



Pakistan Defence Officers Housing Authority

2/B East Street, Phase I, D H A, Karachi-75500.
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CENTRAL CONTROL CELL

DATA ENTRY FORM FOR RESIDENTIAL / REVISED / AMENITY / COMM / COMPLETION

Applicant Info (Owner)

Plot No:	<input type="text"/>	Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>
Location:	<input type="text"/>	Owner Name:	<input type="text"/>
Phase:	<input type="text"/>	Membership No:	<input type="text"/>
Sub Division:	<input type="text"/>	Membership Cat:	<input type="text"/>
Plot Size: (SqYds)	<input type="text"/>	CNIC:	<input type="text"/>
Process Type:	<input type="text" value="Building Plan / Completion"/>	Email:	<input type="text"/>
Case Type:	<input type="text" value="Res / Rev / Comm / Amenity"/>	Phone: (Landline)	<input type="text"/>
Plot File Number	<input type="text"/>	Cell (+92):	<input type="text"/>
Request Type:	<input type="checkbox"/> Ordinary <input type="checkbox"/> Urgent	CBC Challan No:	<input type="text"/>
DHA Receipt No:	<input type="text"/>	CBC TIP Challan No:	<input type="text"/>
MEO Receipt No:	<input type="text"/>		

Submitter Info (other than owner)

Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>	Phone: (Landline)	<input type="text"/>
Name:	<input type="text"/>	Cell (+92):	<input type="text"/>
CNIC:	<input type="text"/>	Address:	<input type="text"/>
Email:	<input type="text"/>		

Architect Info

Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>	Cell :(+92)	<input type="text"/>
Name:	<input type="text"/>	Name of Office:	<input type="text"/>
CNIC:	<input type="text"/>	Office Address:	<input type="text"/>
Email:	<input type="text"/>		
Phone: (Landline)	<input type="text"/>	NTN:	<input type="text"/>

Applicant/Submitter Signature

Receiver Signature



Pakistan Defence Officers Housing Authority, Karachi

CENTRAL CONTROL CELL

CHECK LIST

Proposed / Revised Building Plan – Residential (DHA)

Ser	Documents	No(s)
1	Data Entry Form (Submission Form) of CCC (attached)	1
2	Copy of valid CNIC	4
3	Application addressed to Director TP&BC Directorate for approval of Building Plan - DHA Form 1 (attached)	1
4	Registered Architect's Certificate - DHA Form 2 (attached)	1
5	Updated PCATP Registration Certificate of Architect (if applicable)	1
6	Forms "A", "B" & Undertaking of CBC (attached)	1
7	Copy of Valid Site Plan (valid for 2 years from the date of issuance)	8
8	Copy of Allotment / Transfer Order / Mutation / Amalgamation / Division Letter	1
9	Change of Ownership letter issued by Transfer & Record Directorate (Original + Copy)	1+1
10	a. Copy of Registered A/B-Lease / License 'A', issued by Registrar Office OR b. Un-Registered A-lease executed/duly signed by Secretary DHA Karachi OR c. Commencement of Building Work Order required from Land Dte	3
11	Undertaking/ Indemnity Bond on Stamp paper attested by Oath Commissioner (specimen attached)	1
12	General Power of Attorney (GPA) / Special Power of Attorney along with DHA Acceptance Letter	1
13	Open Plot Certificates of DHA & CBC in case of demolished building	3+3
Payments		
14	<u>Documents For DHA Payment (Copies for verification only)</u>	
	a. Transfer letter	1
	b. Site plan, same will be returned after verification	
	c. A-lease Commencement of building work order/ License-A	
15	<u>Documents for CBC Payment</u> <u>Building Fee</u> (1) Proposed Building Plan duly signed & stamped by Architect & owner in Original (for seen & verification only) (2) Valid Site plan (Original) b. <u>Transfer of Immovable Property Tax (TIP) Challan</u> (1) Copy of Change of Ownership letter (2) Copy of Valid Site plan	2 2
16	<u>Documents for MEO Payment</u> Lease-A/B / Valid Site plan /Change of Ownership letter (for seen only)	
Drawings Ammonia Print - Size of sheet: 30" x 40" (along with 2 x soft copy on Auto CAD format)		
17	Building Plans Ph I to VII	7
	Building Plans Ph VIII	8
18	MEP Drawings with details of Electrical, Plumbing, Sewerage, Gas and Fire Emergency Drawings by PCATP Registered Architect	1 each
19	<u>Swimming pool and placement of Generator on Roof Top</u> a. Stability Certificate (in original) on letter head of CBC Registered Engineer (Ph I to VII) b. Structural Drawings for Pool (Ammonia Print - Size of sheet: 20" x 30") duly endorsed by CBC Registered Structural Engineer along with DHA Form 3 (Ph VIII)	7 8
20	<u>Revised Building Plan</u> a. Copy of previous Approved Plan along with Approval Letter of CBC b. Copy of Completion Plan along with Completion Certificate (if applicable) c. Structure stability certificate (specimen attached)	1 1 1



Pakistan Defence Officers Housing Authority, Karachi
CENTRAL CONTROL CELL

Proposed Residential Building Plan Fee – (DHA)
(10 Working Days)

Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Above 1000	Above 2000
<u>Category A & B</u>					
Fee (Rs)	40,000/-	55,000/-	87,500/-	112,500/-	150,000/-
Additional Handling Charges	2,500/-	2,500/-	2,500/-	2,500/-	2,500/-
Total (Rs)	42,500/-	57,500/-	90,000/-	115,000/-	152,500/-
<u>Corporate Bodies & Foreigners</u>					
Fee (Rs)	100,000/-	130,000/-	187,500/-	250,000/-	325,000/-
Additional Handling Charges	2,500/-	2,500/-	2,500/-	2,500/-	2,500/-
Total (Rs)	102,500/-	132,500/-	190,000/-	252,500/-	327,500/-

Revised Residential Building Plan Fee – (DHA)
(10 Working Days)

Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Above 1000	Above 2000
<u>Category A & B</u>					
Fee (Rs)	40,000/-	55,000/-	87,500/-	112,500/-	150,000/-
<u>Corporate Bodies & Foreigners</u>					
Fee (Rs)	100,000/-	130,000/-	187,500/-	250,000/-	325,000/-

PDOHA FORM 1
Application for Approval of Building Plan

The Director
Town Planning & Building Control Directorate, PDOHA
Karachi.

1. In pursuance to PDOHA BC&TP Regulations 2020, I/We hereby apply for approval of building plan on plot no _____
2. Drawings and Documents are enclosed as per checklist
3. I/We undertake to adhere BC&TP Regulations 2020 in all aspects

Signature: _____

Name: _____

Address: _____

Telephone No: _____

Date: _____

PDOHA FORM 2
Registered Architect's Certificate

This is to certify that I/We have prepared the building plan for plot no. _____
_____ and undertake to supervise the proposed construction as per the approved building plan. If, I/We discontinue supervision of the work, I/We will give immediate intimation to DHA & CBC thereof, required as per the BC&TP Regulations 2020.

Name & Signature with stamp _____
PCATP Registration No _____
Date _____
Contact No _____

PDOHA FORM 3
Registered Engineer's Certificate

This is to certify that I/We have prepared the structural drawings for Plot No: _____
_____ and undertake to supervise the proposed construction as per the approved drawings. If, I/ We discontinue supervision of the work, I/ We will give immediate intimation to DHA & CBC thereof, as required under BC&TP Regulations 2020

Name & Signature with stamp _____
PEC Registration No _____
CBC Registration No _____
Date _____
Contact No _____

(Affidavit of Rs 200)

*Attested by Oath Commissioner
Specimen*

Undertaking / Indemnity Bond
For NOC(s) / Basement / Swimming Pool

I/We _____ owner of Plot

No. _____ PDOHA

Karachi. I/We intend to construct building with basement / swimming pool on the above mentioned plot for which I/We undertake to abide by DHA BC&TP Regulations 2020 and fulfill the following conditions: -

1. To get my/our construction work checked and verified by Structural Engineer and obtain required NOC(s) from DHA as per BC&TP Regulations 2020. I/We will not carry out any violations & will produce all NOC(s) at the time of submission of completion plan. In case of violation at any stage / time, DHA may demolish the same at my/our risk and cost
2. I/We will not erect/ paste/ put up any political and / or religious flag, posters and emblems on any part of the building
3. During construction of Basement/Swimming Pool, necessary protective measures will be taken to avoid any damage occurring to the neighboring building/ property. In case of damage, it will be repaired/ restored to its previous condition at my/our cost. Basement/Swimming Pool will be designed and duly supervised by registered Structural Engineer

That the above declaration is true and correct to the best of my/our knowledge and belief

Deponent(s)



On Engineer's Letter Head
Stamped by Structure Engineer
(Specimen)

Stability Certificate for Revised Building Plan

This is to Certify that the existing building structure on plot no _____
_____ DHA

Karachi has been thoroughly checked by me as per ACI codes. The existing structure is stable to bear the load of the additional proposed structure (submitted building plan for approval in DHA Karachi)

Cantonment Board Clifton (CBC)
Building Application Fee Structure
Reference: PCB U/S Dated 28-6-2021

S.No	Plot Area	Category		Total Fee
1	Upto 100 Sq. Yds	A	Basement + Ground Floor	Rs. 58,600/-
		B	Ground Floor	Rs. 46,600/-
		C	Ground Floor + First Floor	Rs. 58,600/-
		D	Basement + Ground Floor + First Floor	Rs. 70,600/-
2	Above 100 and Upto 200 Sq. Yds	A	Basement + Ground Floor	Rs. 93,600/-
		B	Ground Floor	Rs. 68,600/-
		C	Ground Floor + First Floor	Rs. 90,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,15,600/-
3	Above 200 and Upto 300 Sq. Yds	A	Basement + Ground Floor	Rs. 103,600/-
		B	Ground Floor	Rs. 73,600/-
		C	Ground Floor + First Floor	Rs. 1,00,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,30,600/-
4	Above 300 and Upto 400 Sq. Yds	A	Basement + Ground Floor	Rs. 1,20,600/-
		B	Ground Floor	Rs. 80,600/-
		C	Ground Floor + First Floor	Rs. 1,15,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,55,600/-
5	Above 400 and Upto 500 Sq. Yds	A	Basement + Ground Floor	Rs. 1,26,600/-
		B	Ground Floor	Rs. 86,600/-
		C	Ground Floor + First Floor	Rs. 1,21,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,61,600/-
6	Above 500 and Upto 600 Sq. Yds	A	Basement + Ground Floor	Rs. 1,47,600/-
		B	Ground Floor	Rs. 1,00,600/-
		C	Ground Floor + First Floor	Rs. 1,42,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,89,600/-
7	Above 600 and Upto 700 Sq. Yds	A	Basement + Ground Floor	Rs. 1,60,600/-
		B	Ground Floor	Rs. 105,600/-
		C	Ground Floor + First Floor	Rs. 1,55,600/-
		D	Basement + Ground Floor + First Floor	Rs. 2,10,600/-
8	Above 700 and Upto 1000 Sq. Yds	A	Basement + Ground Floor	Rs. 1,80,600/-
		B	Ground Floor	Rs. 1,15,600/-
		C	Ground Floor + First Floor	Rs. 1,71,600/-
		D	Basement + Ground Floor + First Floor	Rs. 2,36,600/-
9	Above 1000 and Upto 2000 Sq. Yds	A	Basement + Ground Floor	Rs. 3,00,600/-
		B	Ground Floor	Rs. 1,70,600/-
		C	Ground Floor + First Floor	Rs. 2,85,600/-
		D	Basement + Ground Floor + First Floor	Rs. 4,15,600/-
10	Above 2000	A	Basement + Ground Floor	Rs. 5,78,600/-
		B	Ground Floor	Rs. 3,18,600/-
		C	Ground Floor + First Floor	Rs. 5,38,600/-
		D	Basement + Ground Floor + First Floor	Rs. 7,98,600/-