

Self-Certification User Manual



Tamilnadu State Wide Single Window Portal for Planning Permission Online Portal

Department of Housing & Urban Development Government of Tamilnadu



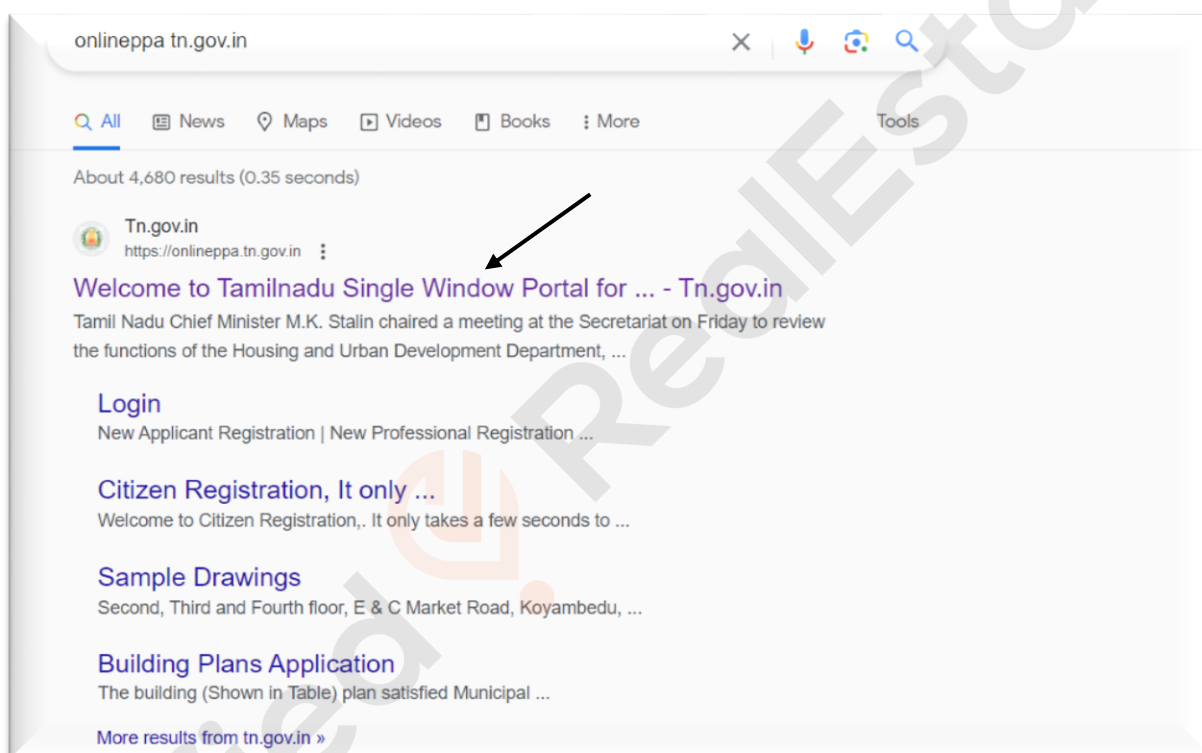
User Manual for Self-Certification Procedure

Self-Certification User Manual

1. Login Process

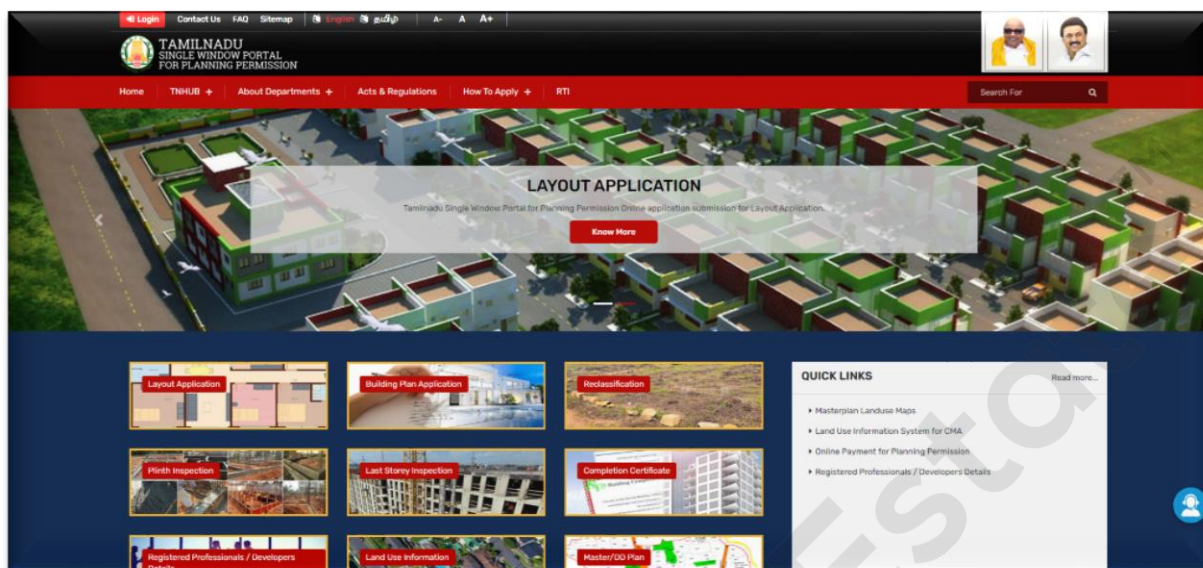
Open Browser and copy paste the below URL.

- <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.

Self-Certification User Manual



Language : English | Tamil

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

[New Applicant Registration](#) | [New Professional Registration](#)

[Grievances Public](#)

User Name*

Password*

ZGfT 

Captcha here...

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

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

Self-Certification User Manual

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*
vimal

Password*

6h54 

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.

TAMILNADU
SINGLE WINDOW PORTAL
FOR PLANNING PERMISSION

26:15 vimal

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

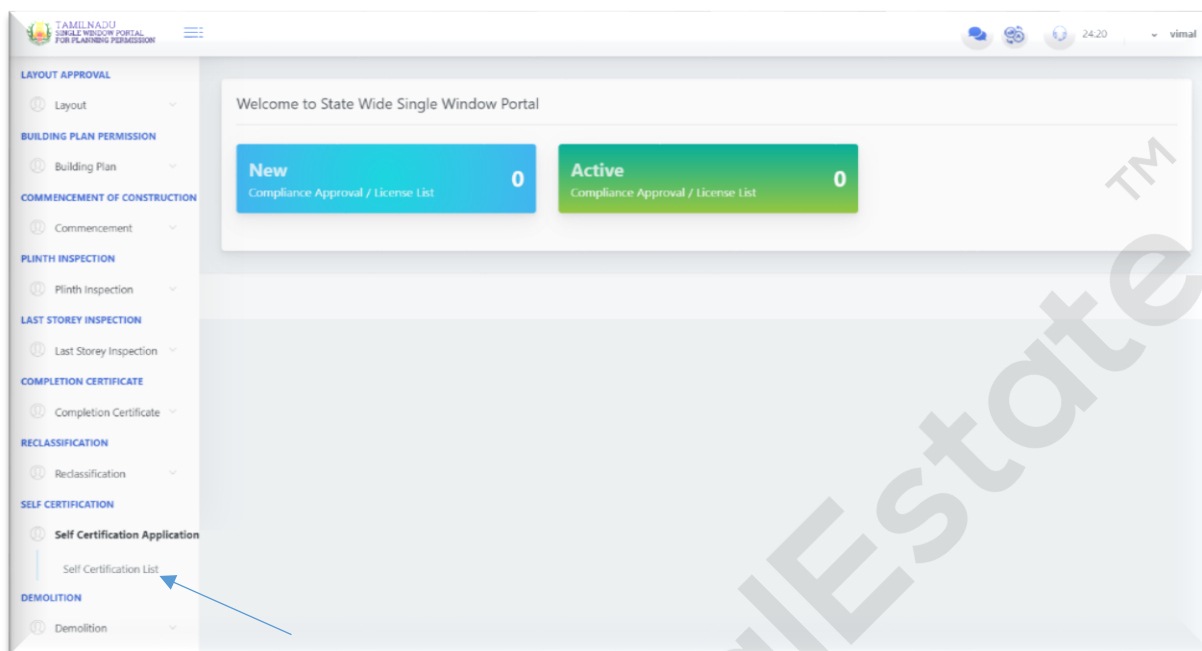
Welcome to State Wide Single Window Portal

New 0
Compliance Approval / License List

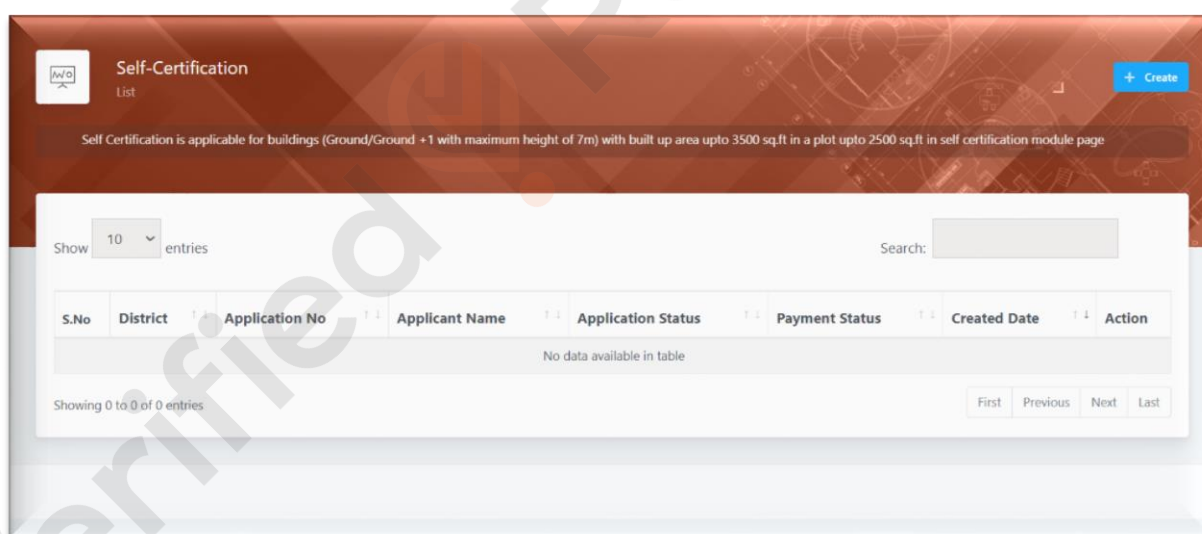
Active 0
Compliance Approval / License List

- 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.

Self-Certification User Manual



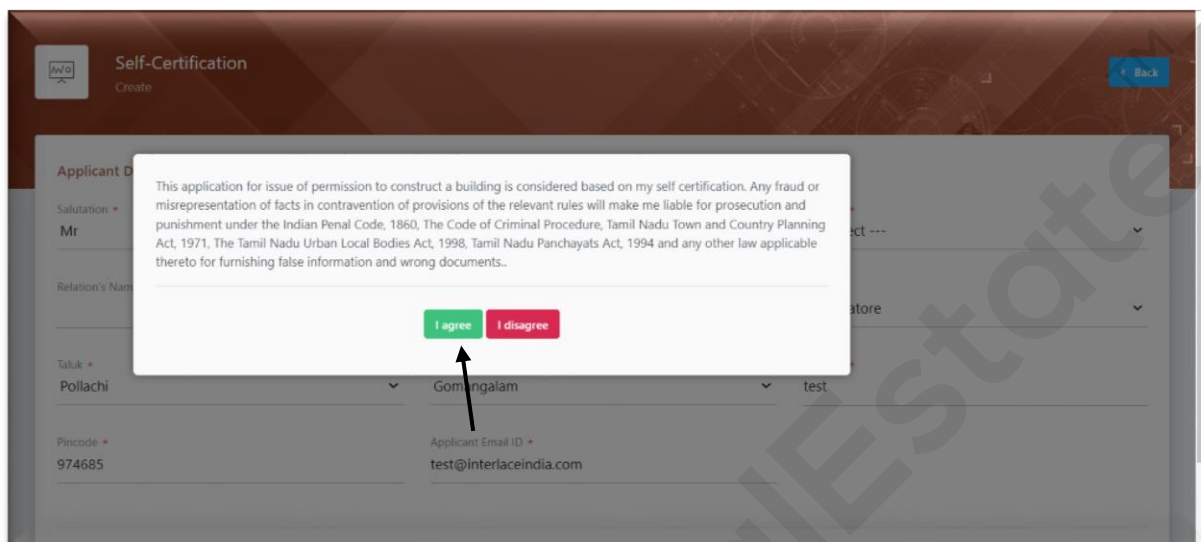
- For creating the file click on Create icon [+ Create](#) to proceed further for applying self-certification application.



- 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.

Self-Certification User Manual

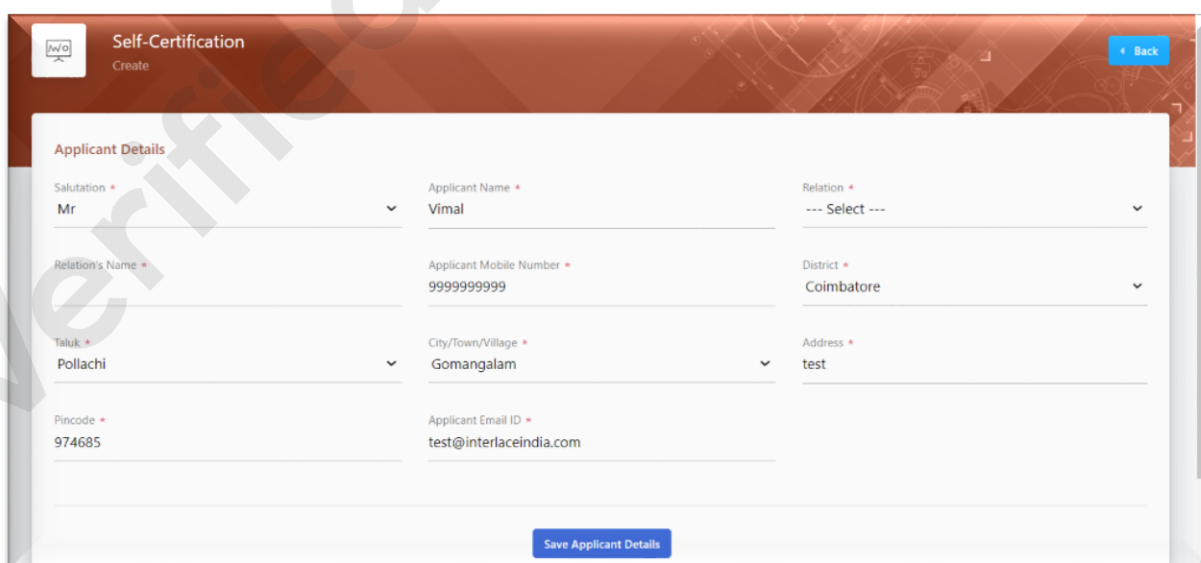
- After the selection of the “Create” option, the following screen will be displayed along with the Popup for an acknowledgment and click on “Agree” to proceed



The screenshot shows the 'Self-Certification Create' screen. A modal popup is displayed in the center with 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: "I agree" (green) and "I disagree" (red). An arrow points to the "I agree" button. The background form is partially visible, showing fields for Salutation (Mr), Relation's Name, Taluk (Pollachi), Pincode (974685), Applicant Name (Gomangalam), District (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”.



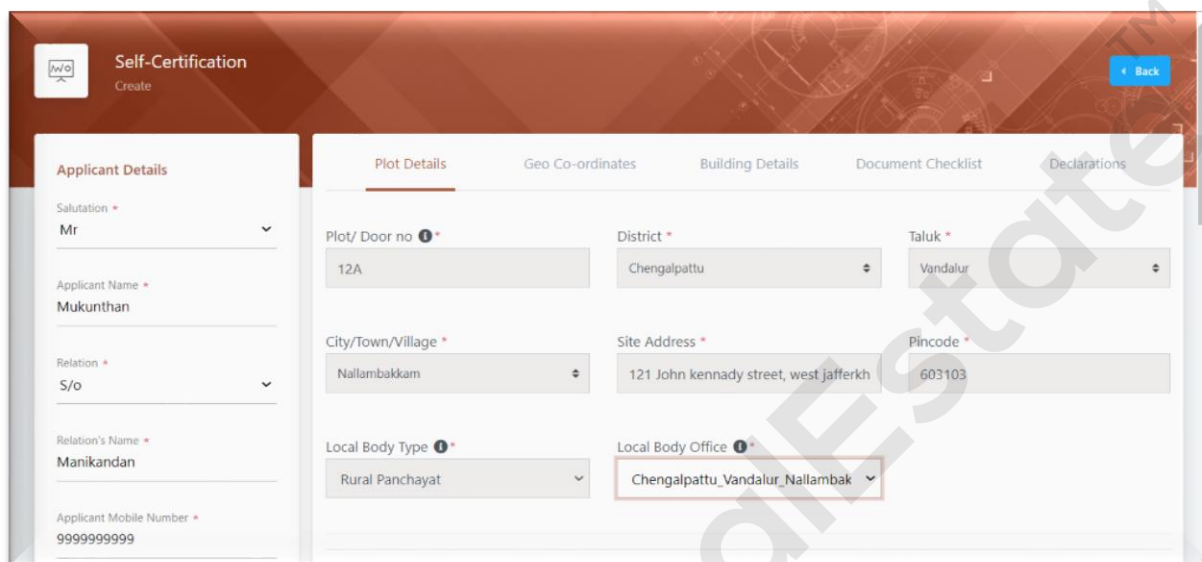
The screenshot shows the 'Self-Certification Create' screen with the 'Applicant Details' section. The form is auto-populated with the following information:

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

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

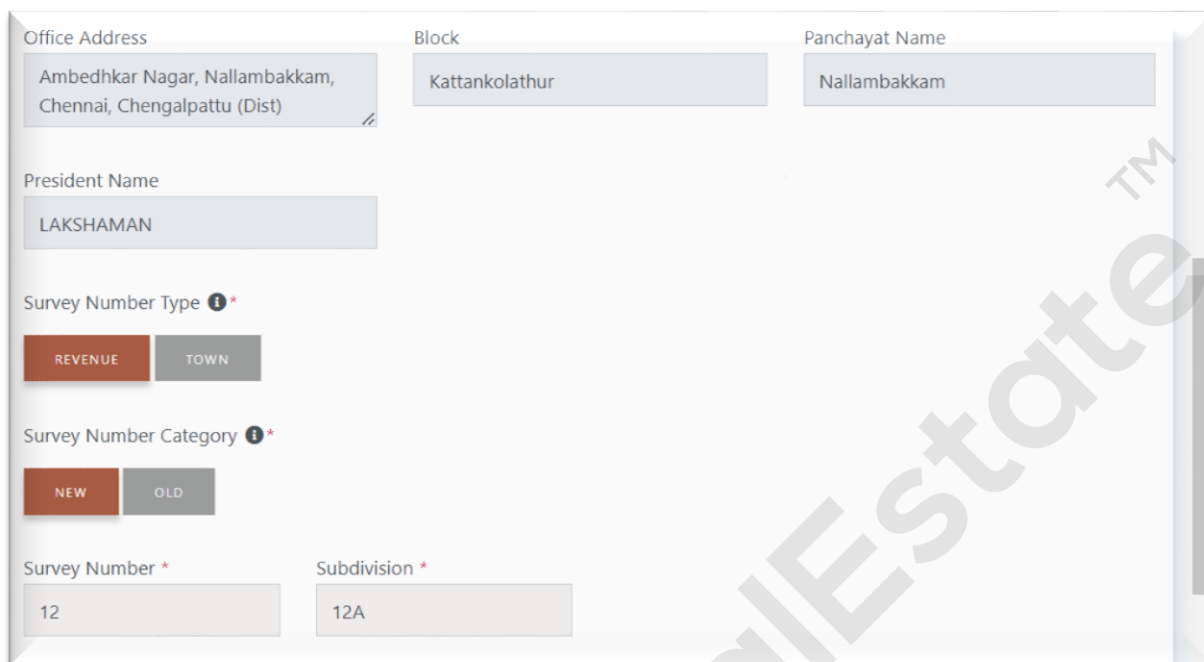
Self-Certification User Manual

- 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,



- 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.

Self-Certification User Manual



Office Address
Ambedkar Nagar, Nallambakkam,
Chennai, Chengalpattu (Dist)

Block
Kattankolathur

Panchayat Name
Nallambakkam

President Name
LAKSHAMAN

Survey Number Type ⁱ*

REVENUE TOWN

Survey Number Category ⁱ*

NEW 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 *

APPROVED LAYOUT REGULARISED LAYOUT SUBDIVIDED SITE NATHAM SITE

PLOT REGISTERED ON OR BEFORE 20. 10. 2016

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.

Self-Certification User Manual

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

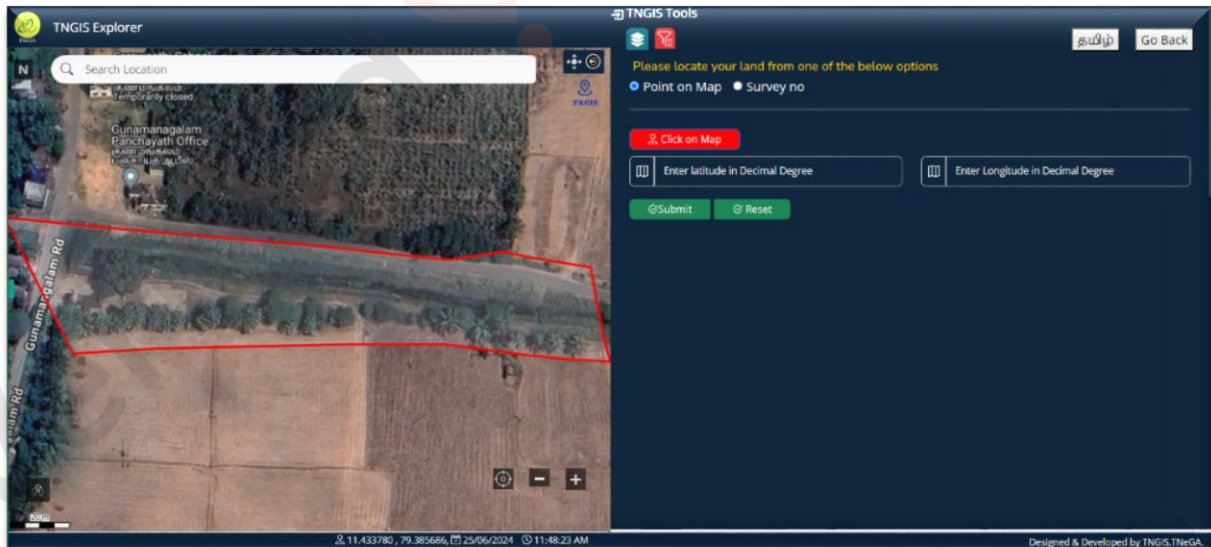
Please find the Village Panchayat details, **Panchayat Name:** Nallambakkam || **President Name:** LAKSHAMAN ||
Panchayat Address: Ambedhkar Nagar, Nallambakkam, Chennai, Chengalpattu (Dist)

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.

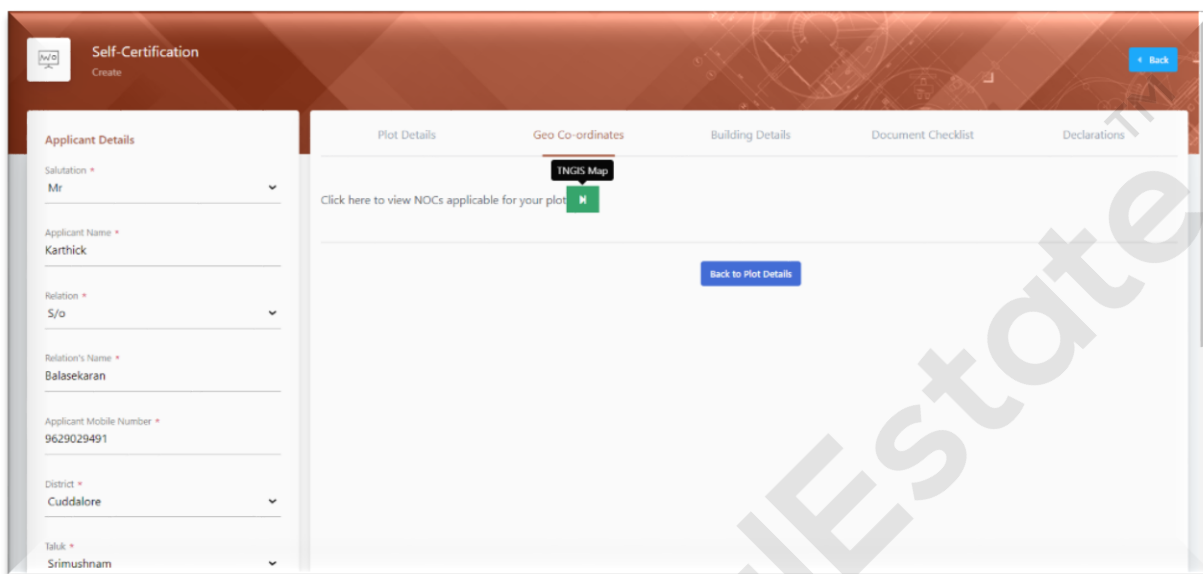
[Proceed](#) [Cancel](#)

- 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.

Self-Certification User Manual



Self-Certification
Create

Applicant Details

Salutation *
Mr

Applicant Name *
Karthick

Relation *
S/o

Relation's Name *
Balasekaran

Applicant Mobile Number *
9629029491

District *
Cuddalore

Taluk *
Srimushnam

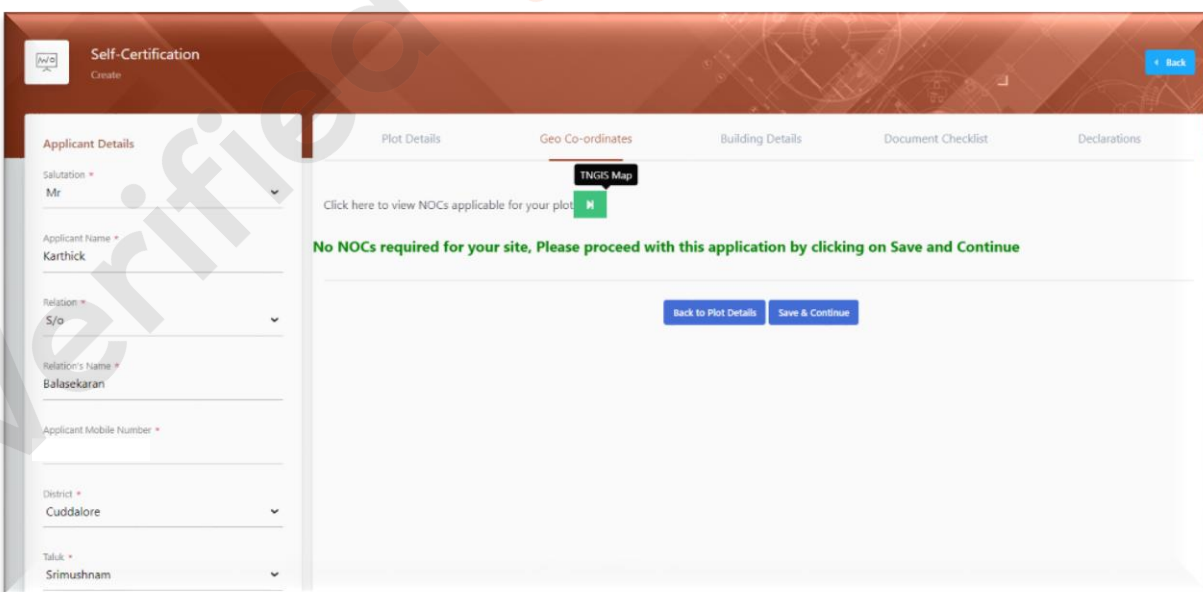
Geo Co-ordinates

TNGIS Map

Click here to view NOCs applicable for your plot

Back to Plot Details

- 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.



Self-Certification
Create

Applicant Details

Salutation *
Mr

Applicant Name *
Karthick

Relation *
S/o

Relation's Name *
Balasekaran

Applicant Mobile Number *
9629029491

District *
Cuddalore

Taluk *
Srimushnam

Geo Co-ordinates

TNGIS Map

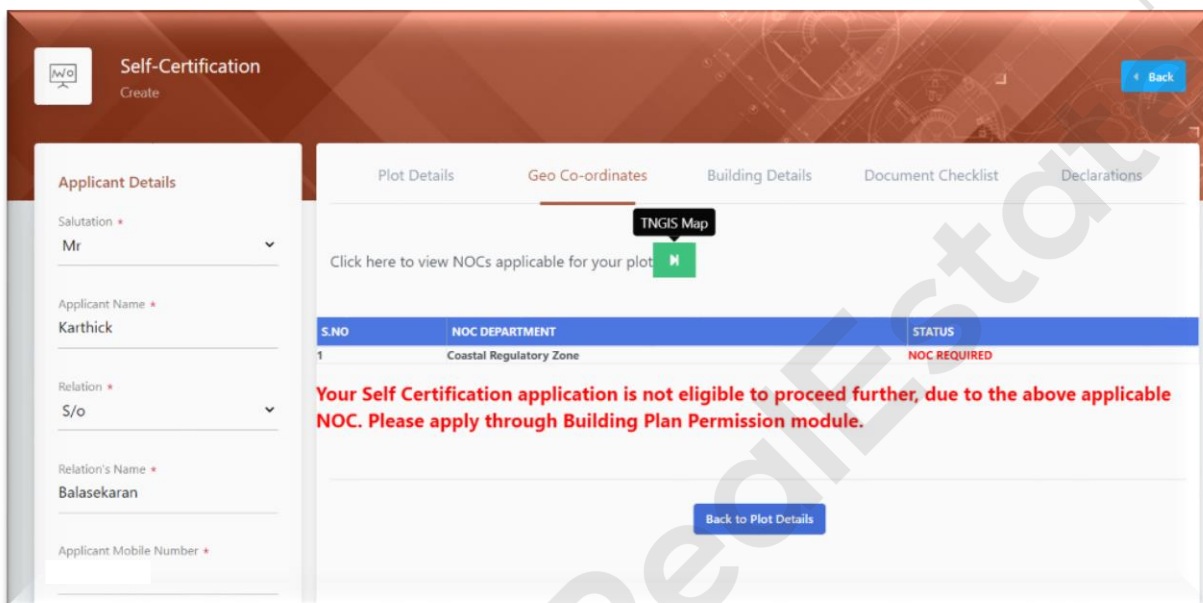
Click here to view NOCs applicable for your plot

No NOCs required for your site, Please proceed with this application by clicking on Save and Continue

Back to Plot Details Save & Continue

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

Self-Certification User Manual



Self-Certification
Create

Back

Applicant Details

Salutation *
Mr

Applicant Name *
Karthick

Relation *
S/o

Relation's Name *
Balasekaran

Applicant Mobile Number *

Plot Details | **Geo Co-ordinates** | Building Details | Document Checklist | Declarations

TNGIS Map

Click here to view NOCs applicable for your plot

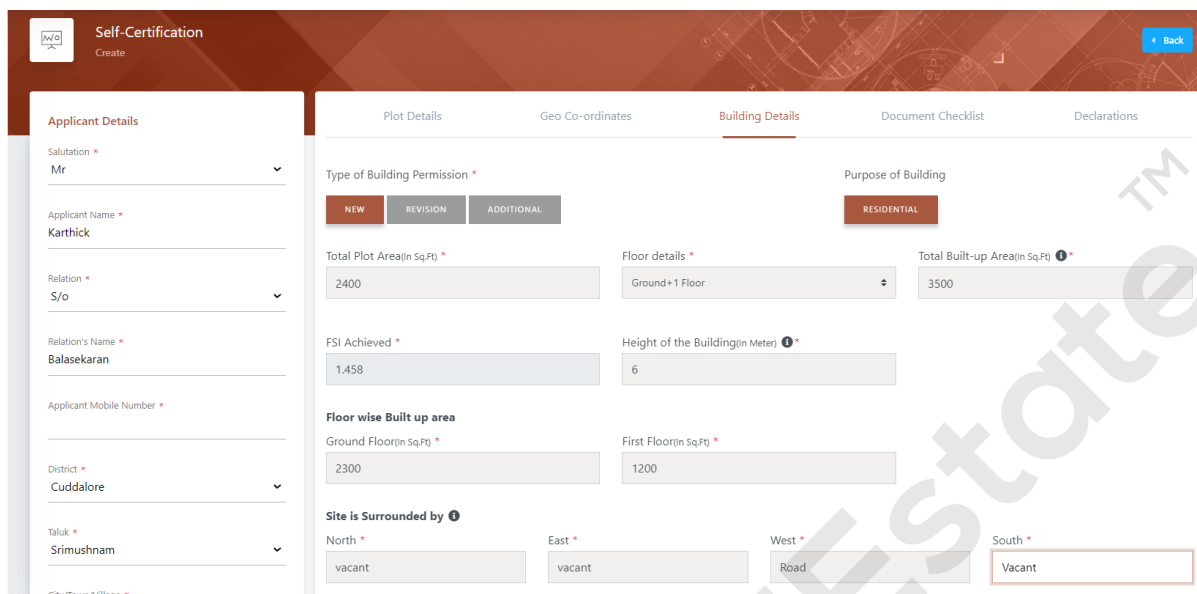
S.NO	NOC DEPARTMENT	STATUS
1	Coastal Regulatory Zone	NOC REQUIRED

Your Self Certification application is not eligible to proceed further, due to the above applicable NOC. Please apply through Building Plan Permission module.

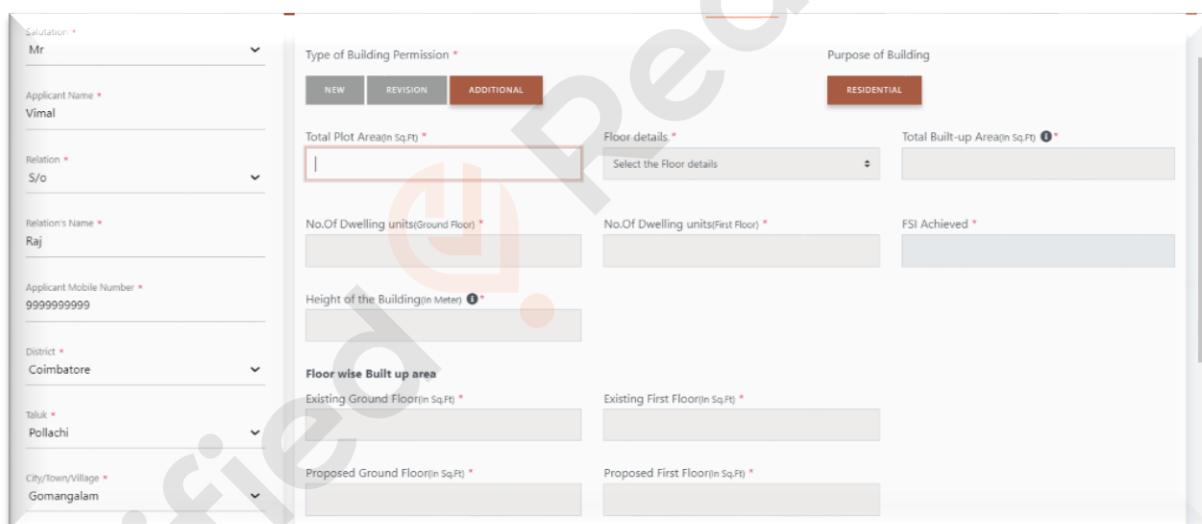
Back to Plot Details

- 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

Self-Certification User Manual



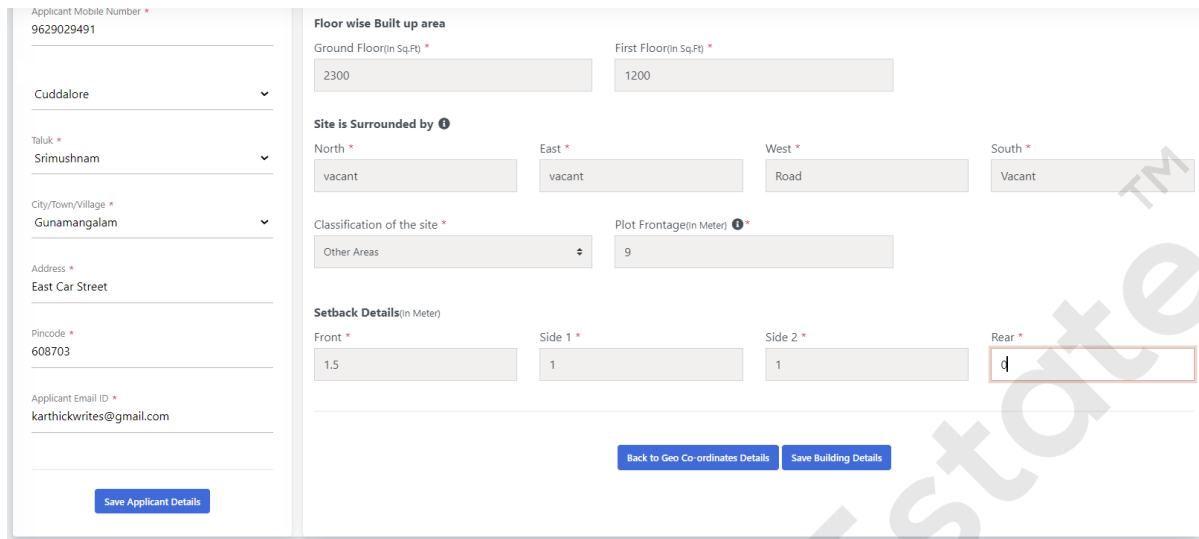
- If the applicant selects **Additional** then the following screen will be displayed and the



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.

Self-Certification User Manual



Applicant Mobile Number *
9629029491

Cuddalore ▼

Taluk *
Srimushnam ▼

City/Town/Village *
Gunamangalam ▼

Address *
East Car Street

Pincode *
608703

Applicant Email ID *
karthickwrites@gmail.com

Save Applicant Details

Floor wise Built up area

Ground Floor(in Sq.Ft) *
2300

First Floor(in Sq.Ft) *
1200

Site is Surrounded by ⓘ

North *
vacant

East *
vacant

West *
Road

South *
Vacant

Classification of the site *
Other Areas ▼

Plot Frontage(in Meter) ⓘ *
9

Setback Details(in Meter)

Front *
1.5

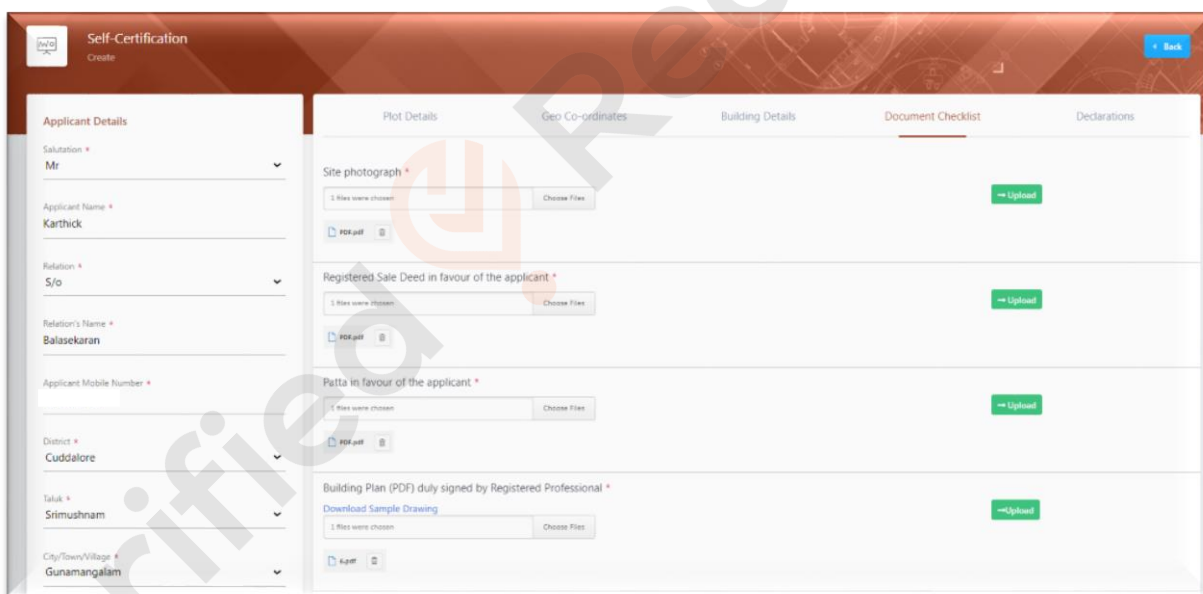
Side 1 *
1

Side 2 *
1

Rear *
d

Back to Geo Co-ordinates Details **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.



Self-Certification Create Back

Applicant Details

Salutation *
Mr ▼

Applicant Name *
Karthick

Relation *
S/o ▼

Relation's Name *
Balasekaran

Applicant Mobile Number *

District *
Cuddalore ▼

Taluk *
Srimushnam ▼

City/Town/Village *
Gunamangalam ▼

Plot Details **Geo Co-ordinates** **Building Details** **Document Checklist** **Declarations**

Site photograph *

0 files were chosen Choose Files Upload

Registered Sale Deed in favour of the applicant *

0 files were chosen Choose Files Upload

Patna in favour of the applicant *

0 files were chosen Choose Files Upload

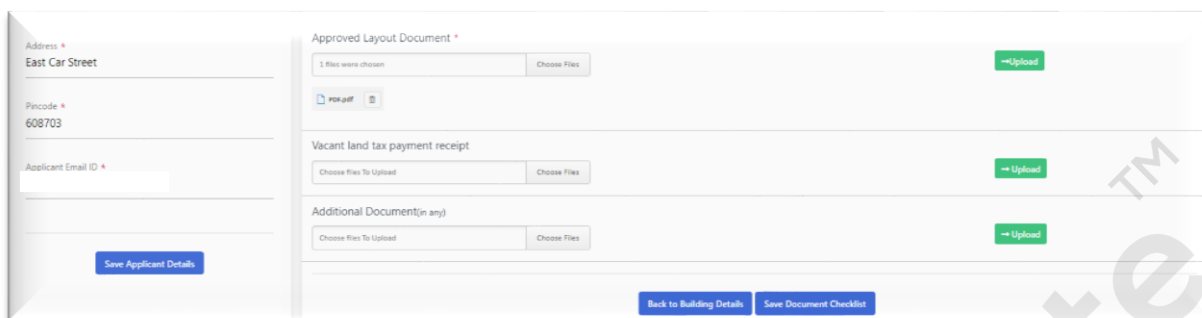
Building Plan (PDF) duly signed by Registered Professional *

[Download Sample Drawing](#)

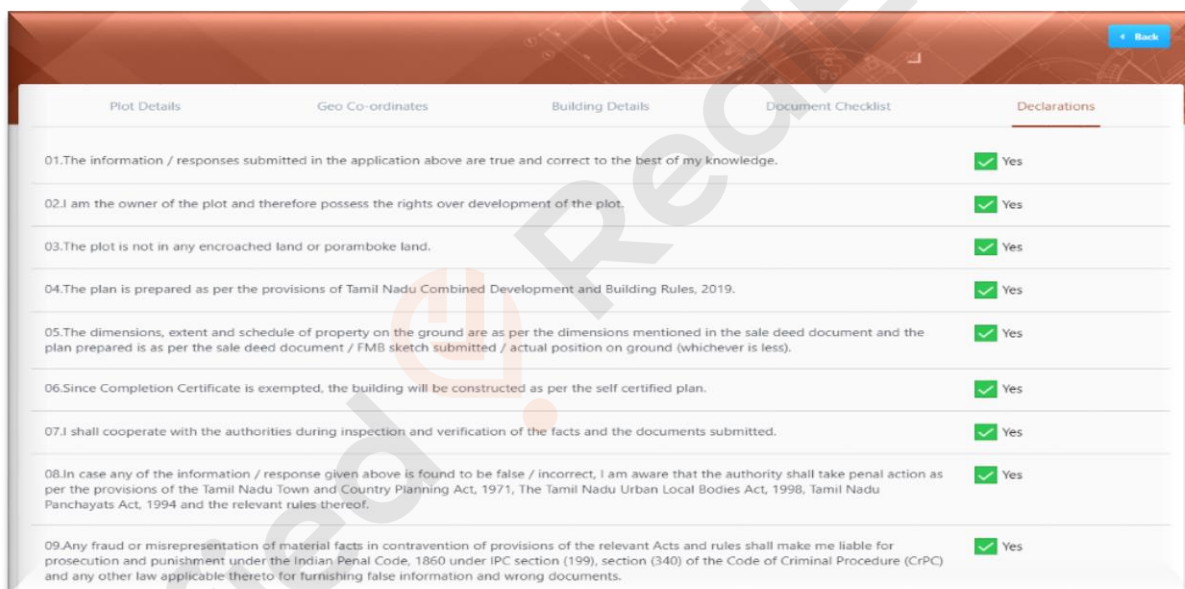
0 files were chosen Choose Files Upload

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

Self-Certification User Manual



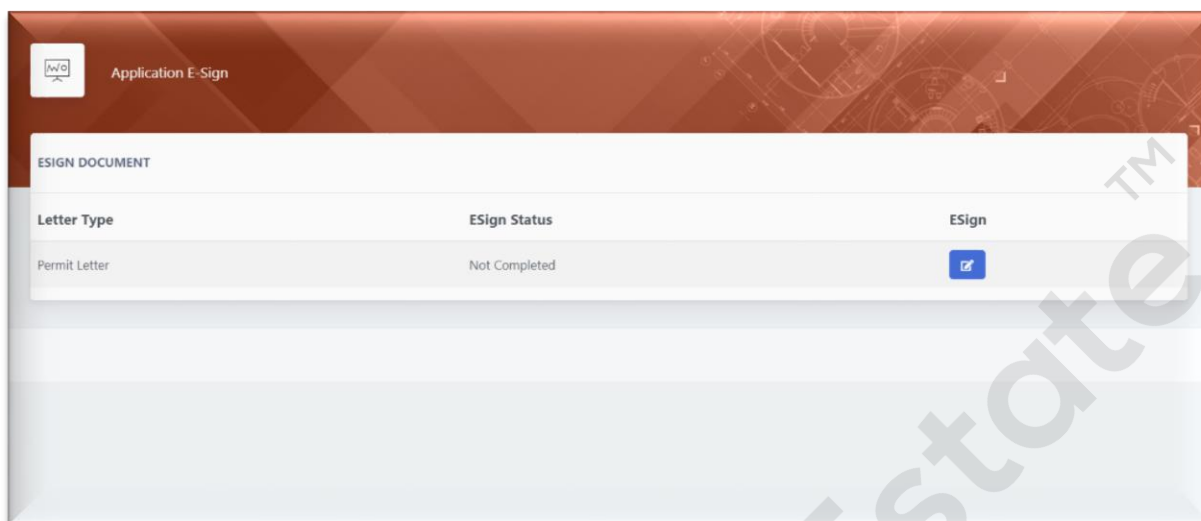
- After providing all the necessary details throughout the application, the last stage would be a self-declaration stage and there will be a list of declarations & based on the declaration acceptance, user needs to e sign the permit letter and



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.

Self-Certification User Manual



Application E-Sign

ESIGN DOCUMENT

Letter Type	ESign Status	ESign
Permit Letter	Not Completed	✍



Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

You are currently using C-DAC eSign Service and have been redirected from

CDAC's e-Sign Service

View Document Information

☒ Aadhaar Number
 ☐ Virtual ID
 ☐ UID Token
 [Get Virtual ID](#)

Enter Your Aadhaar Number
 [👁](#)

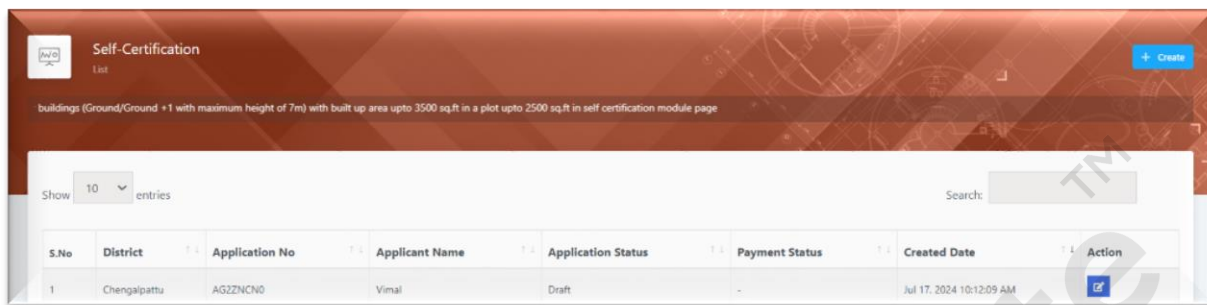
☐ Aadhaar TOTP
 ☒ Aadhaar OTP
 [How to generate TOTP?](#)

Enter Your Aadhaar OTP
 [🔍](#)

© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)

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

Self-Certification User Manual



Self-Certification
List

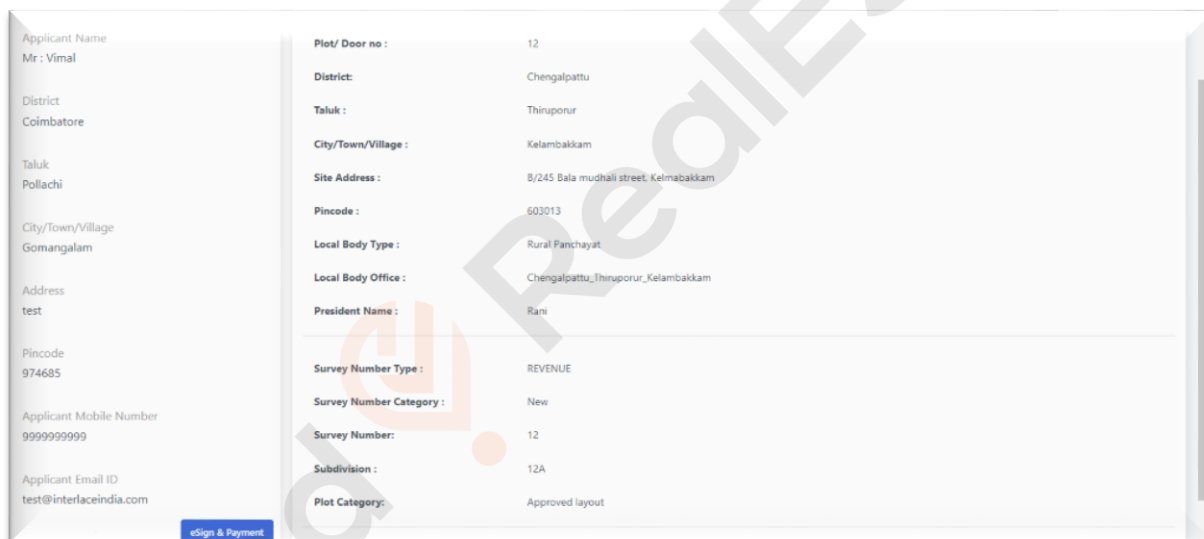
buildings (Ground/Ground +1 with maximum height of 7m) with built up area upto 3500 sq.ft in a plot upto 2500 sq.ft in self certification module page

Show 10 entries

Search:

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

District
Coimbatore

Taluk
Pollachi

City/Town/Village
Gomangalam

Address
test

Pincode
974685

Applicant Mobile Number
9999999999

Applicant Email ID
test@interfaceindia.com

Plot/ Door no : 12

District: Chengalpattu

Taluk : Thiruporur

City/Town/Village : Kelambakkam

Site Address : B/245 Bala mudhali street, Kelambakkam

Pincode : 603013

Local Body Type : Rural Panchayat

Local Body Office : Chengalpattu, Thiruporur, Kelambakkam

President Name : Rani

Survey Number Type : REVENUE

Survey Number Category : New

Survey Number: 12

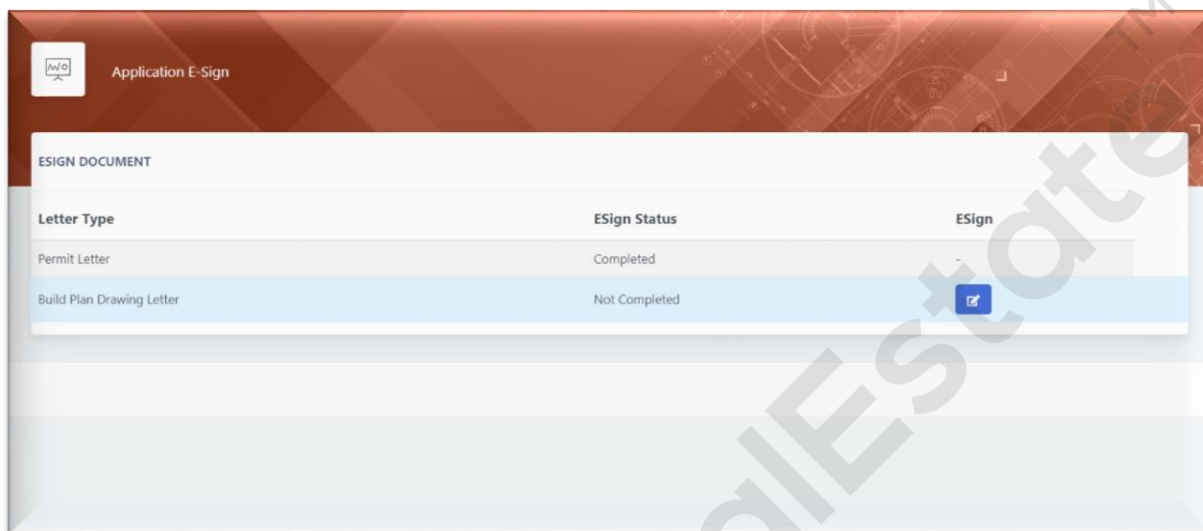
Subdivision : 12A

Plot Category: Approved layout

[eSign & Payment](#)

Self-Certification User Manual

- 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.



The screenshot shows the 'Application E-Sign' interface. At the top, there is a header with the 'WO' logo and the text 'Application E-Sign'. Below this is a section titled 'ESIGN DOCUMENT'. It contains a table with three columns: 'Letter Type', 'ESign Status', and 'ESign'.

Letter Type	ESign Status	ESign
Permit Letter	Completed	-
Build Plan Drawing Letter	Not Completed	



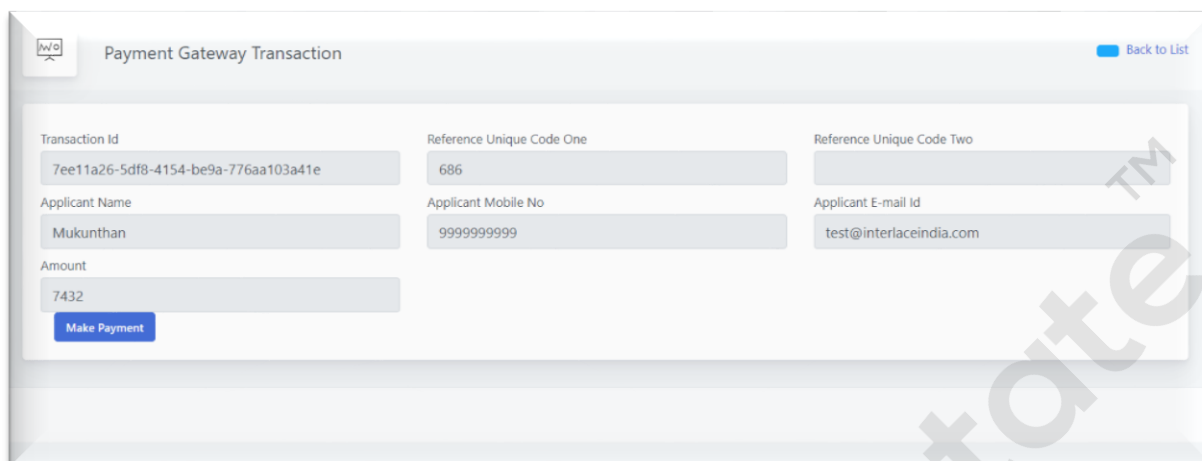
The screenshot shows the 'CDAC's e-Sign Service' interface. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India, Digital India, and CDAC. Below these logos, a message states: 'You are currently using C-DAC eSign Service and have been redirected from'.

The main section is titled 'CDAC's e-Sign Service' and contains a form for 'View Document Information'. The form has three radio buttons for authentication: 'Aadhaar Number' (selected), 'Virtual ID', and 'UID Token'. There is a 'Get Virtual ID' link next to the 'Virtual ID' option. Below the radio buttons, there are input fields for 'Enter Your Aadhaar Number' and 'Enter Your Aadhaar OTP'. There are also links for 'How to generate TOTP?' and 'Get OTP'.

At the bottom of the page, there is a footer that reads: '© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)'.

- 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.

Self-Certification User Manual



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

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, MasterCard, RuPay, 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.

Self-Certification User Manual


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	Mukunthan	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