



Pakistan Defence Officers Housing Authority

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CHECK LIST FOR SUBMISSION OF PROPOSED/ REVISED BUILDING PLAN (RESIDENTIAL / COMMERCIAL) - DCK

<u>Documents Required For Building Plan Submission Fee.</u>		
1.	Photocopy of Allotment letter / Transfer order.	1
2.	Photocopy of Site plan, same will be returned after verification.	1
Note: All outstanding dues to be cleared before processing of Building Plan Fee.		
<u>Documents Required For Building Plan Submission</u>		
1.	Application for approval of building plan (DCK Form 1)	1
2.	Undertaking by the owner/ applicant on Rs.100/- Non-Judicial Stamp paper attested by Notary Public (DCK Form 1-A)	1
3.	Data Entry Form (Submission Form)	1
4.	Registered Architect Certificate (DCK Form 2)	1
5.	Updated PCATP Registration Certificate of Architect	1
6.	Allotment / Transfer Order/ Amalgamation/ Division/ Mutation (Photocopy)	1
7.	DHA Payment Receipt (Photocopy)	1
8.	Commencement of Building Work Order (Photocopy)	1
9.	Photocopy of General / Special Power Of Attorney (GPA/ SPA) along with DHA acceptance letter. (if applicable)	1
10.	Valid Site Plan (Photocopy)	2
11.	Building Plans (Ammonia Prints on sheet size 30" x 40").	5
12.	Soft copy of Building Plan (CD on Auto Cad – below version 2010) verified by DHA	1
13.	3D Views of Building from all sides	
<u>Documents Required For Structural Drawing Submission</u>		
14.	Structural Drawings duly signed by PEC Registered Design Engineer and Vetting Engineer (3 rd party). (sheet size 30" x 40") along with: a. Soil Investigation Report b. Design calculations c. Soft copies (CD) d. Certificate of structural engineer on letterhead e. Certificate of vetting engineer on letterhead f. Certificate of structural soundness of building (DCK Form 4)	3 3 3 1 1 1 1
15.	Updated PEC Registration Certificate of Structural Design Engineer	1
16.	Updated PEC Registration Certificate of Structural Vetting Engineer	1
17.	Updated PEC Registration Certificate of Geo Technical Engineer (for soil investigation)	1
18.	MEP Drawings along with details of Fire Emergency.	3
<u>Important Instructions</u>		
1.	In case of imposed observations on case, new date of collection will be issued accordingly. Previous working days will not be included.	
2.	Kindly ensure to furnish original receipt, while corresponding with CCC Staff.	
3.	Original signature of owner/architect and engineer is required on building plans. Scanned/ faxed/ photocopy of signature will not be entertained.	
4.	On receipt of approval of architectural drawings, owner shall submit complete structural and MEP drawings and calculations as per above checklist.	