

Self-Certification User Manual



Tamilnadu State Wide Single Window Portal for Planning Permission Online Portal

Department of Housing & Urban Development Government of Tamilnadu



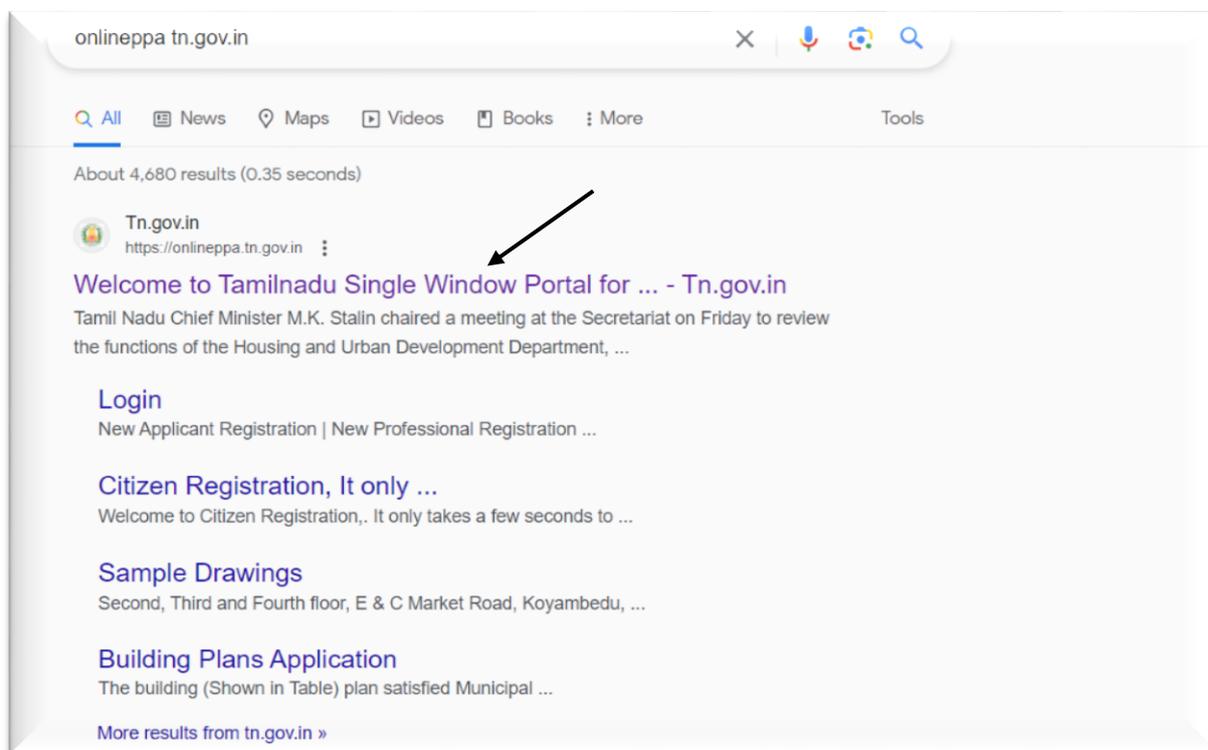
User Manual for Self-Certification Procedure

Self-Certification User Manual

1. Login Process

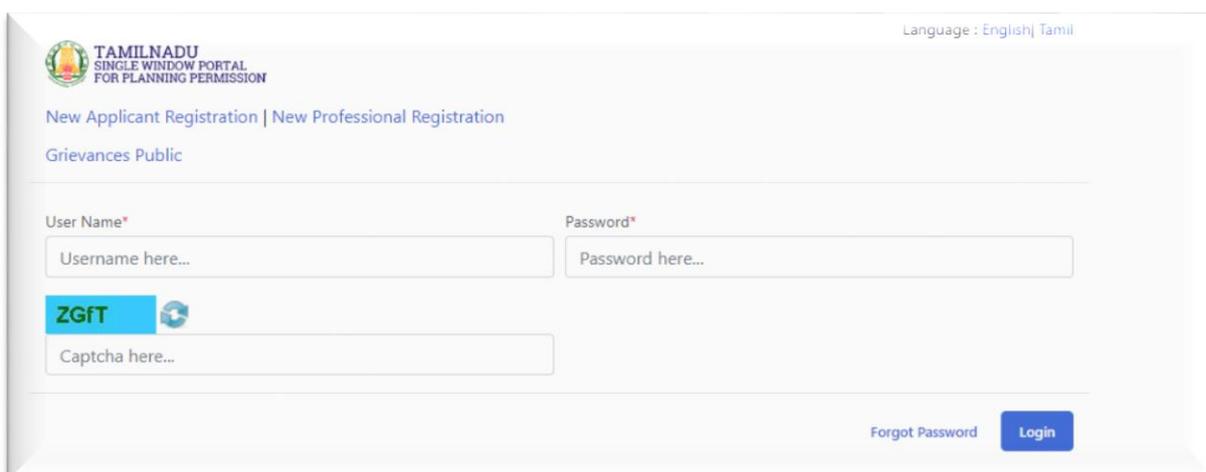
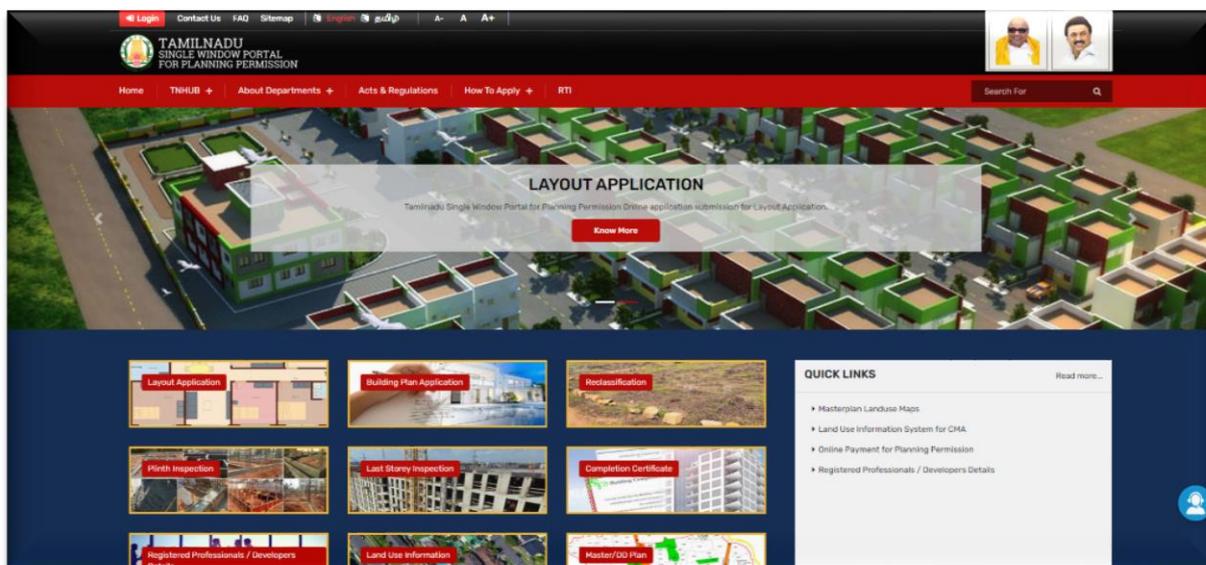
Open Browser and copy paste the below URL.

- <https://onlineppa.tn.gov.in/SWP-web/login>
- Follow the methods to log into the SWP as a Department user
- Kindly Click on the first URL named as **“Welcome to Tamilnadu Single Window Portal for ... - Tn.gov.in”**.



- By selecting the above mentioned URL then the following screen will be displayed, in the left corner you can able to see the Login Button  Login and by clicking on the Login button then the following screen will be displayed.

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The screenshot shows the login page of the Tamil Nadu Single Window Portal. The page includes the portal's logo and name, a language selector (English | Tamil), and navigation links for "New Applicant Registration | New Professional Registration" and "Grievances Public". The login form consists of the following fields and elements:

- User Name***: Input field with placeholder text "Username here..."
- Password***: Input field with placeholder text "Password here..."
- ZGfT**: A blue button with a circular refresh icon.
- Captcha here...**: Input field for the captcha.
- Forgot Password**: A link to reset the password.
- Login**: A blue button to submit the login credentials.

Kindly update the credentials in the login page with the user ID, Password and enter the captcha as displayed in the screen.

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New User manual for Drawing Standard has been uploaded on 03-01-2024 and same can be downloaded from [tr](#)

Language : English | Tamil

TAMILNADU
SINGLE WINDOW PORTAL
FOR PLANNING PERMISSION

[New Applicant Registration](#) | [New Professional Registration](#) | [Professional Registration Renewal](#)
[Grievances Public](#) | [How To Apply](#)

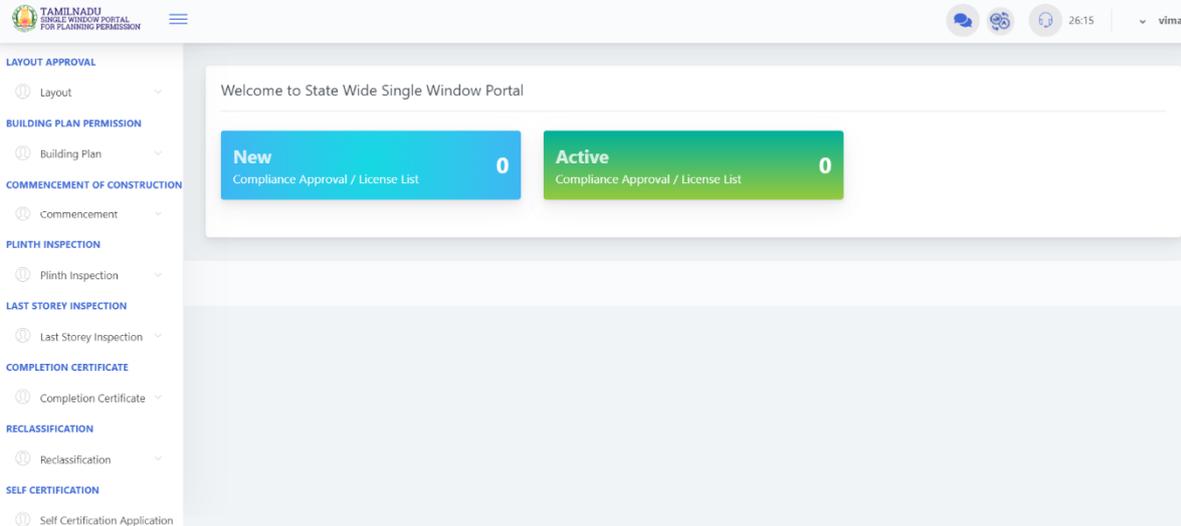
User Name* Password*

6h54 

[Forgot Password](#) [Login](#)



- After Login the following screen will be displayed and the page will display the list of modules in the left side.



Welcome to State Wide Single Window Portal

New Compliance Approval / License List 0

Active Compliance Approval / License List 0

LAYOUT APPROVAL

- Layout

BUILDING PLAN PERMISSION

- Building Plan

COMMENCEMENT OF CONSTRUCTION

- Commencement

PLINTH INSPECTION

- Plinth Inspection

LAST STOREY INSPECTION

- Last Storey Inspection

COMPLETION CERTIFICATE

- Completion Certificate

RECLASSIFICATION

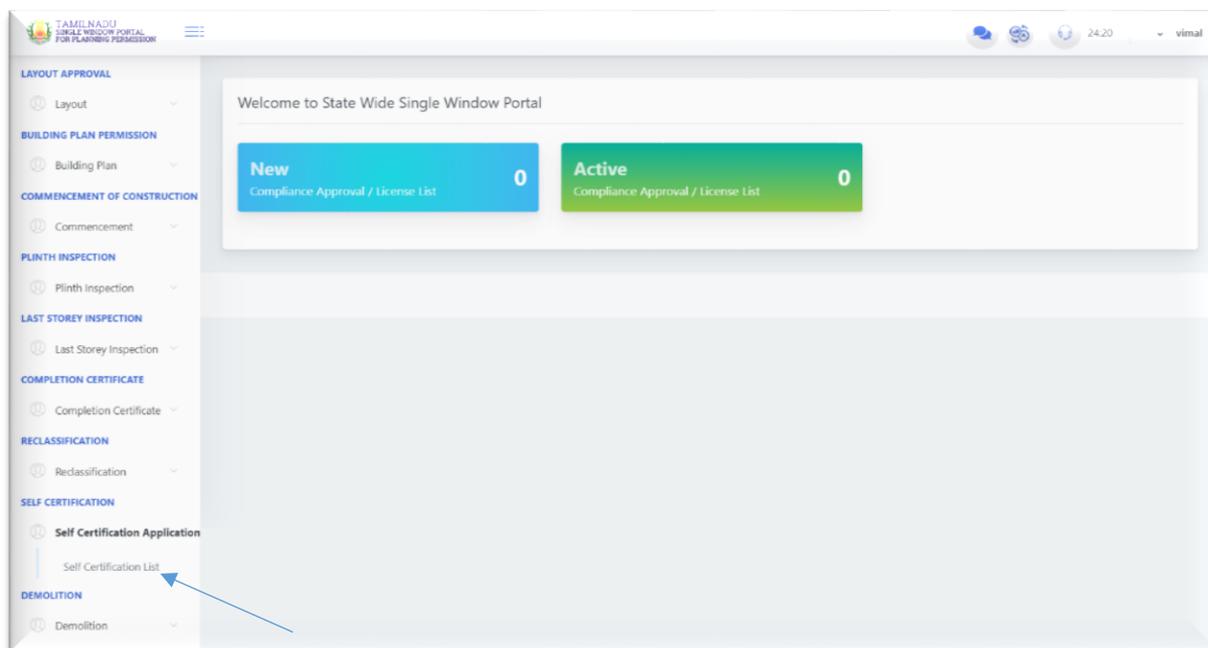
- Reclassification

SELF CERTIFICATION

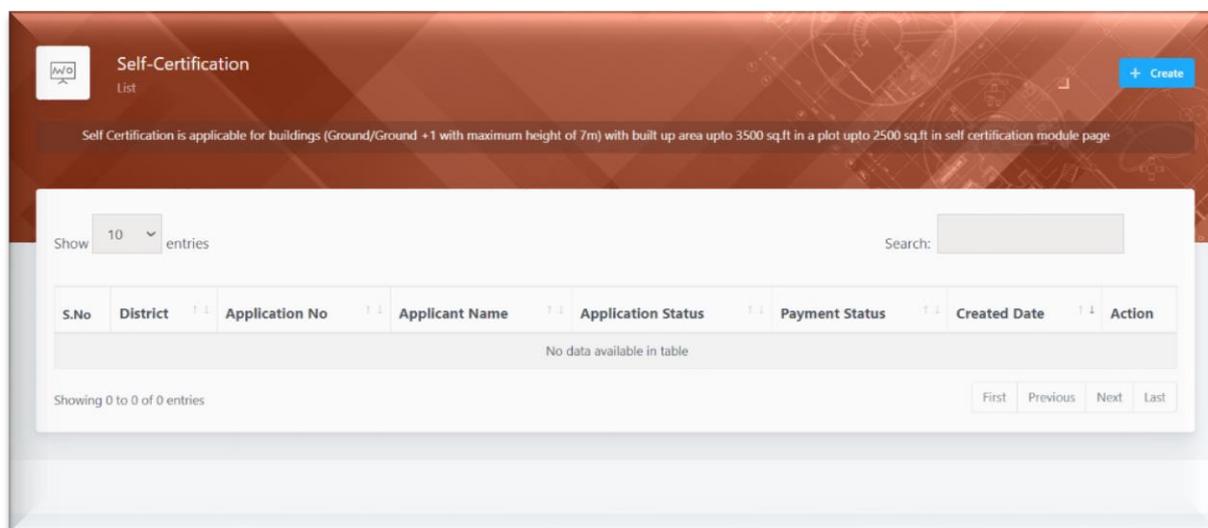
- Self Certification Application

- Then user will look into the list of modules for applying applications over various categories.
- Click on Self Certification->Self Certification list and click on Self Certification list and the page will display the list of self-certification applications along with District, applicant name, application number, application status, created date, payment status and action option for the reference.

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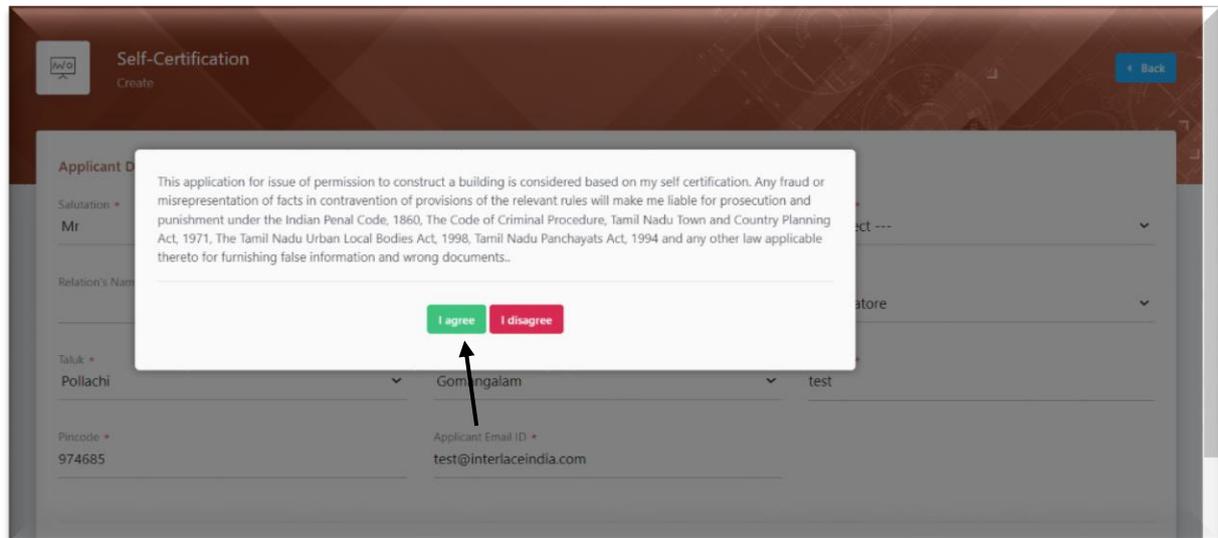
- For creating the file click on Create icon **+ Create** to proceed further for applying self-certification application.



- For Self-Certification application the following condition need to be followed “Self-certification is applicable for Buildings (Ground/Ground+1 with maximum height of 7m) with built up area up to 3500 sq.ft in the plot area of 2500 sq.ft in self-certification module.
- If the above-mentioned condition exceeds then the user needs to apply the usual building plan flow.

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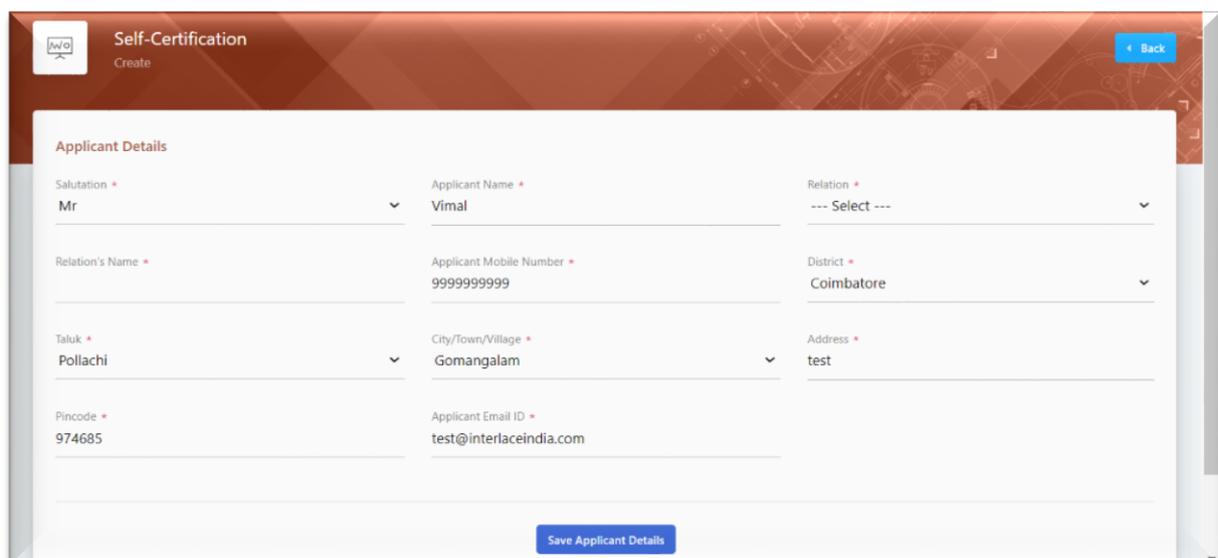
- After the selection of the “Create” option, the following screen will be displayed along with the Popup for an acknowledgment and click on “Agree” to proceed



The screenshot shows the 'Self-Certification Create' screen. A white popup window is centered on the screen, containing the following text: "This application for issue of permission to construct a building is considered based on my self certification. Any fraud or misrepresentation of facts in contravention of provisions of the relevant rules will make me liable for prosecution and punishment under the Indian Penal Code, 1860, The Code of Criminal Procedure, Tamil Nadu Town and Country Planning Act, 1971, The Tamil Nadu Urban Local Bodies Act, 1998, Tamil Nadu Panchayats Act, 1994 and any other law applicable thereto for furnishing false information and wrong documents." Below the text are two buttons: a green "I agree" button and a red "I disagree" button. A black arrow points to the "I agree" button. The background form is partially visible, showing fields for Salutation (Mr), Relation's Name, Taluk (Pollachi), Pincodes (974685), Applicant Name (Gomangalam), Applicant Mobile Number (test), and Applicant Email ID (test@interlaceindia.com).

further.

- Then the following screen will be displayed and applicant details will be auto-populated based on the applicant registration, additionally Relation type and relation name need to be entered & click on “Save Applicant details”.



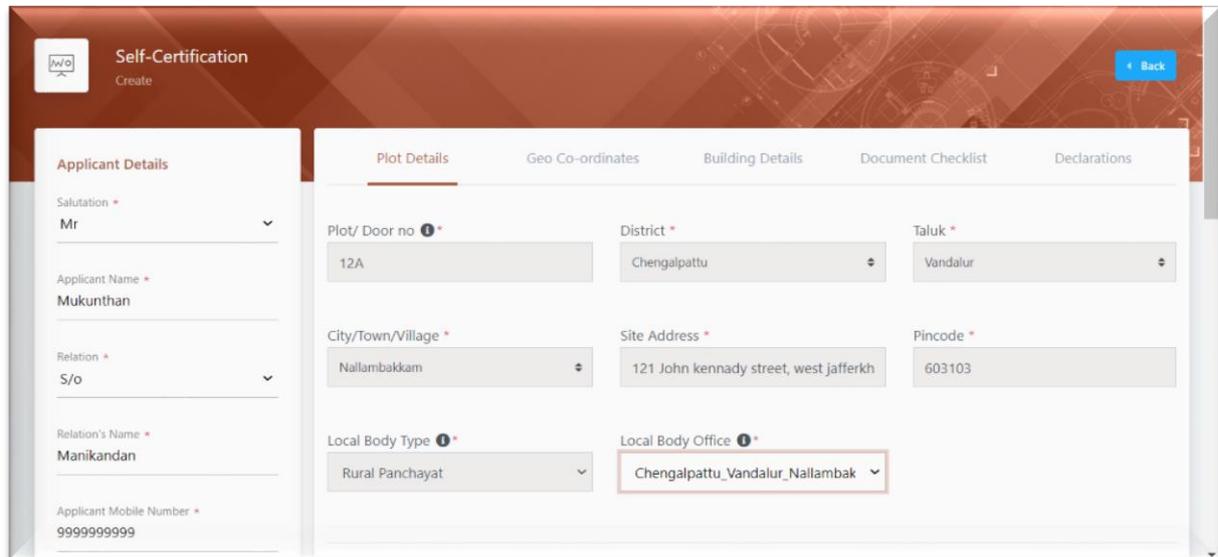
The screenshot shows the 'Self-Certification Create' screen with the 'Applicant Details' form. The form fields are as follows:

Field	Value
Salutation	Mr
Applicant Name	Vimal
Relation	--- Select ---
Relation's Name	
Applicant Mobile Number	9999999999
District	Coimbatore
Taluk	Pollachi
City/Town/Village	Gomangalam
Address	test
Pincodes	974685
Applicant Email ID	test@interlaceindia.com

At the bottom of the form, there is a blue button labeled "Save Applicant Details".

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- After the applicant details get saved then user will routed to fill in the plot details, the following screen represents the process of plot details inputs and the below image is for reference,



The screenshot displays the 'Self-Certification' application form. The left sidebar contains 'Applicant Details' with fields for Salutation (Mr), Applicant Name (Mukunthan), Relation (S/o), Relation's Name (Manikandan), and Applicant Mobile Number (9999999999). The main form area is titled 'Plot Details' and includes the following fields:

- Plot/ Door no: 12A
- District: Chengalpattu
- Taluk: Vandalur
- City/Town/Village: Nallambakkam
- Site Address: 121 John kennady street, west jafferkh
- Pincode: 603103
- Local Body Type: Rural Panchayat
- Local Body Office: Chengalpattu_Vandalur_Nallambak

- Based on the selection of District, Taluk, village, Local Body type, and Local body office details local body office details and related panchayat details will be listed.

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Office Address Ambedkar Nagar, Nallambakkam, Chennai, Chengalpattu (Dist)	Block Kattankolathur	Panchayat Name Nallambakkam
President Name LAKSHAMAN		
Survey Number Type ⁱ *		
<input checked="" type="button" value="REVENUE"/> <input type="button" value="TOWN"/>		
Survey Number Category ⁱ *		
<input checked="" type="button" value="NEW"/> <input type="button" value="OLD"/>		
Survey Number * 12	Subdivision * 12A	

- After providing all the above-mentioned data then provide the plot category and click on save plot details

Plot Category *
<input type="button" value="APPROVED LAYOUT"/> <input type="button" value="REGULARISED LAYOUT"/> <input type="button" value="SUBDIVIDED SITE"/> <input type="button" value="NATHAM SITE"/>
<input type="button" value="PLOT REGISTERED ON OR BEFORE 20. 10. 2016"/>
<input type="button" value="Save Plot Details"/>

- Once save plot details get clicked then a pop-up will be enabled to confirm the site address details, if the provided details are applicant can create a new file by withdrawing the present application.

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PLEASE ENSURE THE DETAILS OF YOUR LOCAL BODY ARE CORRECT BEFORE PROCEEDING FURTHER

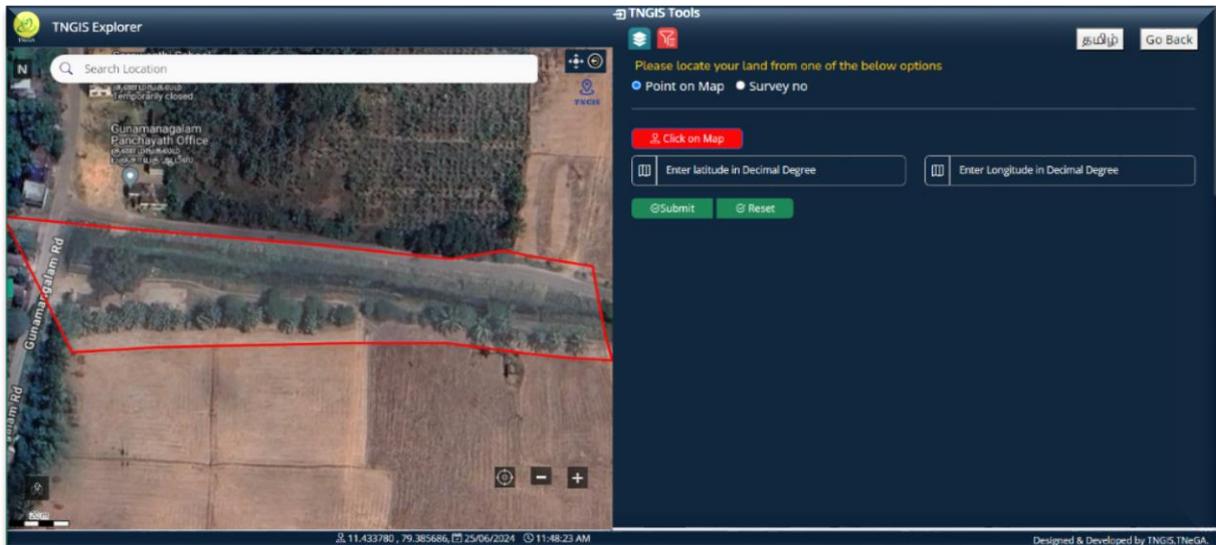
Please find the Village Panchayat details, **Panchayat Name:** Nallambakkam || **President Name:** LAKSHAMAN ||
Panchayat Address: Ambedhkar Nagar, Nallambakkam, Chennai, Chengalpattu (Dist)

Kindly note: In case of entry of incorrect details, permission issued for the building will become invalid and the fees remitted will not be refunded.

தவறான உள்ளாட்சி அமைப்பு விவரங்கள் தேர்ந்தெடுக்கப்பட்டால், கட்டடத்திற்கு வழங்கப்பட்ட அனுமதி செல்லாது மற்றும் செலுத்தப்பட்ட கட்டணம் திரும்ப வழங்கப்படாது.

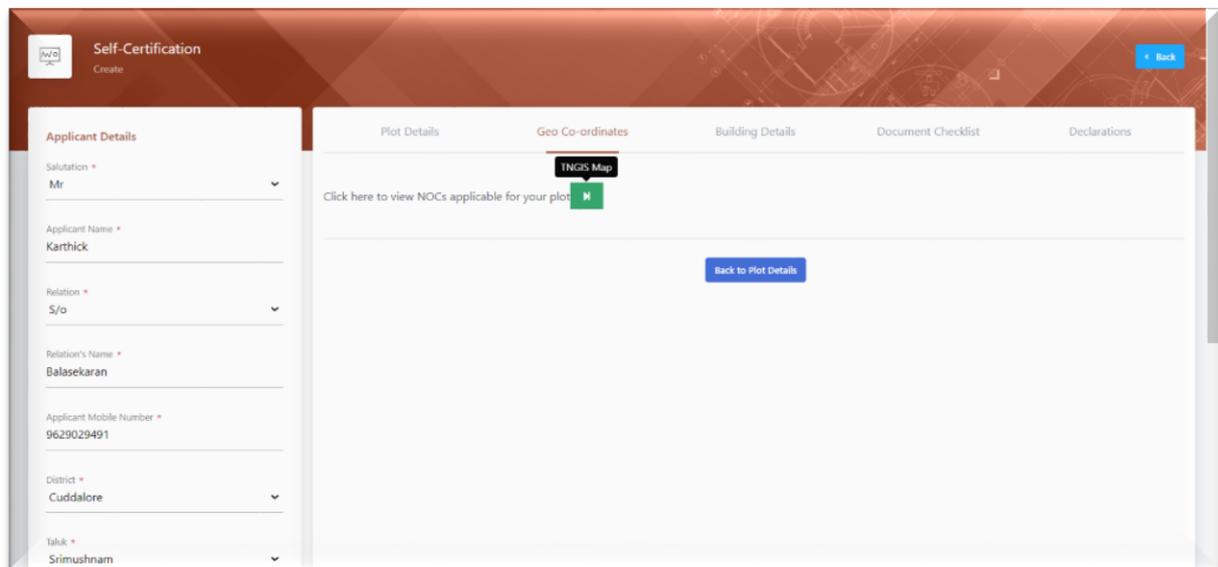
[Proceed](#) [Cancel](#)

- Click on the proceed option to provide the GIS coordinates details based on the GIS coordinates system will automatically let the users know whether to avail NOC for the application or not.
 - If the file need NOC then the user should apply with normal building plan application.
 - Below screenshots will help the users to understand the scenario.
- Click on the icon  to locate the site in GIS map to know whether NOC required for the application or not.

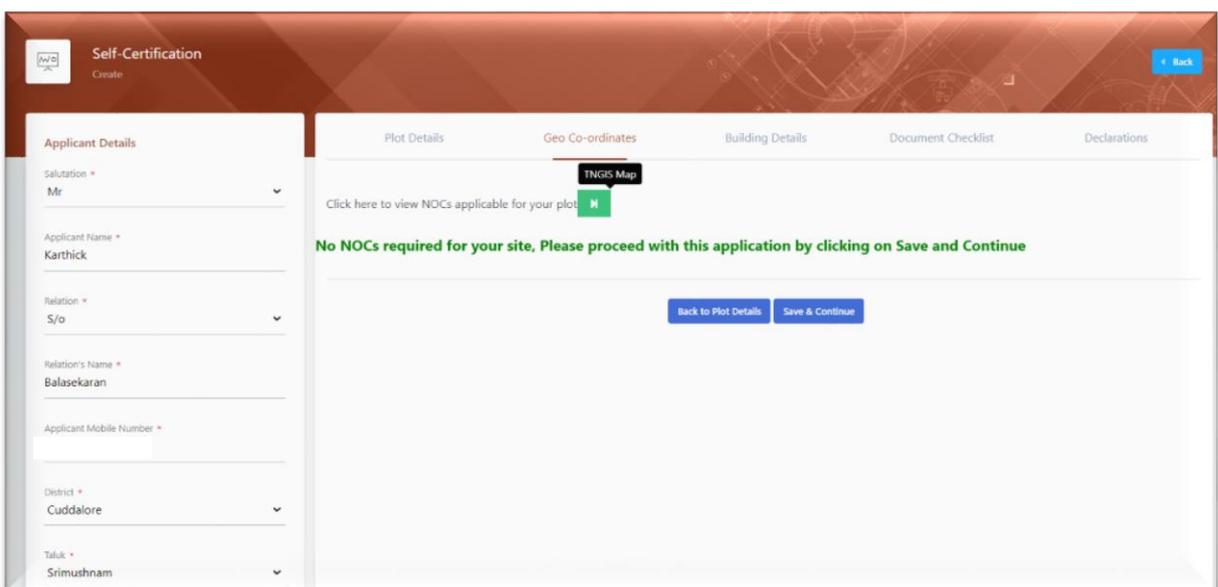


- After the location gets selected then user will be redirected to SWP to proceed further on the application and their forward option will be enabled.

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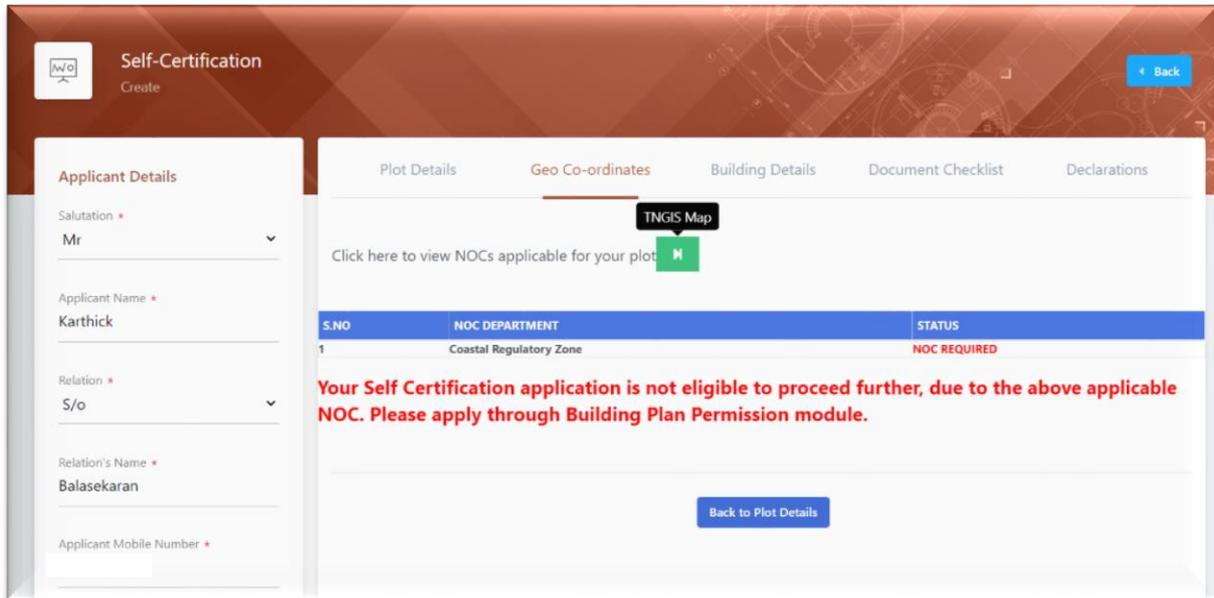


- After clicking on the forward option the below screen will be displayed.
 - If the file doesn't need any NOC then the user will proceed with the self-certification.
 - If the file comes under any NOC area then the user to proceed in the normal building plan application flow to procure for the specified application.



- If there is No NOC required for the application then click on "Save & Continue" to proceed with the building details.

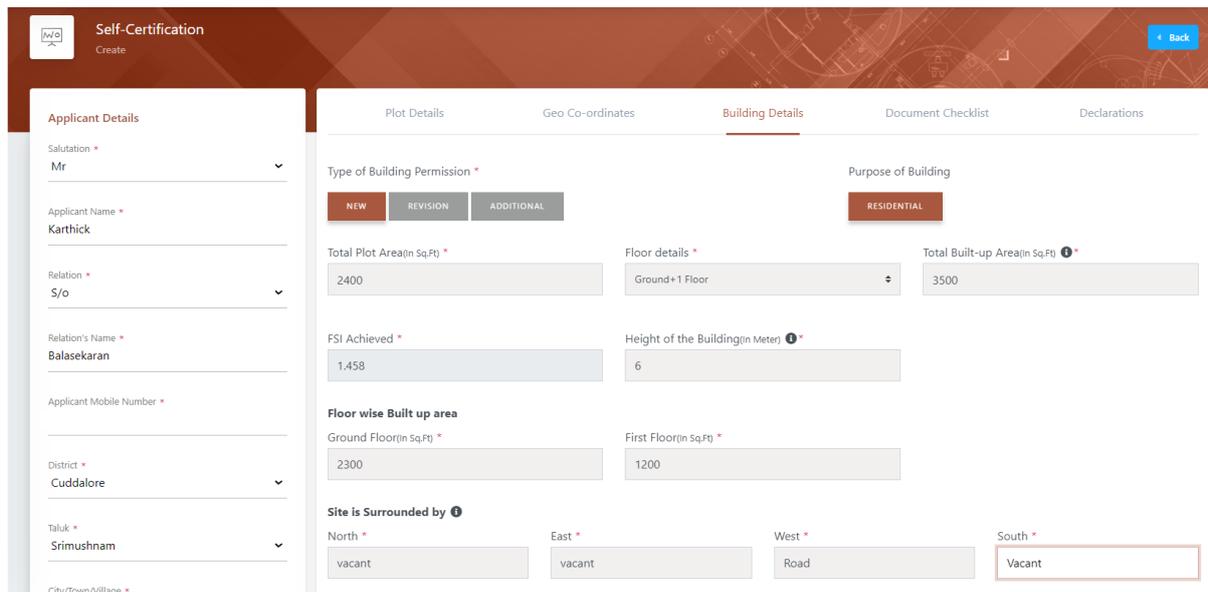
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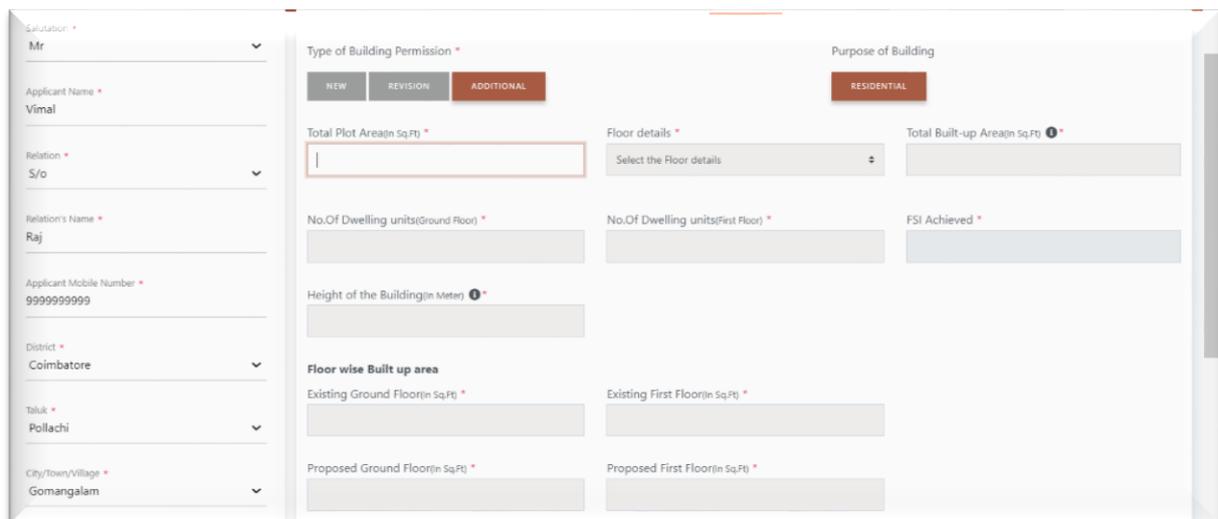
The screenshot shows the 'Self-Certification' application interface. On the left, there is a sidebar with 'Applicant Details' including fields for Salutation (Mr), Applicant Name (Karthick), Relation (S/o), Relation's Name (Balasekaran), and Applicant Mobile Number. The main content area has tabs for 'Plot Details', 'Geo Co-ordinates', 'Building Details', 'Document Checklist', and 'Declarations'. A 'TNGIS Map' button is visible above a link that says 'Click here to view NOCs applicable for your plot'. Below this is a table with columns 'S.NO', 'NOC DEPARTMENT', and 'STATUS'. The table contains one row with '1' in the S.NO column, 'Coastal Regulatory Zone' in the NOC DEPARTMENT column, and 'NOC REQUIRED' in the STATUS column. A red warning message states: 'Your Self Certification application is not eligible to proceed further, due to the above applicable NOC. Please apply through Building Plan Permission module.' A 'Back to Plot Details' button is located at the bottom of the main content area.

- After the completion of the GIS process then the user needs to enter the Building details and the input details can be referred to by the following screens,
- Based on the Type of Building Permission input fields will be displayed for the users to incorporate.
- Type of Building permission is as follows:
 - New
 - Revision
 - Additional
- If the user selects **New** then following screen will be displayed

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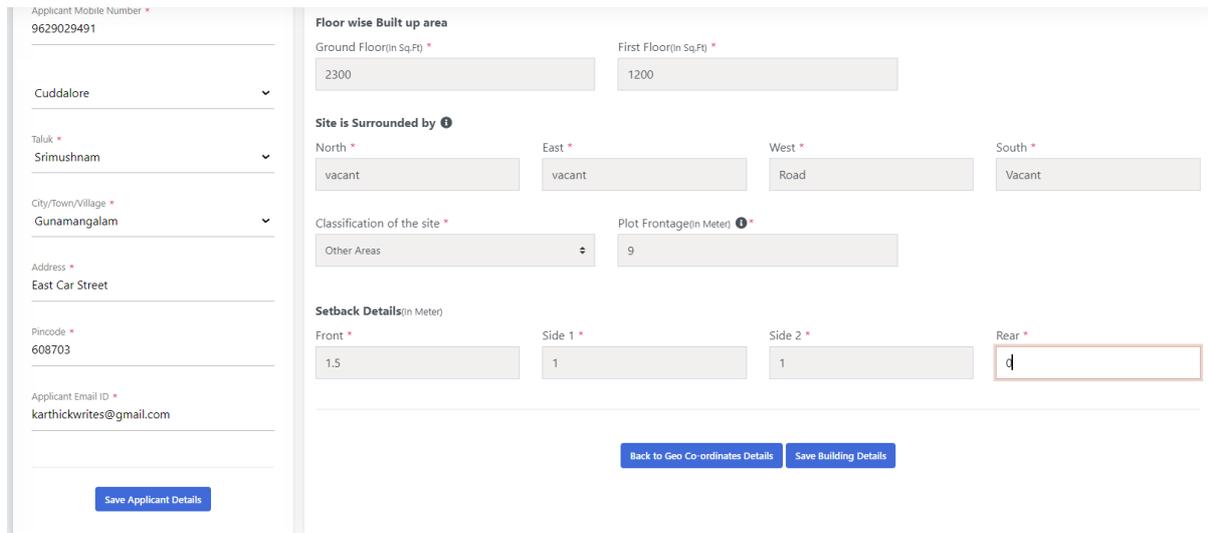
- If the applicant selects **Additional** then the following screen will be displayed and the



applicant needs to provide the Existing ground-floor area, Existing First-floor area, Proposed ground-floor area, and Proposed first-floor area in sq.ft.

- After providing all the necessary details click on “Save Building Details” and details on this page will get saved and the user will be routed to the Document checklist stage for providing the required documents to procure the approval.

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The screenshot shows a web form for self-certification. On the left, there is a sidebar for 'Applicant Details' with fields for: Applicant Mobile Number (9629029491), Cuddalore (District), Srimushnam (Taluk), Gunamangalam (City/Town/Village), East Car Street (Address), 608703 (Pincode), and karthickwrites@gmail.com (Applicant Email ID). A 'Save Applicant Details' button is at the bottom of this sidebar.

The main form area is titled 'Floor wise Built up area' and includes:

- Ground Floor (in Sq.Ft): 2300
- First Floor (in Sq.Ft): 1200

 Below this is the 'Site is Surrounded by' section with four dropdowns: North (vacant), East (vacant), West (Road), and South (Vacant).

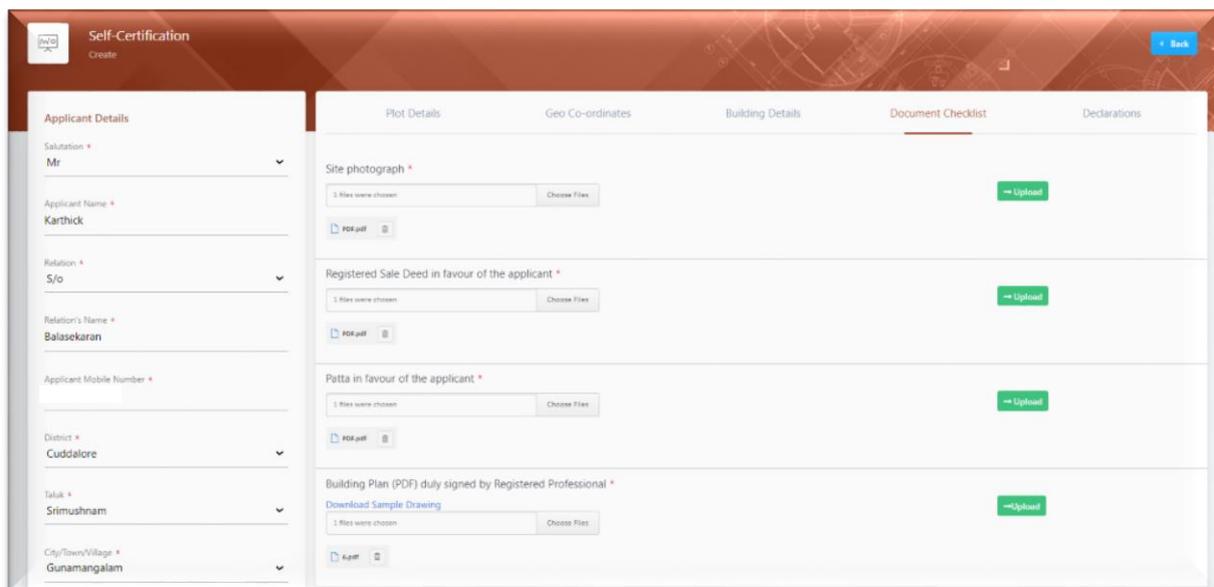
 The 'Classification of the site' is set to 'Other Areas' and 'Plot Frontage (in Meter)' is 9.

 The 'Setback Details (in Meter)' section includes:

- Front: 1.5
- Side 1: 1
- Side 2: 1
- Rear: d

 At the bottom of the main form are two buttons: 'Back to Geo Co-ordinates Details' and 'Save Building Details'.

- Once Building details are completed then the user needs to provide all the necessary documents mentioned in the document checklist section and for each & every document click on Upload icon to save the document.



The screenshot shows the 'Document Checklist' page in the self-certification system. The top navigation bar includes 'Self-Certification Create' and a 'Back' button. The left sidebar shows 'Applicant Details' with the same information as the previous screenshot.

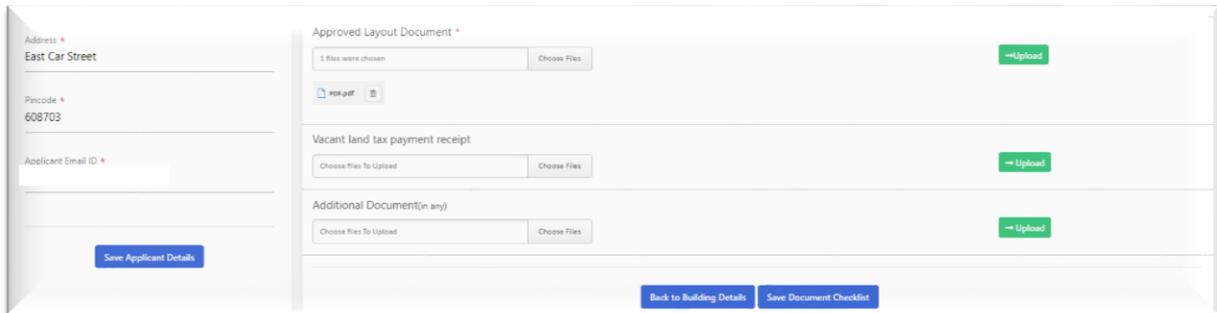
The main content area is titled 'Document Checklist' and contains a table of documents to be uploaded:

Document Name	Upload Status
Site photograph *	Upload
Registered Sale Deed in favour of the applicant *	Upload
Patta in favour of the applicant *	Upload
Building Plan (PDF) duly signed by Registered Professional *	Upload

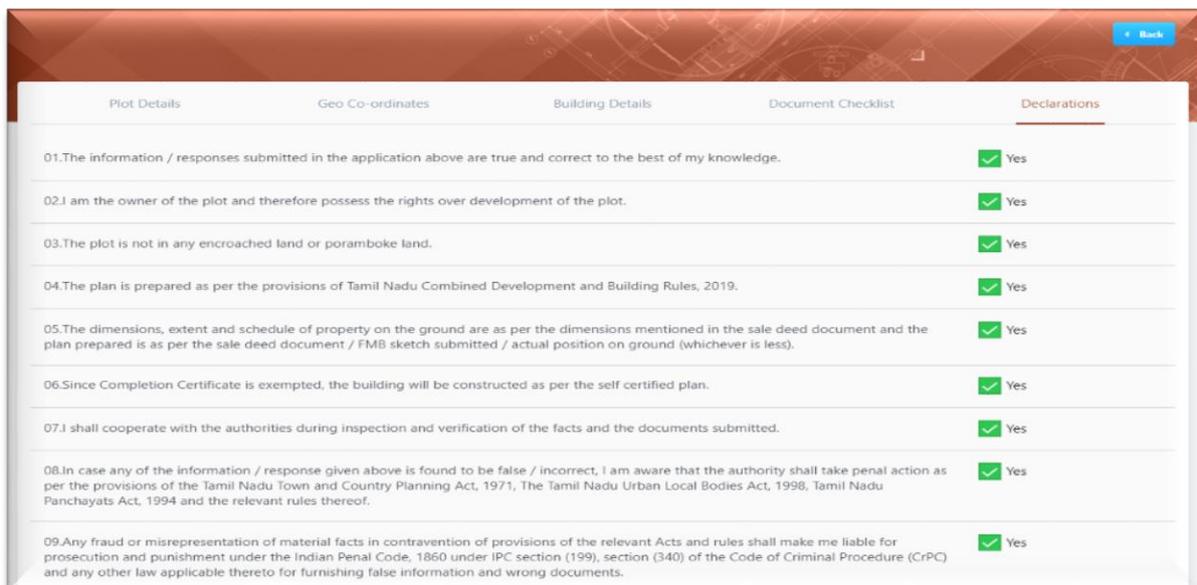
Each row includes a 'Choose Files' button and a PDF icon. A 'Download Sample Drawing' link is provided for the Building Plan document.

- After providing all the documents in the bottom there should be an option "Save Document Checklist" to save the document checklist page.

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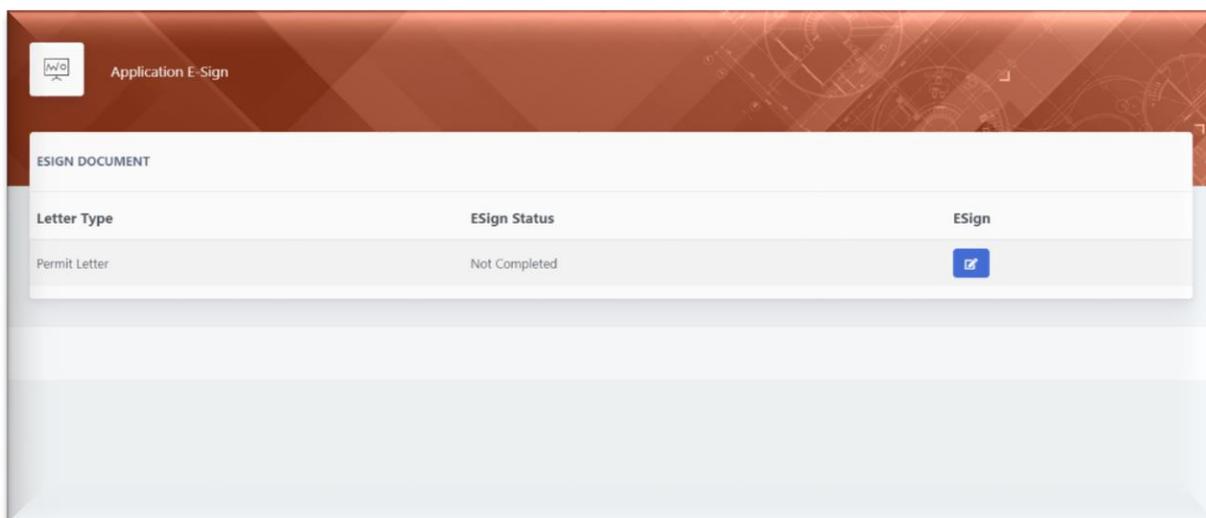
- After providing all the necessary details throughout the application, the last stage would be a self-declaration stage and there will be a list of declarations & based on the declaration acceptance, user needs to e sign the permit letter and



Plot Details	Geo Co-ordinates	Building Details	Document Checklist	Declarations
01.The information / responses submitted in the application above are true and correct to the best of my knowledge.				✓ Yes
02.I am the owner of the plot and therefore possess the rights over development of the plot.				✓ Yes
03.The plot is not in any encroached land or poramboke land.				✓ Yes
04.The plan is prepared as per the provisions of Tamil Nadu Combined Development and Building Rules, 2019.				✓ Yes
05.The dimensions, extent and schedule of property on the ground are as per the dimensions mentioned in the sale deed document and the plan prepared is as per the sale deed document / FMB sketch submitted / actual position on ground (whichever is less).				✓ Yes
06.Since Completion Certificate is exempted, the building will be constructed as per the self certified plan.				✓ Yes
07.I shall cooperate with the authorities during inspection and verification of the facts and the documents submitted.				✓ Yes
08.In case any of the information / response given above is found to be false / incorrect, I am aware that the authority shall take penal action as per the provisions of the Tamil Nadu Town and Country Planning Act, 1971, The Tamil Nadu Urban Local Bodies Act, 1998, Tamil Nadu Panchayats Act, 1994 and the relevant rules thereof.				✓ Yes
09.Any fraud or misrepresentation of material facts in contravention of provisions of the relevant Acts and rules shall make me liable for prosecution and punishment under the Indian Penal Code, 1860 under IPC section (199), section (340) of the Code of Criminal Procedure (CrPC) and any other law applicable thereto for furnishing false information and wrong documents.				✓ Yes

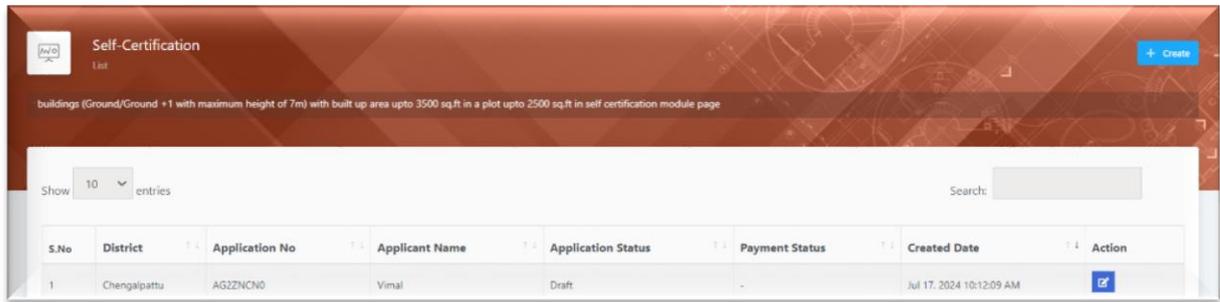
- Signing the Permit letter & Building Plan drawing letter as follows for reference,
- Click on  icon to E-sign the permit letter and the user will be redirected to the Aadhar portal.

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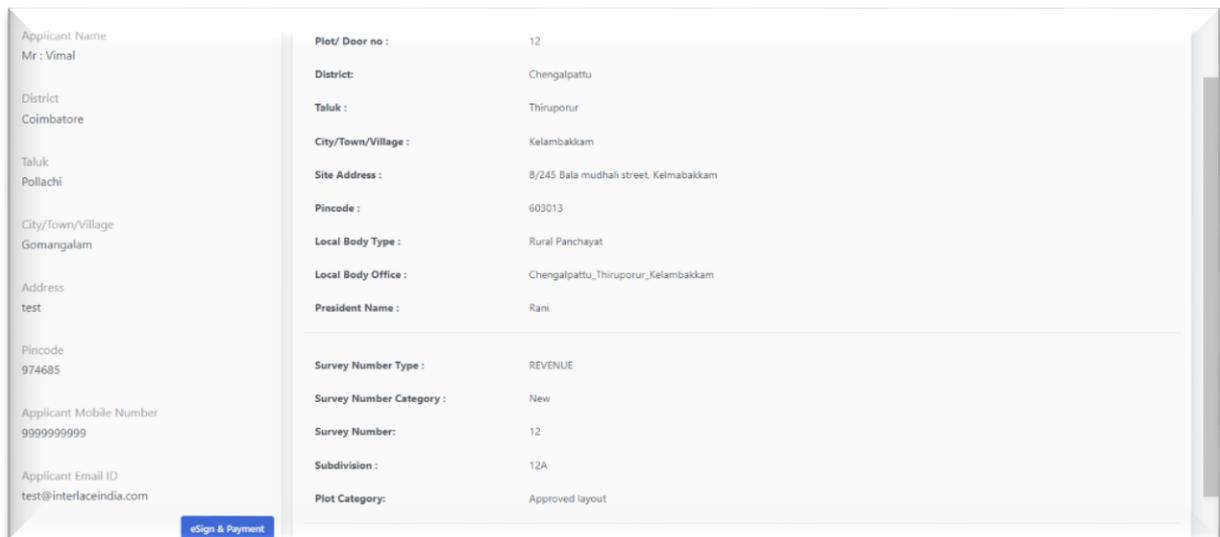
- Once the permit letter gets signed then user will be redirected to the list page,

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S.No	District	Application No	Applicant Name	Application Status	Payment Status	Created Date	Action
1	Chengalpattu	AGZZN0N0	Vimal	Draft	-	Jul 17, 2024 10:12:09 AM	

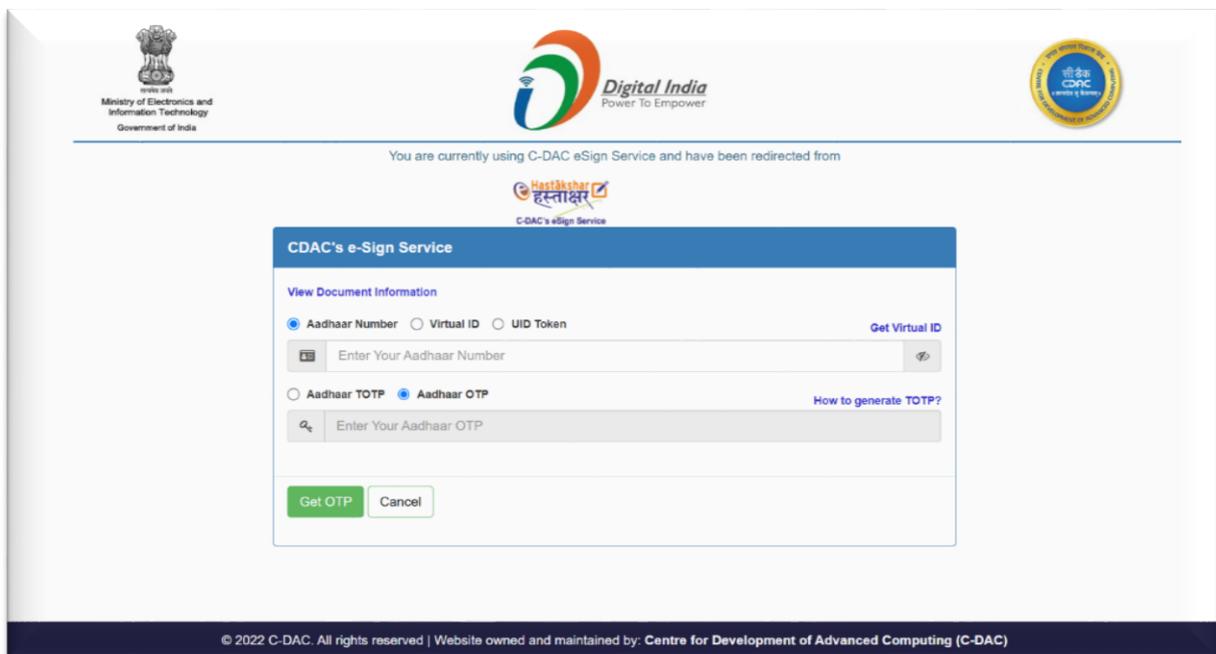
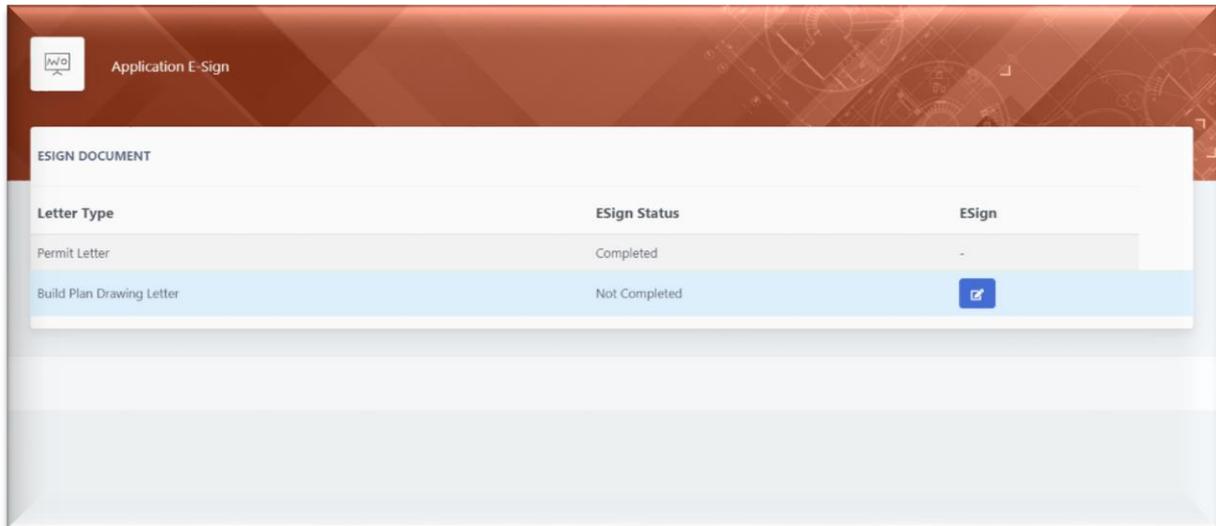
- Click on  icon to continue the procedure for signing the Building plan drawing letter.
- Click on Esign & payment and user will be routed to the below mentioned screen for digital signature & Payment.



Applicant Name Mr : Vimal	Plot/ Door no : 12
District Coimbatore	District: Chengalpattu
Taluk Pollachi	Taluk : Thiruporur
City/Town/Village Gomangalam	City/Town/Village : Kelambakkam
Address test	Site Address : B/245 Bala mudhali street, Kelambakkam
Pincode 974685	Pincode : 603013
Applicant Mobile Number 9999999999	Local Body Type : Rural Panchayat
Applicant Email ID test@interfaceindia.com	Local Body Office : Chengalpattu,Thiruporur,Kelambakkam
	President Name : Rani
	Survey Number Type : REVENUE
	Survey Number Category : New
	Survey Number: 12
	Subdivision : 12A
	Plot Category: Approved layout

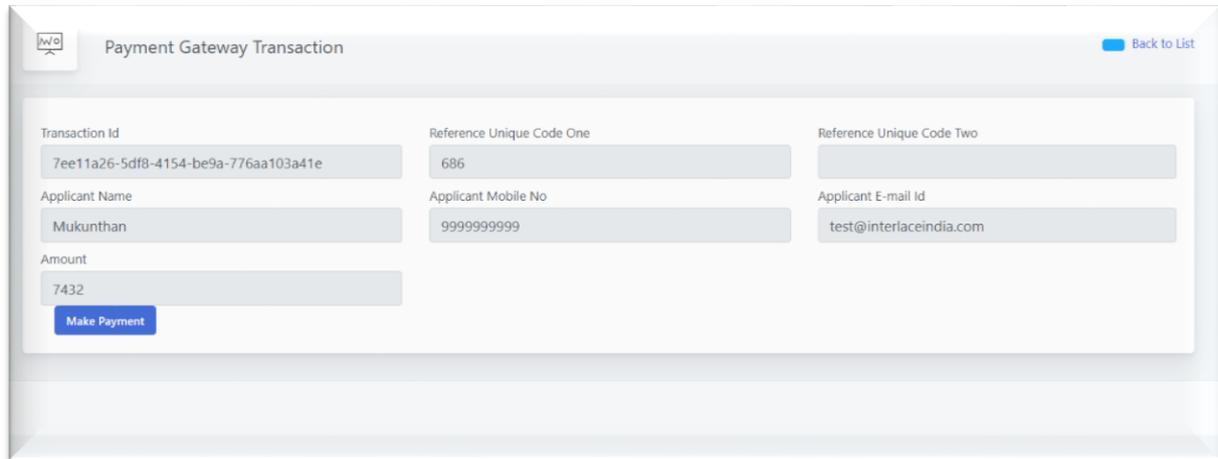
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- Provide the valid Aadhar number and Aadhar linked registered mobile number must be available with the applicant for signing the permit letter. Then click on the edit option to e-sign the Building plan drawing letter.



- Then the user will be redirected to the payment stage and the below details for reference,
- Click on “Make Payment” after the selection then user will be redirected to the payment gateway and there must be multiple payment process to complete the payment.

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Payment Gateway Transaction Back to List

Transaction Id: 7ee11a26-5df8-4154-be9a-776aa103a41e

Reference Unique Code One: 686

Reference Unique Code Two:

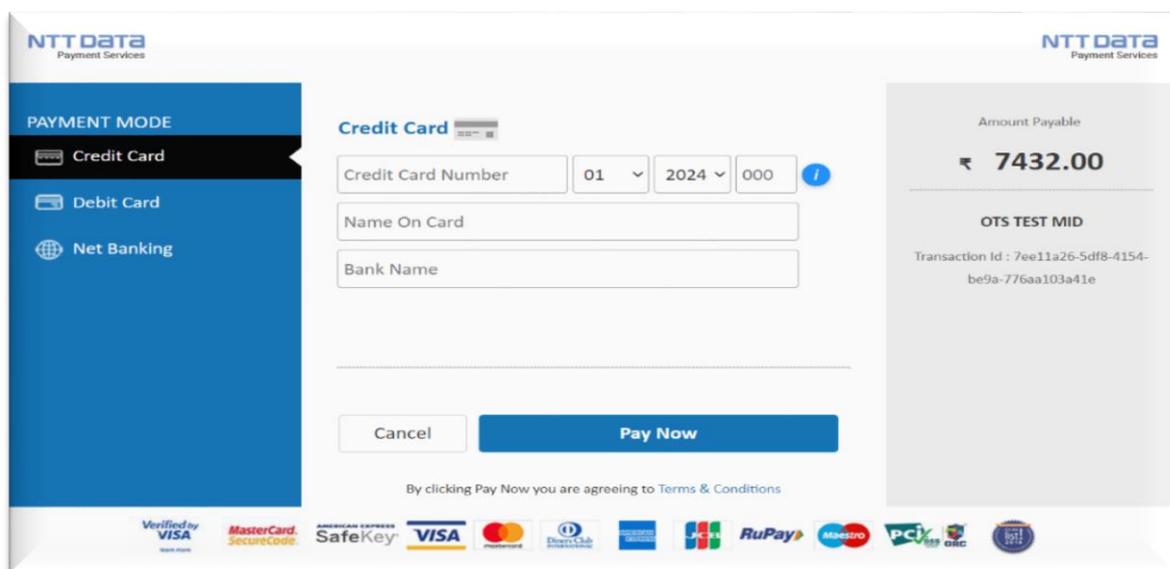
Applicant Name: Mukunthan

Applicant Mobile No: 9999999999

Applicant E-mail Id: test@interlaceindia.com

Amount: 7432

[Make Payment](#)



NTT DATA Payment Services

NTT DATA Payment Services

PAYMENT MODE

- Credit Card**
- Debit Card
- Net Banking

Credit Card

Credit Card Number: 01 2024 000

Name On Card:

Bank Name:

Amount Payable: ₹ 7432.00

OTS TEST MID

Transaction Id : 7ee11a26-5df8-4154-be9a-776aa103a41e

[Cancel](#) [Pay Now](#)

By clicking Pay Now you are agreeing to Terms & Conditions

Verified by VISA, MasterCard, American Express, SafeKey, VISA, RuPay, Maestro, PCI, etc.

- Once Payment gets completed then the following screen will be displayed,
- If applicant wants to review the submitted application then click on  icon to view the entire application details.
- Click on  icon to download the permit letter and Building plan drawing letter, Fees receipt, and Inspection letter.

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Self-Certification
List
+ Create

Self Certification is applicable for buildings (Ground/Ground +1 with maximum height of

Payment Completed Successfully and Record get updated

Show 10 entries Search:

S.No	District	Application No	Applicant Name	Application Status	Payment Status	Created Date	Action
1	Chengalpattu	OB6DG9DZ	Mukurthan	Submitted	Success	Jul 5, 2024 11:39:08 AM	👁 📄

Showing 1 to 1 of 1 entries
[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

Self-Certification
Download

S.No	Document Name	Download
1	Permit Order	📄
2	Build Plan Drawing Letter	📄
3	Self Certification Fees	📄
4	Inspection Letter	NA