

ELECTRONIC BUILDING PERMIT MANAGEMENT INFORMATION SYSTEM (eBPMIS)

USER MANUAL FOR CLIENTS



REPUBLIC OF RWANDA



WORLD BANK GROUP
Trade & Competitiveness



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1.0 Introduction

Electronic permitting is a set of computer-based tools and services that automate and streamline the building permit process. An electronic permitting system typically replaces traditional paper and file-card systems. As a result, the intent of electronic permitting is to reduce permitting time, improve customer service and staff efficiency, enhance quality, and make operating funds more productive.

In this tutorial, we will be giving developers/architects a walkthrough of what will become their new work space in the cloud.

1.1 Accessing eBPMIS

The e-Building Permit Management Information System(eBPMIS) Portal is a web-based Management Information System (MIS) software application that automates the application and review procedures for processing Building Permits, Inspections and Occupancy Certificates.

It allows applications submitted by designers/architects to be routed to the various departments of construction permit authority and other outside agencies for vetting and approval

The eBPMIS is an internet based system and is accessible via any web browser. A browser must therefore be installed in your computer before starting to use the system. To get to the system;

1. Open your preferred web browser (e.g. Google Chrome, Firefox and Safari), we will be using Mozilla Firefox throughout this tutorial.
2. On the address bar, enter the e-Construction Permit Portal system address <https://www.bpmis.gov.rw> and hit enter to continue.



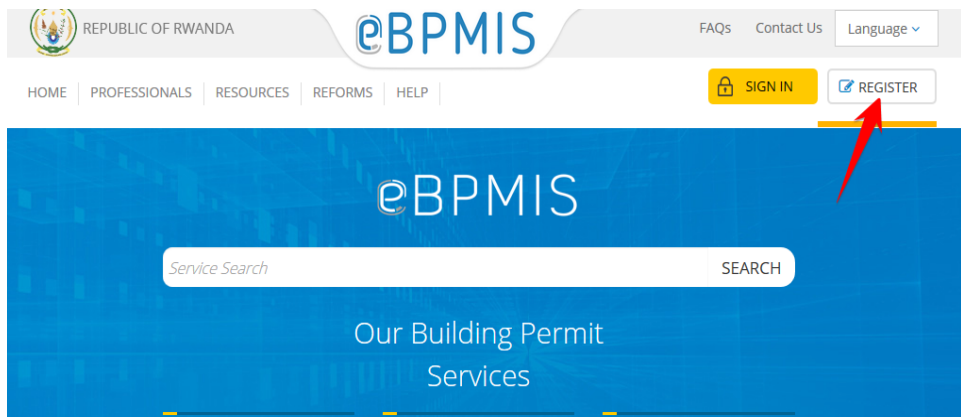
This will be the first page displayed after accessing eBPMIS. It will give you information about the Building Permit Services from Construction Permits, Extension Permits, Change of Building Use, Occupation Permit Application, Refurbishment, Demolition and Inspection Notice

1.2 Registering for an Account

You can create an Account as ;

- a) An Architect – Must be Registered with the Board of Architect of Rwanda.
- b) An Engineer – Must be Registered with the Board of Engineers of Rwanda.
- c) A Property owner / Developer – Can submit for Category 1A and 1B
- d) A Contractor – To submit for Inspection for Approved projects.

To register, click on the 'REGISTER' button at the top right as shown



A form will be provided for you to fill in your details

USER REGISTRATION

Please fill in below details

Full Name
Username
Enter Email
Confirm Email
New Password
Confirm Password
Mobile Phone

(Example Format: > 250712345678 or 0700123456)

Register as

Property Owners (can apply for category 1A and 1B Only)	▼
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SAVE AND CONTINUE

Give your full names, your email, enter a password, your mobile phone and then add your profession in the “Register As” field. Once you finish, click on the “Save and Continue” button.

In step 2, provide additional details

Please fill in Additional details form

- Step 2: Architect's Particulars

Register as	Individual
-------------	------------

Architects Registration Board (Rwanda) Details

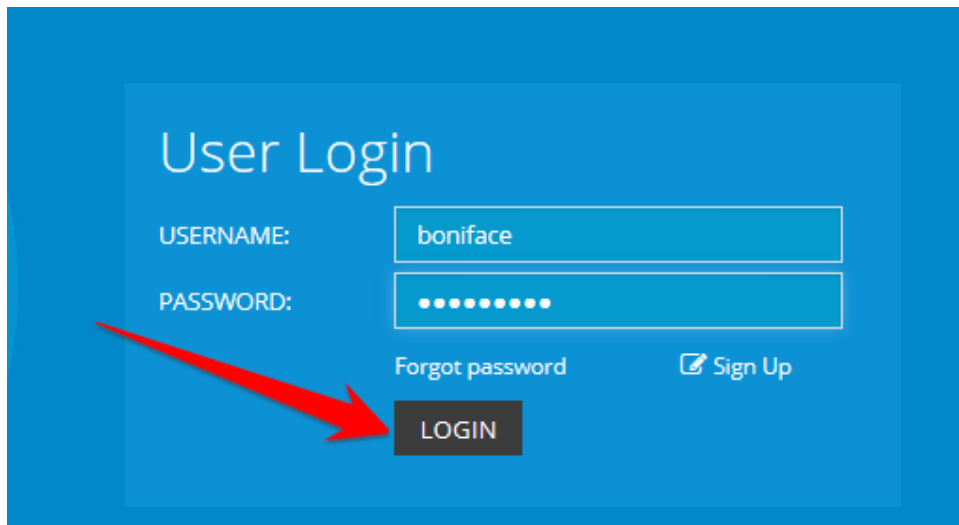
Registration Number with Registration Board *	
Registered Email with Registration Board	

General Information

If Firm, What is the Business Name	
TIN	
ID Number	3545455
Passport Number	2435464
Address	13243 FGN
	Street Address

For instance, if you are registering as an architect, you will need to provide your registration number.

Fill out the additional information and once you finish, click on the ‘SUBMIT, button at the bottom



User Login

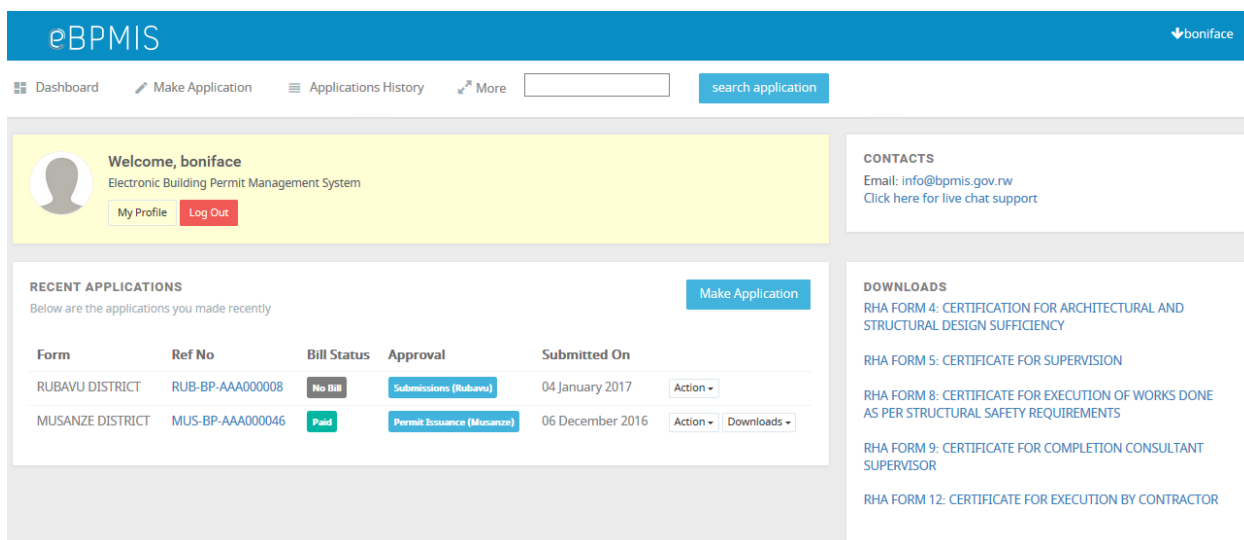
USERNAME:

PASSWORD:

[Forgot password](#) [Sign Up](#)

LOGIN

If your credentials are correct you will be redirected to the dashboard as shown below:



eBPMIS boniface

Dashboard Make Application Applications History More [search application](#)

Welcome, boniface
Electronic Building Permit Management System

[My Profile](#) [Log Out](#)

CONTACTS
Email: info@bpmis.gov.rw
[Click here for live chat support](#)

RECENT APPLICATIONS
Below are the applications you made recently [Make Application](#)

Form	Ref No	Bill Status	Approval	Submitted On	
RUBAVU DISTRICT	RUB-BP-AAA000008	No Bill	Submissions (Rubavu)	04 January 2017	Action
MUSANZE DISTRICT	MUS-BP-AAA000046	Paid	Permit Issuance (Musanze)	06 December 2016	Action Downloads

DOWNLOADS

[RHA FORM 4: CERTIFICATION FOR ARCHITECTURAL AND STRUCTURAL DESIGN SUFFICIENCY](#)

[RHA FORM 5: CERTIFICATE FOR SUPERVISION](#)

[RHA FORM 8: CERTIFICATE FOR EXECUTION OF WORKS DONE AS PER STRUCTURAL SAFETY REQUIREMENTS](#)

[RHA FORM 9: CERTIFICATE FOR COMPLETION CONSULTANT SUPERVISOR](#)

[RHA FORM 12: CERTIFICATE FOR EXECUTION BY CONTRACTOR](#)

1.4 Resetting your Password

If you have forgotten your password, follow the steps below:

- Click on the "Lost/Forgot password?" link on the 'SIGN IN' in page.
- Enter your email or username on the page that appears and click on the "RESET MY PASSWORD" button as shown below:

USER ACCOUNT RECOVERY

Forgot your account password

Lost Password Recovery

If you have forgotten your username or password, you can request to have your username emailed to you and to reset your password. When you fill in your registered email address, you will be sent instructions on how to reset your password.

Email or Username

- Check your email inbox for the password reset email sent by the system. In case you cannot view the password reset email, kindly check your spam for the same.
- Follow the instructions sent on the email to reset your password.
- Login with the new password.

1.5 Editing your Account Details

To edit your account details,

Click on your username picture on the top right and select “My Profile” as shown below

The screenshot displays the eBPMIS dashboard. At the top, a blue header bar contains the 'eBPMIS' logo and a user profile icon labeled 'boniface'. A red arrow points to this icon. Below the header, a navigation bar includes links for 'Dashboard', 'Make Application', 'Applications History', and a 'More' dropdown. A search bar is also present. On the right side of the navigation bar, a dropdown menu is open, showing 'My Profile' (highlighted with a red box) and 'Log Out'. The main content area is divided into three sections: a 'Welcome, boniface' section with a 'My Profile' button; a 'CONTACTS' section with email and live chat links; and a 'RECENT APPLICATIONS' section with a table of application details and a 'Make Application' button. A 'DOWNLOADS' section is also visible on the right.

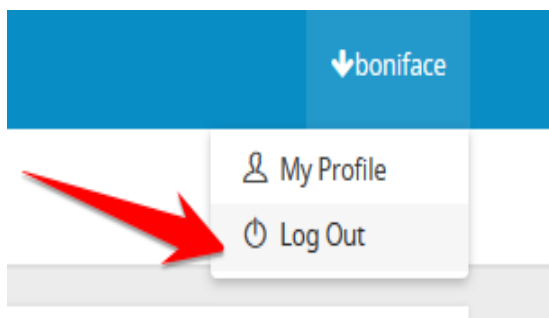
You will then be presented with your account details in three major tabs as shown below:

My Profile		
Edit Basic Details	Edit Additional Details	My Activity
Full Name	boniface	
Email Address	test1@otbafrica.com	
Mobile	0712122743	
Username	boniface	
2017-01-09 16:31:28	boniface	
Is Active?	Yes	
Email is Validated?	Yes	
submit		

You can edit your basic details or the additional information you provided. Once you finish click on the 'Submit' button to save the changes

1.6 Logging Out

To log out of the system, click the downward arrow beside your username at the top right and select "Log Out" as shown below.



1.7 Dashboard

As a registered user, you will have your own profile along with a dashboard. The dashboard presents you with an overview of your recent applications, contact details for eBPMIS and also relevant forms available for download. It summarizes your activities in the system

Once you log in, you will be presented with a dashboard as shown

The screenshot shows the eBPMIS dashboard. At the top, there is a blue header with the eBPMIS logo and a user profile icon labeled 'boniface'. Below the header, there is a navigation bar with links: Dashboard, Make Application, Applications History, and a 'More' dropdown menu. The 'More' menu is highlighted with a red box and contains links to Shared Applications, FeedBack, Live Chat, and Cost Estimate. To the right of the navigation bar is a search application button. Below the navigation bar, there is a yellow banner with a user profile icon and the text 'Welcome, boniface' and 'Electronic Building Permit Management System'. There are buttons for 'My Profile' and 'Log Out'. To the right of the banner is a 'CONTACTS' section with email and live chat support links. Below the banner is a 'RECENT APPLICATIONS' section with a table of applications and a 'Make Application' button. To the right of the table is a 'DOWNLOADS' section with links to various forms.

Form	Ref No	Bill Status	Approval	Submitted On	
RUBAVU DISTRICT	RUB-BP-AAA000008	No Bill	Submissions (Rubavu)	04 January 2017	Action ▾
MUSANZE DISTRICT	MUS-BP-AAA000046	Paid	Permit Issuance (Musanze)	06 December 2016	Action ▾ Downloads ▾

At the top, there are major menu items to help you navigate around the system. These includes ;

1. My Drafts- This tab shows applications that you made but are not completed. They are saved applications.

The screenshot shows the 'RECENT APPLICATIONS' section. It has a title 'RECENT APPLICATIONS' and a subtitle 'Below are the applications you made recently'. There is a 'Submit New Application' button. Below the subtitle is a table of applications.

District	Ref No	Submitted On	Bill Status	Stage
CITY OF KIGALI - ...	KCP5-CP-AAA018832	04 May 2017	No Bill	Submissions (Cok) Action ▾

- b) Inspections – Shows a list of applications awaiting inspections/ applications with ongoing inspections.
- c) Occupations – Shows a list of applications awaiting occupancy permits.
- d). Shared Applications – List of Applications shared with your account or applications that you have shared with registered users.

- e).Feedback – Submit feedback messages to the districts on various services offered.
- f).Live Chat – Chat with designated officers for each district on challenges/comments about services offered through this system.
- g).Application History – View a summary of all applications you submitted.
- h).Cost estimate – Get an estimate of amount you will be charged for various services.

1.8 Applications

Applications are the building proposals you submit in order to acquire permits. These applications are then reviewed and vetted by the relevant authority.

In this chapter we will see how to submit an application, view submitted applications, apply for receipts and track the progress of your applications.

1.8.1 Submitting Applications

While on your dashboard, click on “Make Application” as show below or go to the ‘Make Application menu:

eBPMIS


Dashboard

Make Application

Applications History

More

search application



Welcome, boniface

Electronic Building Permit Management System

My Profile

Log Out

RECENT APPLICATIONS

Below are the applications you made recently

Form	Ref No	Bill Status	Approval	Submitted On	
RUBAVU DISTRICT	RUB-BP-AAA000008	No Bill	Submissions (Rubavu)	04 January 2017	Action ▾
MUSANZE DISTRICT	MUS-BP-AAA000046	Paid	Permit Issuance (Musanze)	06 December 2016	Action ▾ Downloads ▾

Make Application

A list of the services available will be displayed. Click on the service you want to apply for and select the district

Click on the service you want to apply and select the district

Make Application

1. CONSTRUCTION PERMIT

Northern Province

MUSANZE DISTRICT

Western Province

RUBAVU DISTRICT

2. EXTENSION PERMIT

3. REFURBISHMENT OF EXISTING BUILDINGS WITH STRUCTURAL ALTERATION

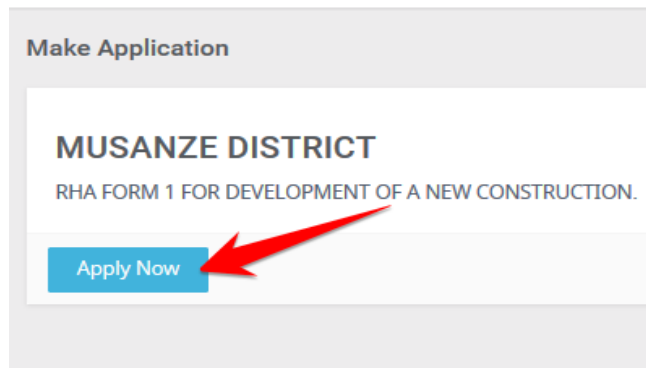
4. REFURBISHMENT OF EXISTING BUILDINGS WITHOUT STRUCTURAL ALTERATION

5. DEMOLITION

6. OCCUPANCY

7. CHANGE OF BUILDING USE

Then, click on the 'Apply Now' button to start filling in the application form



You will be presented with a detailed application form to fill out depending on the service you selected.

The form could be divided into various steps which you need to fill out. Below is a form for Construction Permit Application

Note: you can download a checklist to make sure you have all the requirements needed to fill out the form

Stage One: Project Information

Here you are required to fill in all the general information; such as the plot number (UPI), the project information and the developers contacts.

Developers Email *	<input type="text" value="cjanmbeke@yahoo.com"/>
Developer's ID / Passport Number *	<input type="text" value="2272727"/>
Developers Tax Identification Number (TIN)	<input type="text" value="RA1u7384050"/>
Developers Address	<input type="text" value="1523 FB"/> Street Address <input type="text" value="45 NM"/> Address Line 2 <input type="text" value="Kigali"/> City <input type="text" value="Kigali"/> State / Province / Region <input type="text"/> Postal / Zip Code <input type="text" value="Rwanda"/> Country
<input type="button" value="Continue"/> <input type="button" value="Save my progress and resume later"/>	

Once you finish, click on the 'Continue' button to proceed or you can save your progress and resume later

Stage Two: Plot Information

Fill in details about the plot

4. PLOT LOCATION

Province *	<input type="text" value="Northern"/>
District *	<input type="text" value="Musanze"/>
Sector *	<input type="text"/>
Cell *	<input type="text"/>
Village *	<input type="text"/>

5. PLOT DATA

a).Registered Usage *	<input type="text"/>
b).Zoning Plan	<input type="text"/>
c).Available Right of Ownership Documents *	<input checked="" type="checkbox"/> Lease Contract / Freehold Title

Click on the 'Continue' button to proceed to the next stage

Stage Three: Development Data

Give the data on the plot size, building coverage and the development data needed. The form also has calculating tool to update totals from the data you fill out

6. DEVELOPMENT DATA

a).Plot Size (in square meters) *

400

b).Built up Area(in sqr meters) *

300

b). Building Coverage (%) *

75.00

Update Total

c). Proposed number of floors *

3

d). Gross Floor Area (in square meters) *

200

e). Gross Floor Area Ratio *

50.00

Update Total

f). Number of Parking Spaces *

50

Click on the 'Continue' button to proceed to the next step

Stage Four: Attachments

At this stage, you need to attach the necessary documents on land ownership, payment receipts, location maps, site analysis documents, design and architectural drawings and any other relevant documents.

i. Fire Protection *

Browse...

No file selected.

ii. Building security *

Browse...

No file selected.

O. Bill of Quantities

Browse...

No file selected.

OTHER DOCUMENTS

i. Additional uploads

Browse...

No file selected.

ii. Additional uploads

Browse...

No file selected.

iii. Additional uploads

Browse...

No file selected.

iv. Additional uploads

Browse...

No file selected.

Submit

Save my progress and resume later

Once you finish click on the 'Submit' button to proceed

Stage Five: Review Submission

At this stage, you need to review your application to scrutinize if the information you provided is correct before submission. You can go back to the previous pages by clicking on the 'Previous' button and make your corrections

After verifying that the information is correct, click on "Submit" button as shown below

3D colored perspectives showing all sides

3D Perspective 1 Test Doc.pdf (B)

Building Services

Safety Measure Plan

i. Fire Protection Test Doc.pdf (B)

ii. Building security Test Doc.pdf (B)

Other documents

[Submit](#) [Previous](#)

You will get a message on successful submission

Make Application

Thank you for submitting your application. Our team will immediately start working on your application. Please track you application status from your dashboard when logged. Thank you for using our service.

1.9 Printing an Invoice

On your dashboard, navigate to the application that you want to print an invoice. Click on “Action” and select “Print Invoice” from the drop -down menu.

RECENT APPLICATIONS					
Below are the applications you made recently					
MUSANZE DISTRICT	MUS-BP-AAA000097	No Bill	Submissions (Musanze)	10 January 2017	Action ▾
RUBAVU DISTRICT	RUB-BP-AAA000008	No Bill	Submissions (Rubavu)	04 January 2017	Action ▾
MUSANZE DISTRICT	MUS-BP-AAA000046	Paid	Permit Issuance (Musanze)	06 December 2016	Action ▾ Downloads ▾


View
Share
Print Invoice

A page containing the invoice details will be displayed. Now you can click on the ‘Print Invoice’ button at the bottom to print your invoice

Billing

Invoice Details

Payment Details



Republic of Rwanda

Musanze District
Ruhengeri Rd,
Ruhengeri, Rwanda

Invoice No.
INV-MUS-CP-00035

To

rere rrer
0712122743
boniface@otbafrica.com

Invoice Date: 08 December 2016

Service Code	Service Description	Amount (RWF)
-	MUS-CP: Construction Permit Fees, Musanze District	20000
-	Total	20000

Thank you for your business.

Print Invoice

1.10 Payment of An Invoice Via Irembo Service

E-BPMIS system is integrated with Irembo payment platform. Once a invoice is generated for your application, Irembo payment system will send an sms to the applicant and the developer. The message contains instructions on how to pay.

Follow the Steps below to pay your bill via Bank of Kigali (RWF 20000)

1. Go to any Bank of Kigali branch or YACU agent
2. Provide your billing number: as part of the payment information.
3. Once your payment is successful, your permit will be automatically issued.

Follow the Steps below to pay your bill via Airtel Money (RWF 20000)

- Go to Airtel Money on your phone
- Use your billing number:
- You will receive a confirmation SMS
- Once your payment is successful, your permit will be automatically issued.

Follow the Steps below to pay your bill via MTN Money (RWF 20000)

- Go to MTN Mobile Money on your phone
- Use your billing number:
- You will receive a confirmation SMS
- Once your payment is successful, your permit will be automatically issued.

Follow the Steps below to pay your bill via Tigo Cash (RWF 20000)

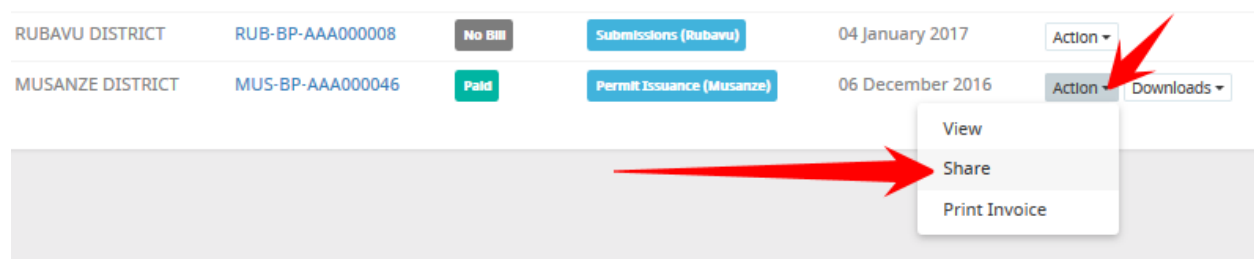
- Go to Tigo cash on your phone
- Use your billing number:
- You will receive a confirmation SMS
- Once your payment is successful, your permit will be automatically issued.

Note: You can also pay via master card, visa and credit card.


Once the payment is successfully validated, the system automatically generates the permit.

1.11 Sharing an Application

Applications can be shared with other registered users in the system. On your dashboard, click on “Action” button beside the said application and then select “Share”, as shown below:



Provide his/her email address as shown below and click “Proceed”

 **Share MUS-BP-AAA000046 (Permit Issuance (Musanze))**

[Applications](#) / [MUSANZE DISTRICT](#) /

SHARE THIS APPLICATION WITH OTHER PEOPLE

Enter the email of a registered user and click find

Proceed

1.12 Printing A Permit

On your dashboard, click on the “Downloads” button beside your application and select the permit to print:

MUSANZE DISTRICT	MUS-BP-AAA000097	No Bill	Submissions (Musanze)	10 January 2017	Action ▾
RUBAVU DISTRICT	RUB-BP-AAA000008	No Bill	Submissions (Rubavu)	04 January 2017	Action ▾
MUSANZE DISTRICT	MUS-BP-AAA000046	Paid	Permit Issuance (Musanze)	06 December 2016	Action ▾ Downloads ▾

Print Musanze Construction Permit