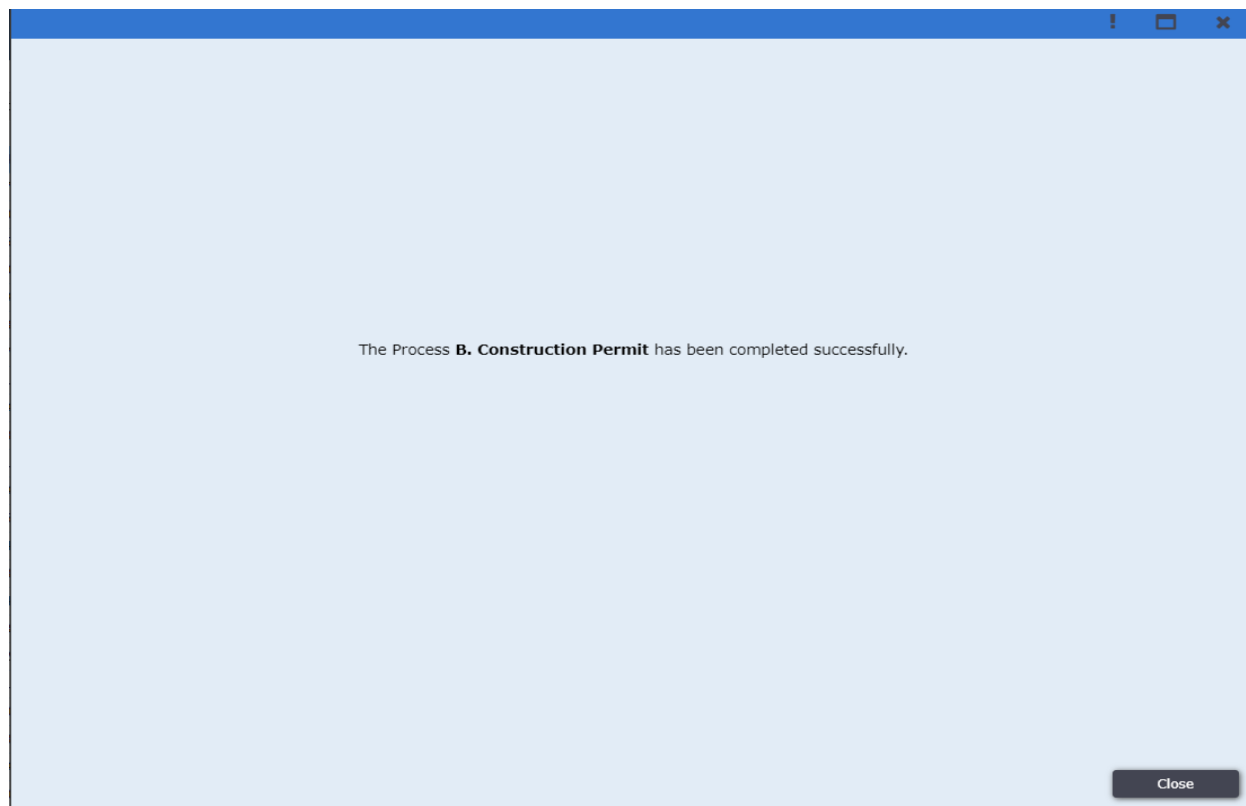


Figure 52: Construction Permit completed successfully.