



# Pakistan Defence Officers Housing Authority

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

Website: <http://www.dhakarachi.org>

E-Mail: [ccc@dhakarachi.org](mailto:ccc@dhakarachi.org) / [dha@dhakarachi.org](mailto:dha@dhakarachi.org) / [info@dhakarachi.org](mailto:info@dhakarachi.org)

## Anx E

Ph: 99266849  
UAN:111-589-589  
Extn: 2191

### CHECK LIST PROPOSED RESIDENTIAL BUILDING PLAN

|    |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1  | <u>DOCUMENTS REQUIRED FOR DHA PAYMENT</u> (Photocopies).<br>a. Transfer letter.<br>b. Site plan, same will be returned after verification.<br>c. A-lease Commencement of building work order/ License-A.                                                                                                                                                                                                     | <b>1</b><br><b>1</b><br><b>1</b>                                     |
| 2  | <u>DOCUMENTS REQUIRED FOR CBC PAYMENT</u><br>a. <b>BUILDING FEES.</b><br>o Proposed Building Plan duly signed & stamped by Architect & owner in Original.<br>o Site plan (Original).<br>b. <b>TRANSFER OF IMMOVABLE PROPERTY TAX (TIP) CHALLAN.</b><br>o Change of Ownership letter. (Original & Photocopies).<br>o Site plan (Original & Photocopies).                                                      | <b>1</b><br><b>1</b><br><b>1+2</b><br><b>1+2</b>                     |
| 3  | <u>DOCUMENTS REQUIRED FOR MEO PAYMENT.</u><br>a. Lease-A/B <b>OR</b> License A for KMC land (Photocopy).<br>b. Site plan (Original).<br>c. Change of Ownership letter (Original).                                                                                                                                                                                                                            | <b>1</b><br><b>1</b><br><b>1</b>                                     |
| 4  | Application to Dir TP&BC Dte for approval of Building Plan - DHA Form 1                                                                                                                                                                                                                                                                                                                                      | <b>1</b><br>DHA                                                      |
| 5  | <b>Data Entry Form</b> (Submission Form) of CCC                                                                                                                                                                                                                                                                                                                                                              | <b>1</b><br>CCC                                                      |
| 6  | Powdered photocopy of <b>CNIC (valid &amp; legible)</b>                                                                                                                                                                                                                                                                                                                                                      | <b>4</b><br>DHA+CBC+MEO                                              |
| 7  | Forms "A", "B" & <b>Undertaking</b> of Cantonment Board Clifton                                                                                                                                                                                                                                                                                                                                              | <b>2+1</b><br>CBC+MEO                                                |
| 8  | Registered Architect's Certificate - DHA Form 2                                                                                                                                                                                                                                                                                                                                                              | <b>1</b><br>DHA                                                      |
| 9  | Photocopy of Allotment/ Transfer Order/ Mutation/Amalgamation/Division Letter                                                                                                                                                                                                                                                                                                                                | <b>1</b><br>MEO                                                      |
| 10 | a. <b>CBC Building Fee Challan paid</b> (Photocopies)<br>b. <b>TIP Tax Challan</b> of CBC (paidreceipt) Original and photocopies<br>c. <b>DHA Payment Receipt</b> (Photocopy)<br>d. <b>MEO Payment Receipt</b> (Computerized)Original                                                                                                                                                                        | <b>2</b> CBC<br><b>1+2</b> CBC + MEO<br><b>1</b> DHA<br><b>1</b> MEO |
| 11 | <b>Change of Ownership:</b> DHA fresh transfer history letter issued from DHA T&R Dte (from 1 <sup>st</sup> allottee to last transferee) original & photocopy.                                                                                                                                                                                                                                               | <b>1+1</b><br>CBC+MEO                                                |
| 12 | a. Attested Photocopy of <b>Registered A/B-Lease</b> ,issued by Registrar Office<br><b>OR</b><br>b. <b>Un-Registered A-lease</b> executed/duly signed by Secretary DHA Karachi. (Photocopy)<br>c. <b>Commencement of Building Work Order</b> required from Land Dte (Lease Section DHA) in case of Phase VII (Ext), Kh-e-Saadi, Rizwan & Abbasi. (Original & Photocopies)<br>d. <b>License-A</b> (Photocopy) | <b>1</b><br>MEO<br><b>1+1+1</b><br>DHA+CBC+MEO                       |
| 13 | Indemnity Bond on <b>Rs.100/-</b> non-judicial Stamp paper duly attested by <b>Notary Public</b> (if applicable)<br>a. Swimming Pool - DHA Form 8<br>b. Basement - DHA Form 9                                                                                                                                                                                                                                | <b>1</b><br>DHA<br><b>1</b><br>DHA                                   |
| 14 | a. <b>General Power of Attorney (GPA)</b> along with <b>DHA Acceptance Letter.</b> (Photocopy)<br>b. <b>Special Power Of Attorney</b> (if applicable). (Photocopy)                                                                                                                                                                                                                                           | <b>1+1</b><br>DHA<br><b>1</b>                                        |
| 15 | <b>Open Plot Certificates</b> of <b>DHA &amp; CBC</b> in case of demolished building. (Photocopies)                                                                                                                                                                                                                                                                                                          | <b>2+2+2</b><br>DHA+CBC+MEO                                          |
| 16 | <b>Site Plans</b> Valid for 2 Years. (Photocopy)                                                                                                                                                                                                                                                                                                                                                             | <b>7</b><br>DHA+CBC+MEO                                              |
| 17 | <b>Building Plans</b> (Ammonia Print - Size of sheet: 30" x 40")<br><b>(8 drawings are required in case of phase VIII)</b>                                                                                                                                                                                                                                                                                   | <b>7</b><br>DHA+CBC+MEO                                              |
| 18 | Soft copy of Building Plan (CD on Auto CAD format) (below 2010 version) verified by CCC DHA.                                                                                                                                                                                                                                                                                                                 | <b>1+1</b><br>DHA+CBC                                                |
| 19 | <b>MEP Drawings</b> with details of <b>Electrical, Plumbing, Sewerage, Gas</b> and <b>Fire Emergency</b> Drawings by <b>Registered CBC Architect</b>                                                                                                                                                                                                                                                         | <b>1+1+1</b><br>DHA                                                  |

|    |                                                                                                                                                                                                                                                                                                                    |                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 20 | <b>In case of swimming pool and placement of Generator on Roof Top</b><br>a. Stability Certificate (in original) on letter head of CBC Registered Engineer<br>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 | <b>1+4</b><br>DHA+CBC<br><b>1</b><br>DHA |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|

**CAUTION**

It is prohibited at DHA Karachi to ask for favours/gratification in return of work/job done. If you find anyone not abiding by the rule, kindly contact us.

- 021-99266823 (Secy DHA)
- 021-99266868 (Director Coord)
- Email: [complaints@dhakarachi.org](mailto:complaints@dhakarachi.org)

**BUILDING PLAN VERIFICATION FEE (RESIDENTIAL)**

| Category A & B |                 |                    |                 |              |        |                  |              |         |                  |              |         |                   |              |         |
|----------------|-----------------|--------------------|-----------------|--------------|--------|------------------|--------------|---------|------------------|--------------|---------|-------------------|--------------|---------|
| Sr             | Processing Time | Total Working Days | Upto 500 Sq.Yds |              |        | Upto 1000 Sq.Yds |              |         | Upto 2000 Sq.Yds |              |         | Above 2000 Sq.Yds |              |         |
|                |                 |                    | Bldg Plan Fee   | Addl Charges | Total  | Bldg Plan Fee    | Addl Charges | Total   | Bldg Plan Fee    | Addl Charges | Total   | Bldg Plan Fee     | Addl Charges | Total   |
| 1              | Ordinary        | 45                 | 30,000          | 2,500        | 32,500 | 50,000           | 2,500        | 52,500  | 75,000           | 2,500        | 77,500  | 100,000           | 2,500        | 102,500 |
| 2              | Urgent          | 37                 | 80,000          | 2,500        | 82,500 | 125,000          | 2,500        | 127,500 | 150,000          | 2,500        | 152,500 | 200,000           | 2,500        | 202,500 |

  

| Corporate Bodies & Foreigners |                 |                    |                 |              |         |                  |              |         |                  |              |         |                   |              |         |
|-------------------------------|-----------------|--------------------|-----------------|--------------|---------|------------------|--------------|---------|------------------|--------------|---------|-------------------|--------------|---------|
| Sr                            | Processing Time | Total Working Days | Upto 500 Sq.Yds |              |         | Upto 1000 Sq.Yds |              |         | Upto 2000 Sq.Yds |              |         | Above 2000 Sq.Yds |              |         |
|                               |                 |                    | Bldg Plan Fee   | Addl Charges | Total   | Bldg Plan Fee    | Addl Charges | Total   | Bldg Plan Fee    | Addl Charges | Total   | Bldg Plan Fee     | Addl Charges | Total   |
| 1                             | Ordinary        | 45                 | 60,000          | 2,500        | 62,500  | 75,000           | 2,500        | 77,500  | 100,000          | 2,500        | 102,500 | 150,000           | 2,500        | 152,500 |
| 2                             | Urgent          | 37                 | 200,000         | 2,500        | 202,500 | 300,000          | 2,500        | 302,500 | 400,000          | 2,500        | 402,500 | 500,000           | 2,500        | 502,500 |

**REQUIREMENTS OF BUILDING PLAN**

| <b>Ser</b> | <b>Check list – Building Plan Approval</b>                                                                                           | <b>DHA</b> | <b>CBC</b> | <b>MEO</b> |
|------------|--------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|
| a.         | Building Approval Plan application form.                                                                                             | 1          |            | ✓          |
| b.         | Application forms A & B.                                                                                                             | 2          | ✓          | ✓          |
| c.         | Photocopy of allotment/transfer order/mutation letter.                                                                               | 1          | ✓          | ✓          |
| d.         | Building Plan to show details of underground, overhead water tanks and septic tanks, grey water tanks and garbage collection chamber | 6+1 (7)    | ✓          | ✓          |
| e.         | Soft copy of Building Plan on CD.                                                                                                    | 1          |            |            |
| f.         | Site Plans (Ammonia Print) issued by the Authority (Valid for 2 years).                                                              | 7          | ✓          | ✓          |
| g.         | Photocopy of Valid Computerized National Identity Card.                                                                              | 2          | ✓          | ✓          |
| h.         | Photocopy of 'A' lease or receipt issued by registrar.                                                                               | 1          |            | ✓          |
| j.         | Under taking on Form 'C'.                                                                                                            | 1          | ✓          |            |
| k.         | DHA fresh transfers history letter (First allottee to last transfer) issued by transfer and records directorate of DHA.              |            | ✓          | ✓          |