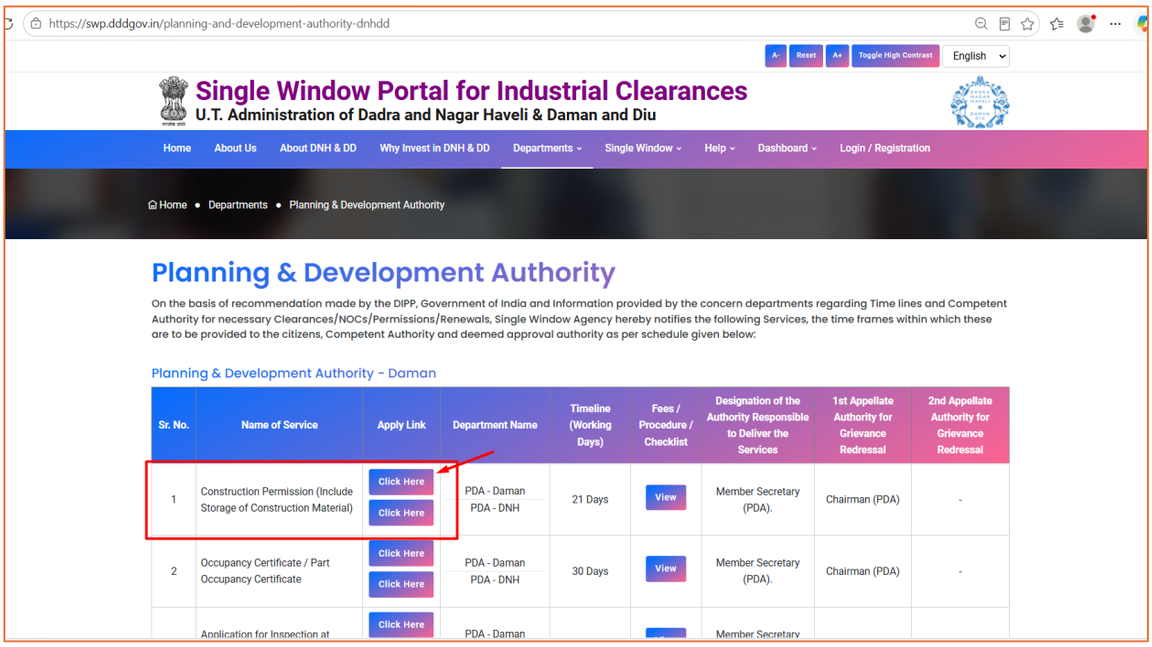
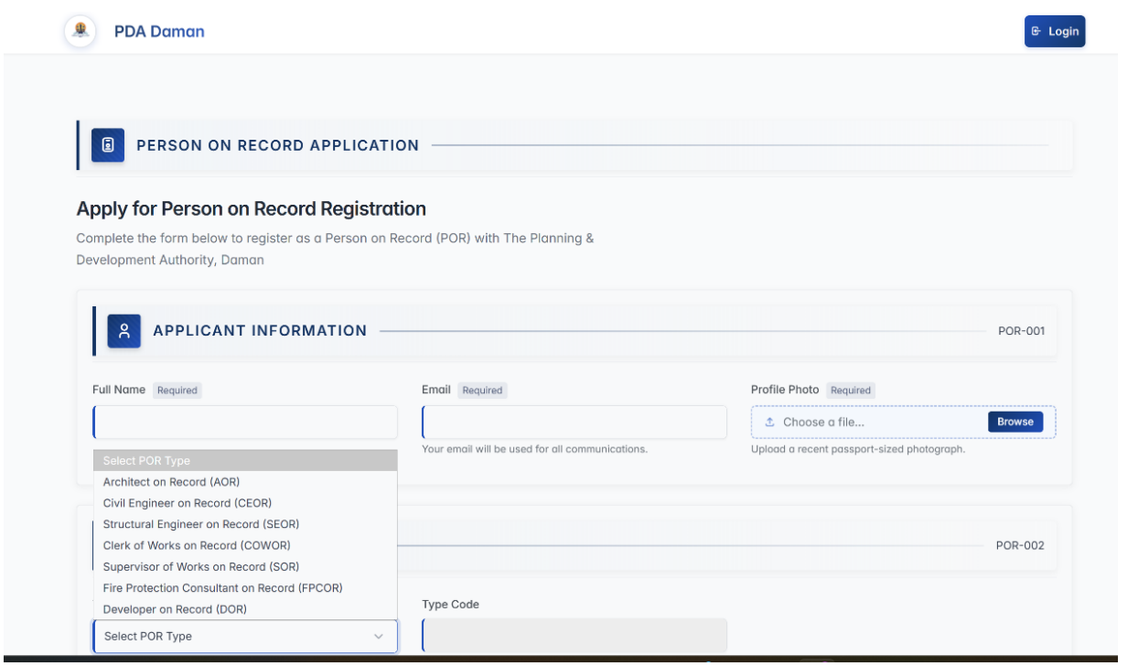
Permission for Building Plan Approval

Step 1: To avail the **Building Plan Approval**, the applicant is required to log in to the Single Window Portal at swp.dddgov.in. After logging in, the applicant shall click on the "Department" tab and select the "Planning & Development Authroity" to proceed with the application for the **Building Plan Approval**.

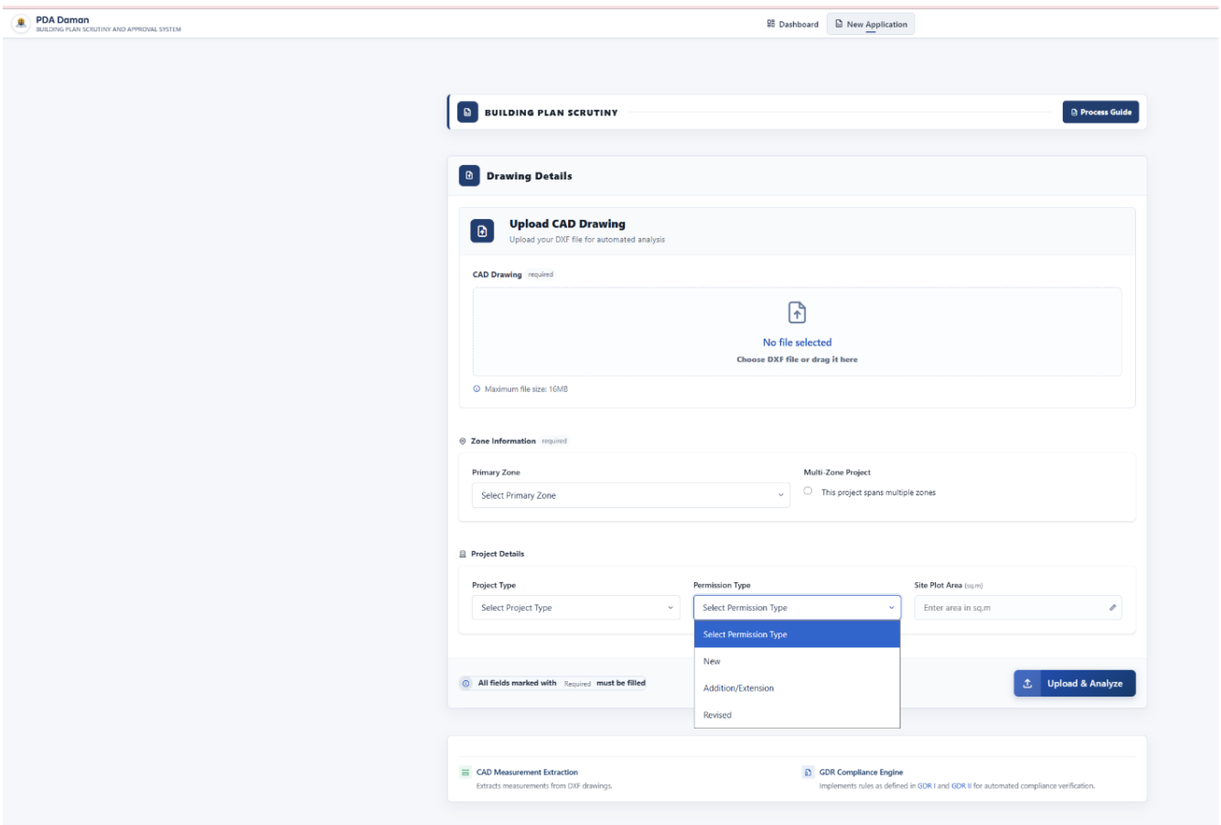


Step 2 : Once the user click on the Click here tab of Construction Permission user will navigated to Planning & Development Authority Tab where The Applicant/ Architect/Engineers has to register themselves through the website https://pdadaman.in/. After clicking the URL, the following webpage will be opened.

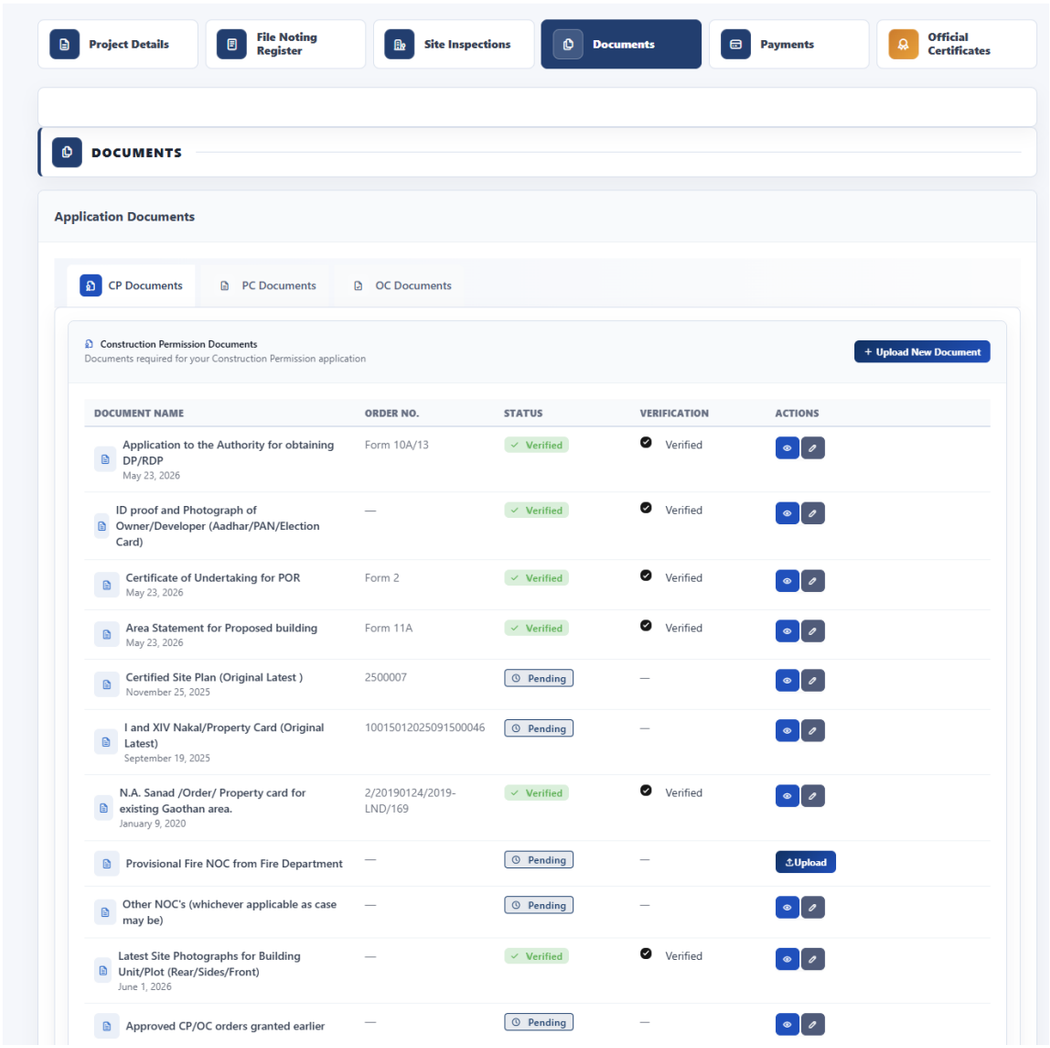


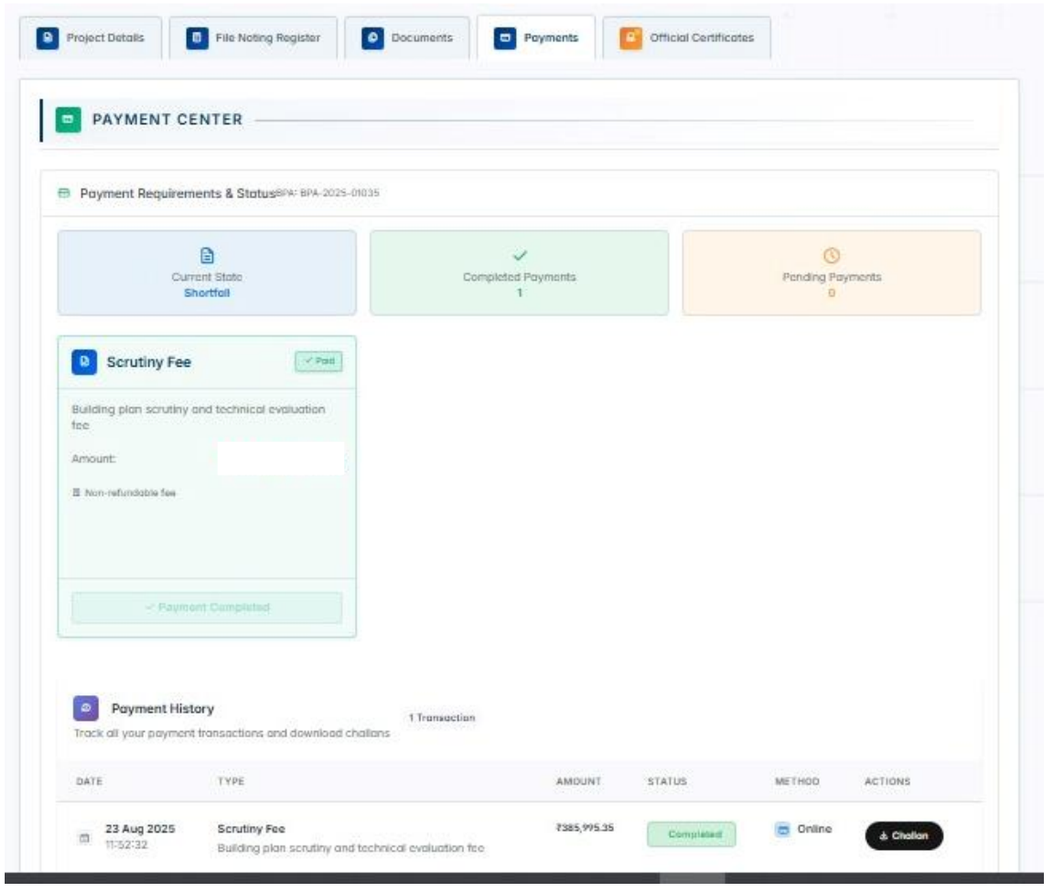
Step 3 : After successful registration, the Applicant/Architect/Engineer is required to apply for Building Plan Approval directly through the online portal: https://www.damanpda.in.

Upon accessing the portal, the applicant will be directed to the relevant webpage, where they are required to upload the CAD drawings, provide the necessary zoning details and project-related information, and select “New Permission” under the permission type for submitting the Building Plan Approval application.

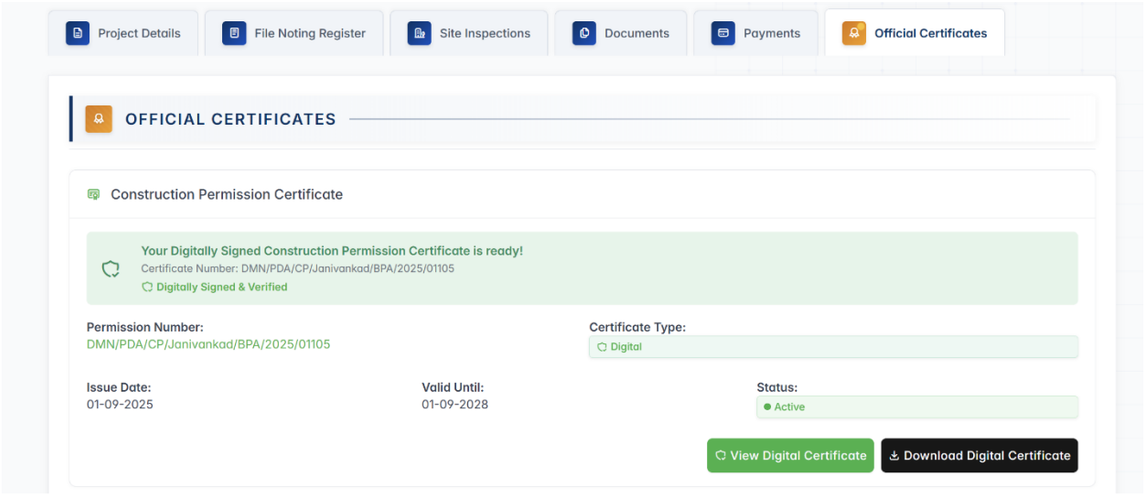


Step 4: After successfully completing the auto-scrutiny and compliance checks of the drawings, in accordance with the General Development Rules 2023, the Applicant/Architect/Engineers is required to upload the necessary documents and pay the applicable fees online through the website https://pdadaman.in/ . After clicking the URL, the following webpage will be opened.



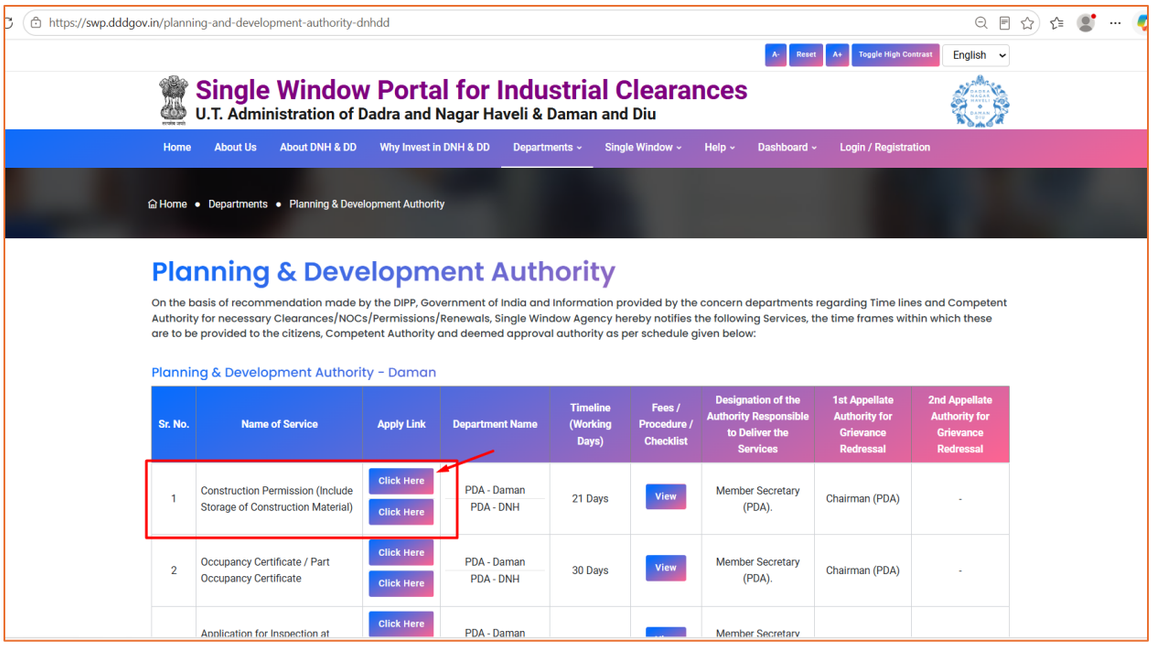

Project Details
File Noting Register
Documents
Payments
Official Certificates
PAYMENT CENTER
Payment Requirements & Status
Current State
Shortfall
Completed Payments
1
Pending Payments
0
Scrutiny Fee
Paid
Building plan scrutiny and technical evaluation fee
Amount:
Non-refundable fee
Payment Completed
Payment History
1 Transaction
Track all your payment transactions and download challans
DATE
TYPE
AMOUNT
STATUS
METHOD
ACTIONS
23 Aug 2025
11:52:32
Scrutiny Fee
Building plan scrutiny and technical evaluation fee
₹385,995.35
Completed
Online
Challan

Step 5: After the successful approval of the drawing by the Competent Authority, the Applicant/Architect/Engineers can download the digitally signed copy of the building plans and construction permission order through the website https://pdadaman.in/ . After clicking the URL, the following webpage will be opened.



Permission for Alteration and Addition/ Revision/ Revalidation

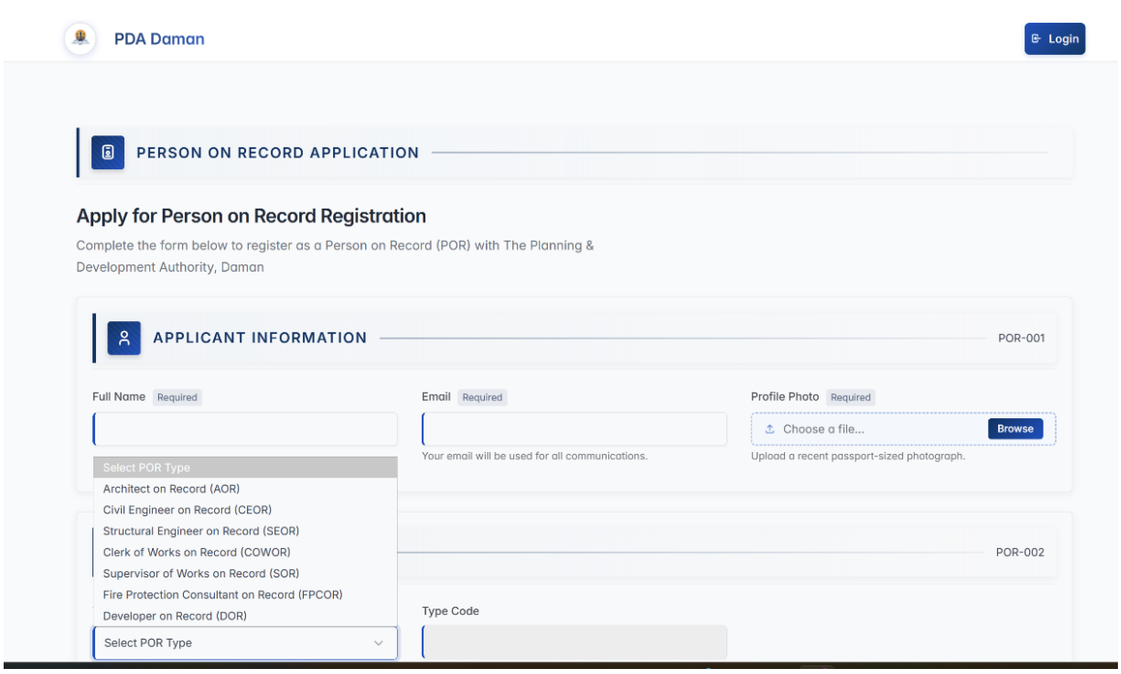
Step 1: To avail the **Permission for Alteration and Addition/ Revision/ Revalidation**, the applicant is required to log in to the Single Window Portal at swp.dddgov.in. After logging in, the applicant shall click on the “Department” tab and select the “Planning & Development Authroity” to proceed with the application for the **Permission for Alteration and Addition/ Revision/ Revalidation**.



Step 2 : Upon clicking the “Click Here” tab under Construction Permission, the applicant will be redirected to the Planning & Development Authority (PDA) Portal.

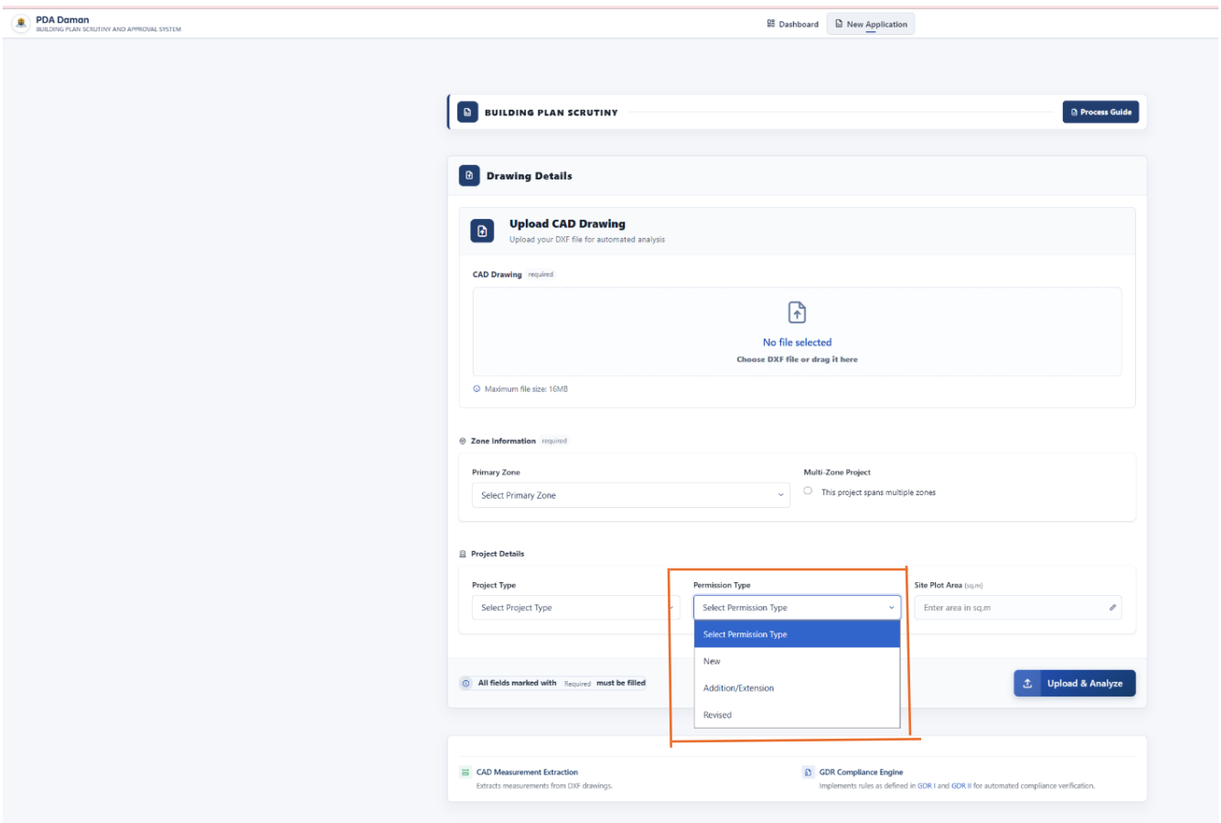
The Applicant/Architect/Engineer is required to register on the portal through the website https://pdadaman.in/ to proceed with a new application. In case of any alteration or modification to an existing building plan, the applicant can use their existing login credentials without the need for fresh registration.

Upon accessing the URL, the following webpage will be displayed.

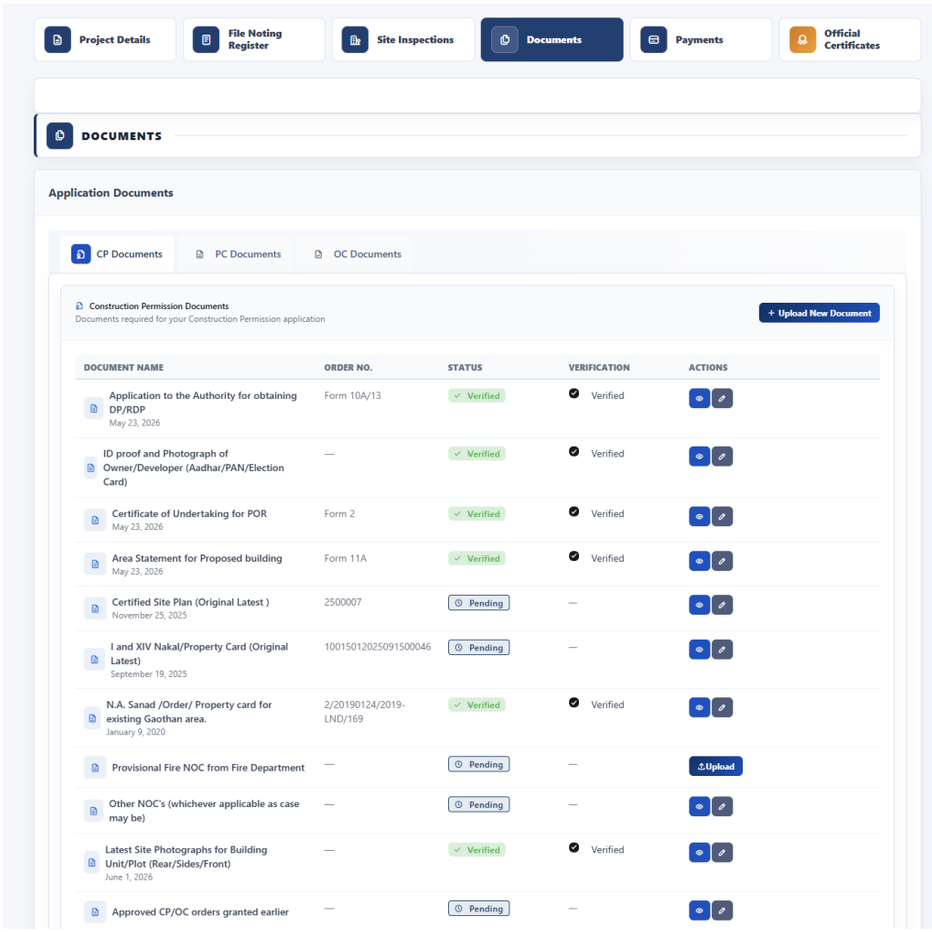


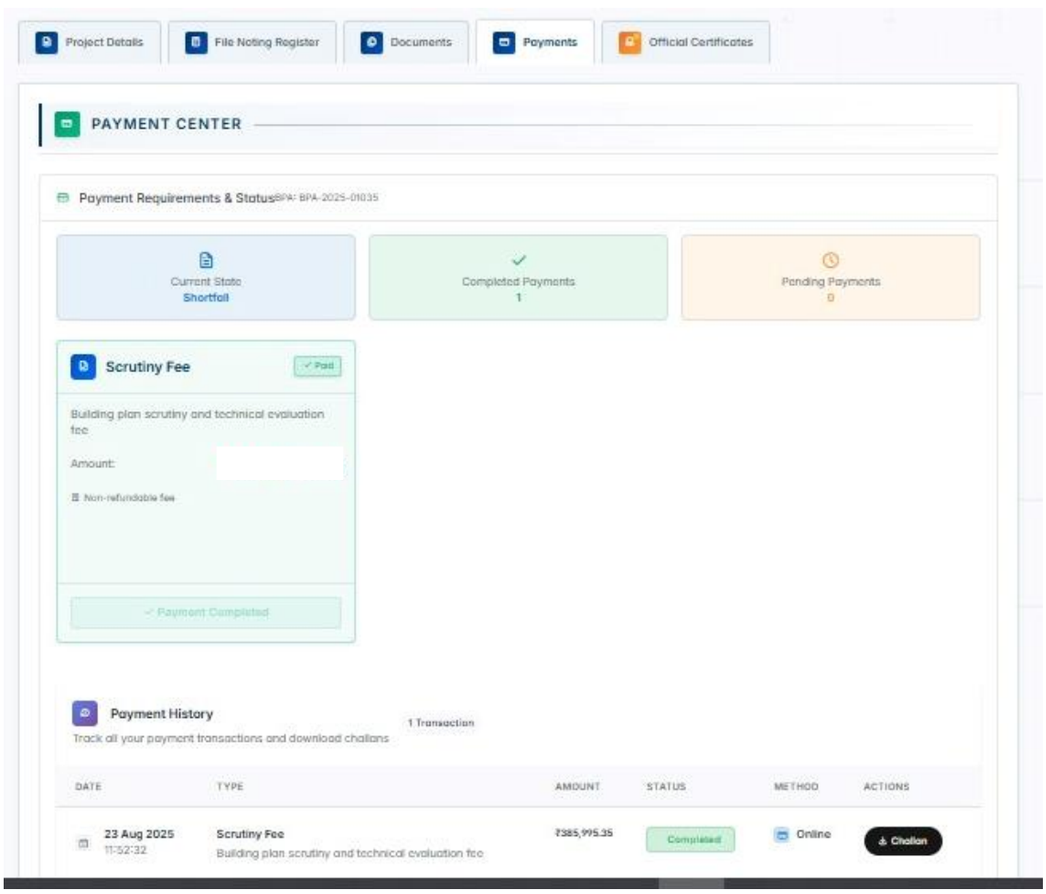
Step 3 : After successful registration, the Applicant/Architect/Engineer is required to apply for **Permission for Alteration and Addition/ Revision/ Revalidation** directly through the online portal: https://www.damanpda.in.

Upon accessing the portal, the applicant will be directed to the relevant webpage, where they are required to upload the CAD drawings, provide the necessary zoning details and project-related information, and select “Addition/Extension/Revised” under the permission type for submitting the **Permission for Alteration and Addition/ Revision/ Revalidation**.



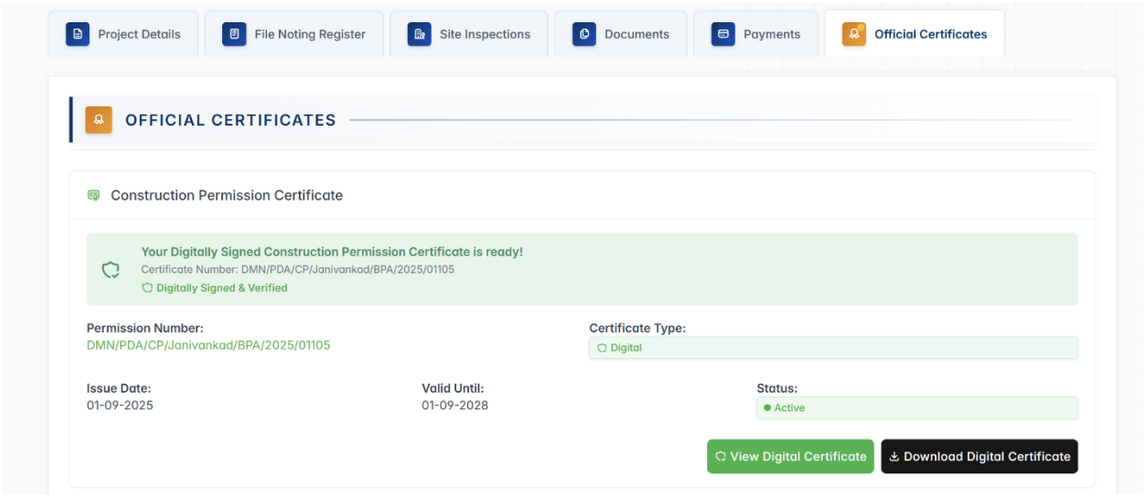
Step 4: After successfully completing the auto-scrutiny and compliance checks of the drawings, in accordance with the General Development Rules 2023, the Applicant/Architect/Engineers is required to upload the necessary documents and pay the applicable fees online through the website https://pdadaman.in/ . After clicking the URL, the following webpage will be opened.





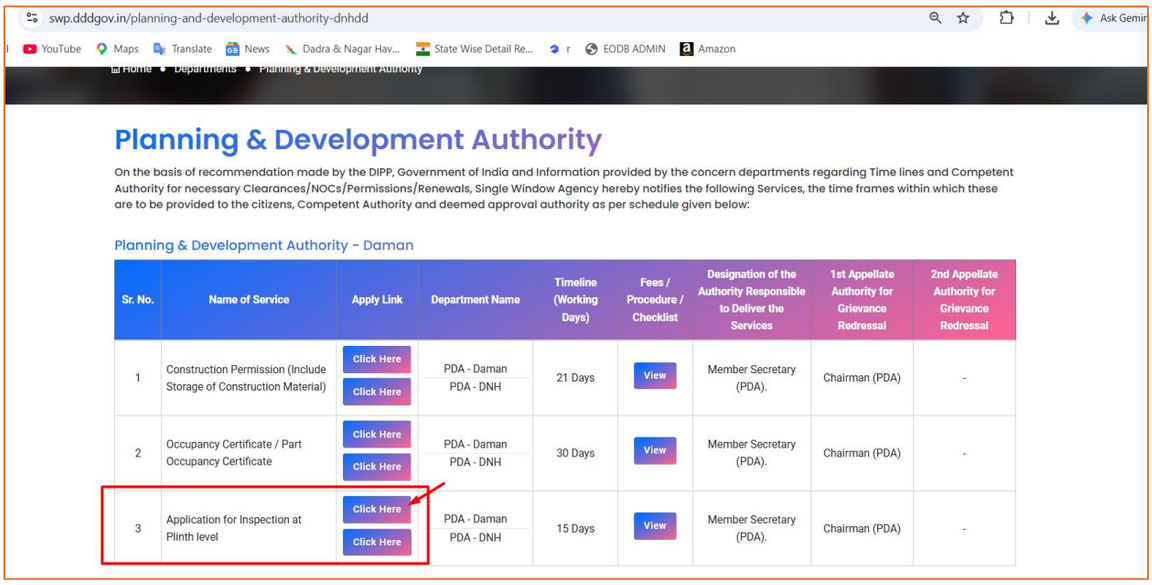
Step 5: Upon successful approval of the building drawings by the Competent Authority, the Applicant/Architect/Engineer can download the digitally signed copies of the approved building plans and Construction Permission Order for Alteration and Addition/Revision/Revalidation directly through the online portal: https://pdadaman.in/.

Upon accessing the portal, the following webpage will be displayed, from where the applicant can access and download the approved documents without the need for any physical visit or submission of hard copies.



Permission for Plinth Certificate

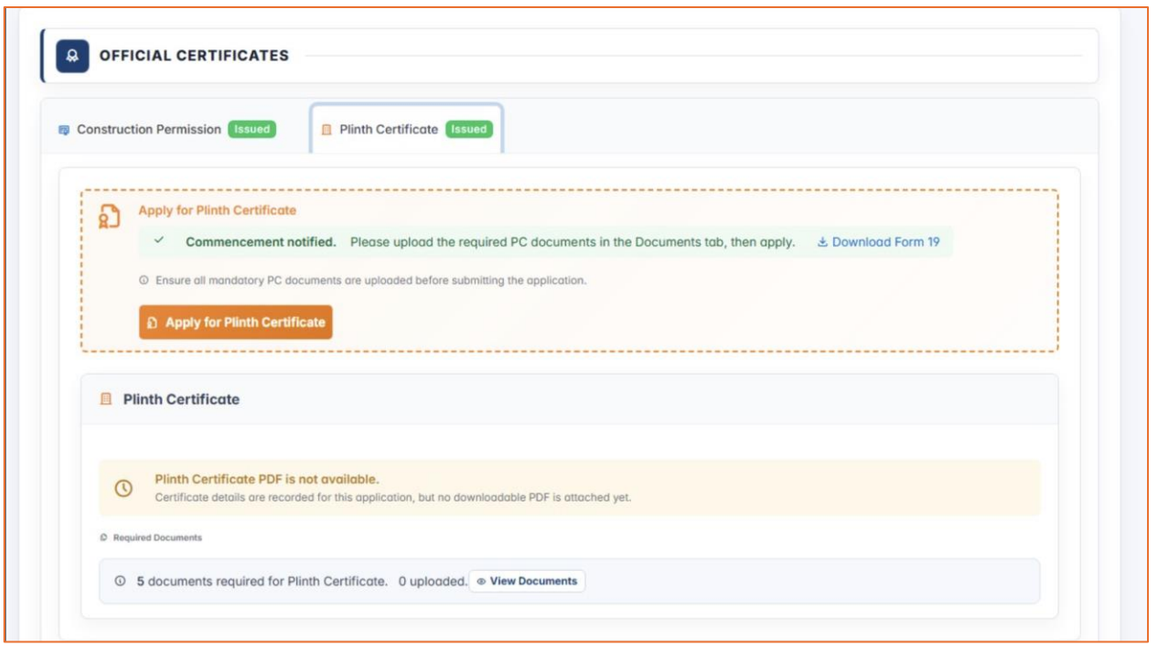
Step 1: To avail the **Permission for Plinth Approval**, the applicant is required to log in to the Single Window Portal at swp.dddgov.in. After logging in, the applicant shall click on the "Department" tab and select the "Planning & Development Authroity" to proceed with the application for the **Plinth Approval**.

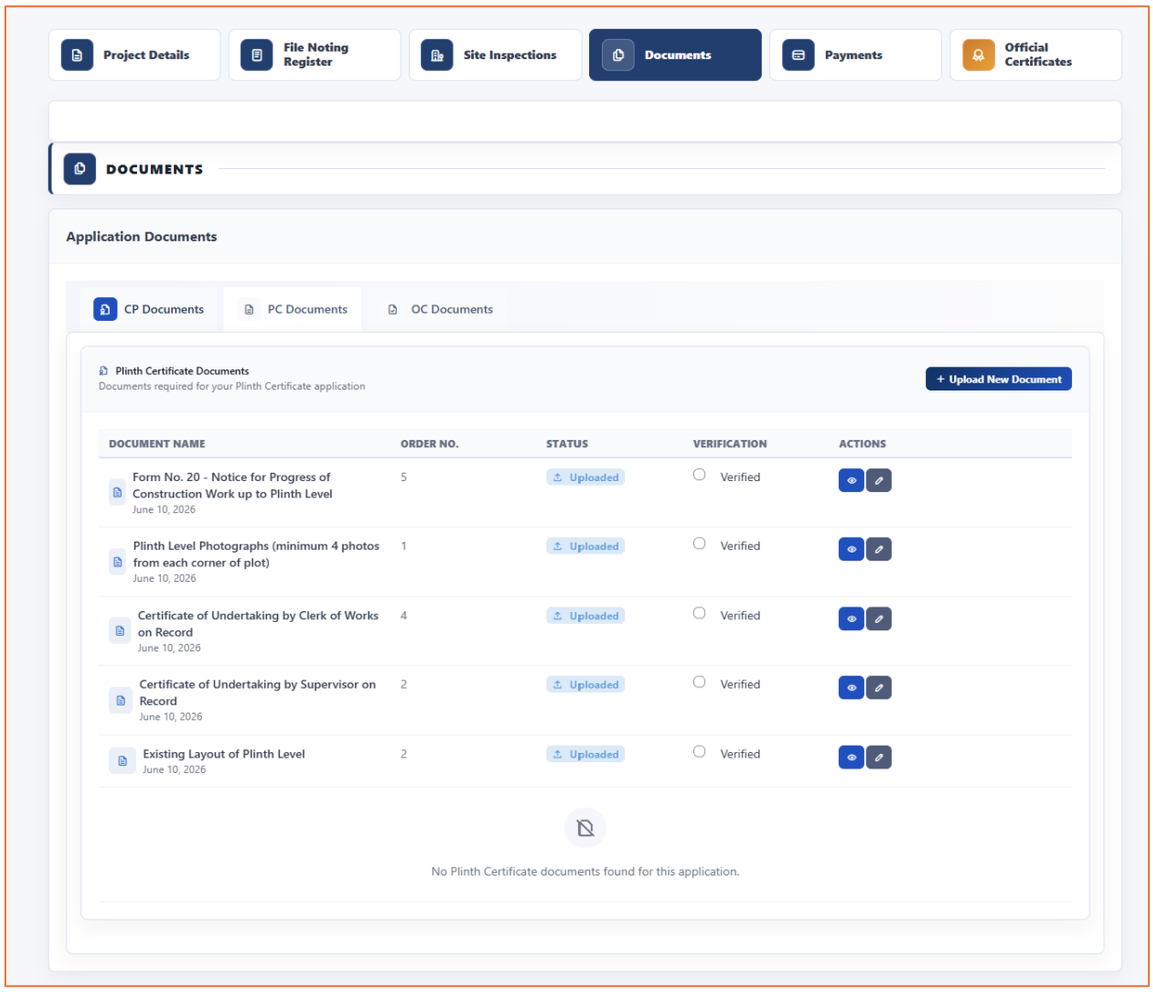


Step 2 : Upon clicking the "Click Here" tab under "Plinth Level", the applicant will be redirected to the Planning & Development Authority (PDA) Portal.

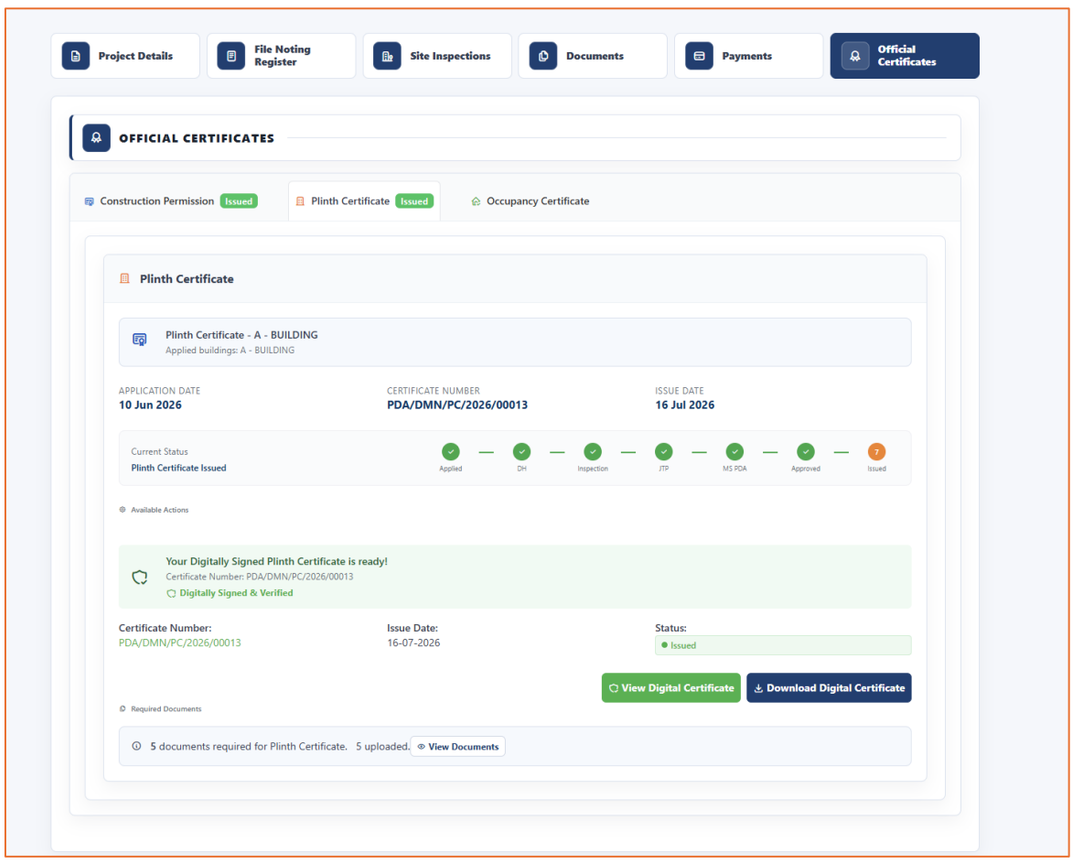
After obtaining the construction permit, the Applicant/Architect/Engineers has to apply for plinth approval themselves through website https://pdadaman.in/, uploading the necessary documents as required using the same credentials at the time of applying Construction permit.

Upon accessing the URL, the following webpage will be displayed.



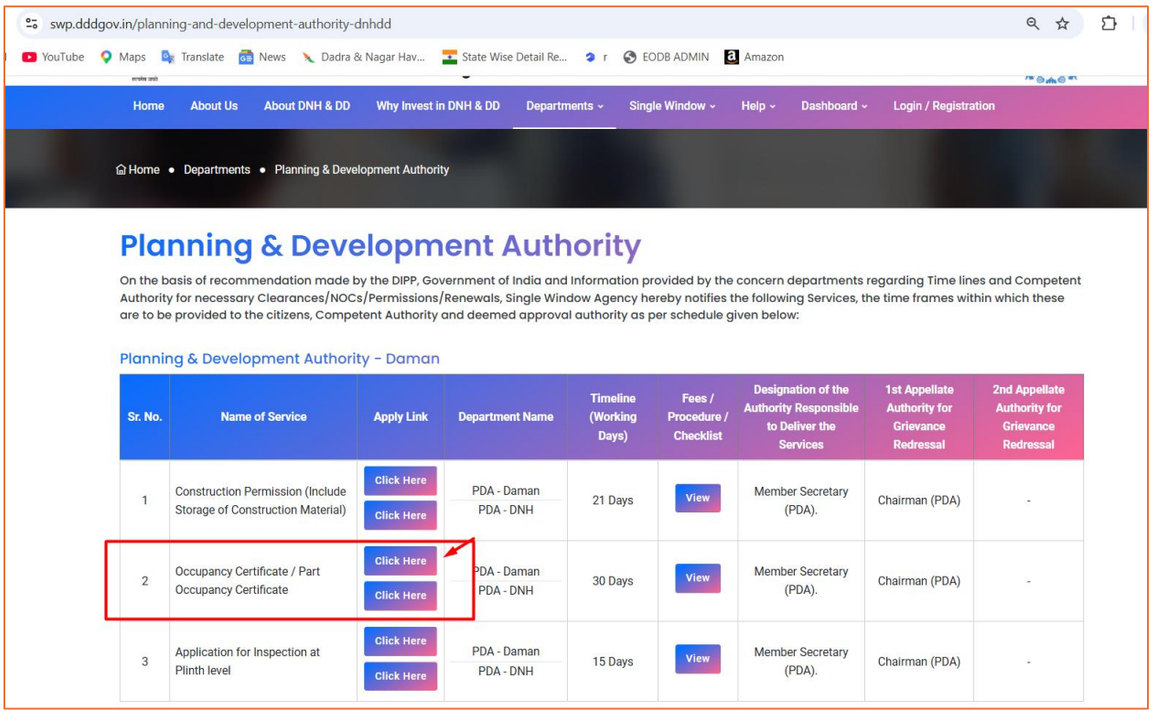


Step 3: After verification of plinth level document and site inspection, and upon successful approval by the Competent Authority, the Applicant/Architect/Engineers can download the digitally signed copy of the plinth certificate order through the website https://pdadaman.in/ . After clicking the URL, the following webpage will be opened.



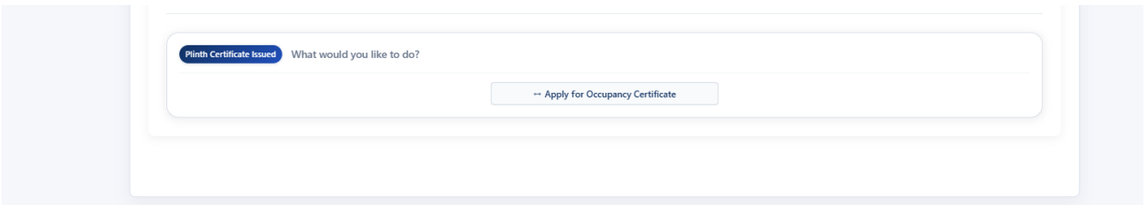
Permission for Occupancy/ Completion Certificate

Step 1: To avail the **Permission for Occupancy/ Completion Certificate**, the applicant is required to log in to the Single Window Portal at swp.dddgov.in. After logging in, the applicant shall click on the “Department” tab and select the “Planning & Development Authroity” to proceed with the application for the **Permission for Occupancy/ Completion Certificate**.

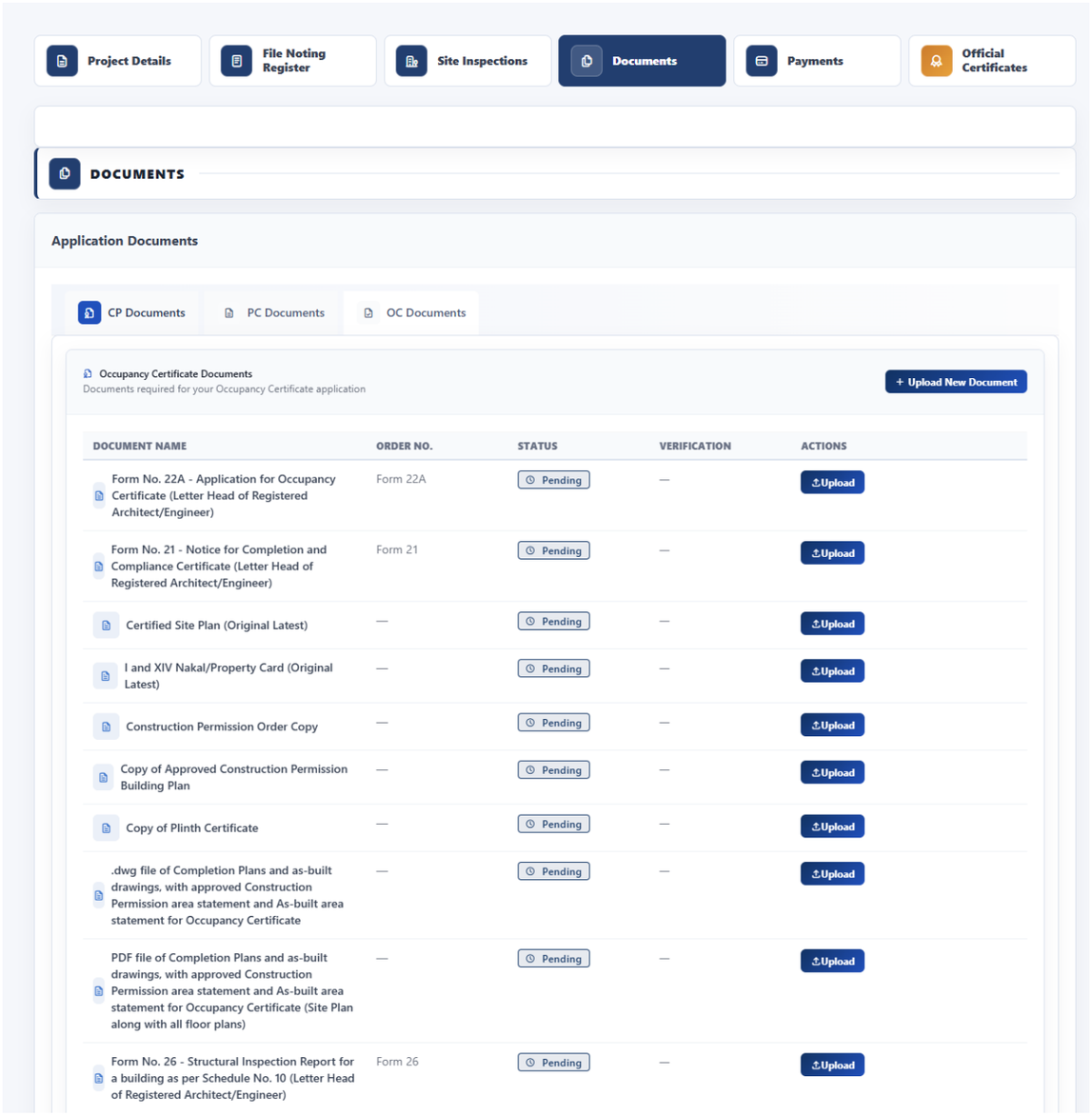


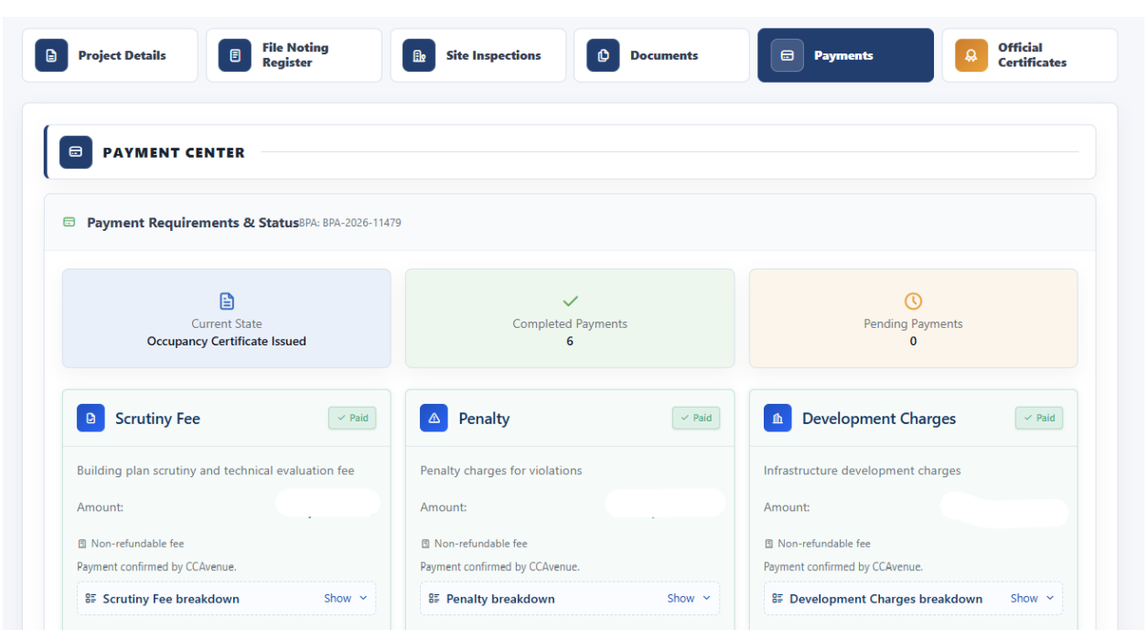
Step 2 : Upon clicking the “Click Here” tab under “Occupency Certificate Tab”, the applicant will be redirected to the Planning & Development Authority (PDA) Portal.

Using the same credentials at the time of applying Construction permit. After obtaining Plinth Certificate approval the Applicant/Architect/Engineers has to apply for Occupancy Certificate themselves through website https://pdadaman.in/. After clicking the URL following webpage will be opened.

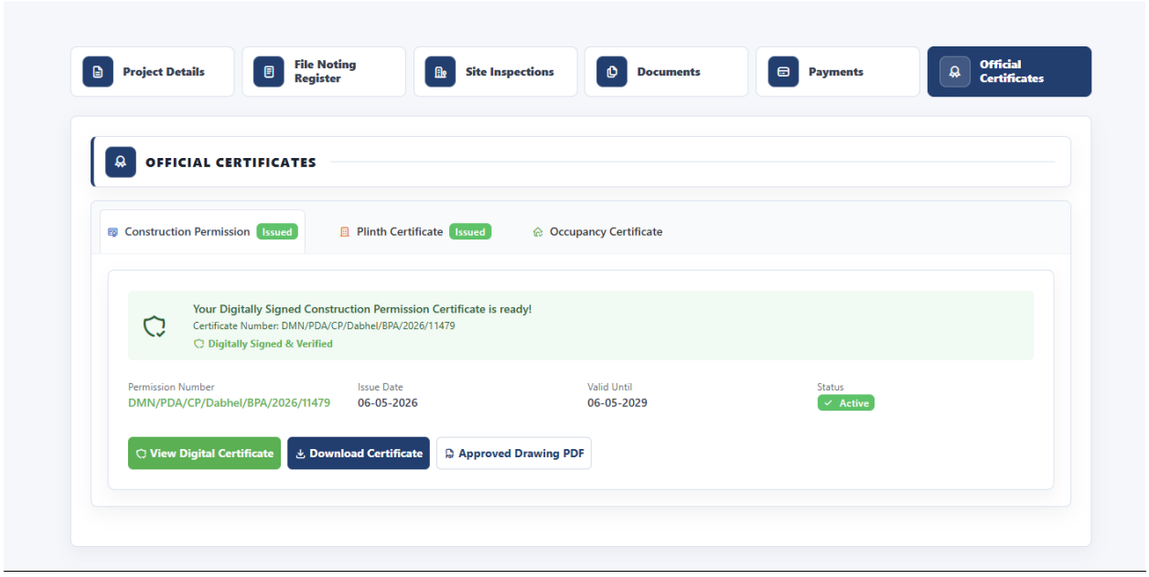


Step 3: After the Applicant/Architect/Engineers is required to upload the necessary documents and pay the applicable fees online through the website https://pdadaman.in/ . After clicking the URL, the following webpage will be opened.





Step 4: After verification of the occupancy level document and site inspection, and upon successful approval by the Competent Authority, the Applicant/Architect/Engineers can download the digitally signed copy of the Occupancy Certificate order through the website https://pdadaman.in/. After clicking the URL, the following webpage will be opened.



Dadra & Nagar Haveli
Planning and Development Authority
"A Wing" Second Floor, District Secretariat Building,
Silvassa. 396 230.
0260 – 2630147. email: dnhpda@gmail.com

No: DNHPDA/GDR-AMND/EODB/2025/2436 **Dated: 07.08.2026**

CIRCULAR

In pursuance of the initiatives undertaken by the UT Administration towards Ease of Doing Business (EoDB) and streamlining of building and construction approval processes, the Dadra & Nagar Haveli Planning and Development Authority has rationalised various documents, forms, and undertakings required for Construction Permission & Occupancy Certificate under the Online Building Plan Approval System (OBPS).

The declarations and undertakings that were earlier required to be submitted separately in offline mode have been incorporated into the prescribed online application forms/undertakings, thereby reducing the documentation requirements, and improving the ease of obtaining approvals.

Accordingly, Person on Records registered with DNHPDA are hereby informed to submit applications for Construction Permission and Occupancy Certificate through the Online Building Plan Approval System (OBPS) along with the rationalised documents and information as prescribed therein.

This is issued with the approval of Secretary (Urban Development), DNH & DD.

Member Secretary,
DNHPDA, Silvassa

To,

All Person on Records registered with DNHPDA.

Copy submitted to:

1. The Secretary (Urban Development), DNH & DD for kind information please.
2. The Collector, DNH/ Chairman, DNHPDA for kind information please.