



Pakistan Defence Officers Housing Authority, Karachi
CENTRAL CONTROL CELL
CHECK LIST

Deviation

Ser	Documents	No(s)
1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Demarcation Letter Copy	1
4	2 x Approved Building Plan duly marked with Red for Addition and Yellow color for Removal	1

Soil Dumping

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Demarcation Letter Copy	1
4	Undertaking on stamp paper Rs.200/- for clearance of plot	1

Extension in Construction Time

1	Application addressed to Director TP&BC Directorate with Owner Contact Number.	1
2	Copy of valid CNIC	1
3	Copy of CBC approval/ DHA Provisional approval letter	1
4	Time Extension (if previously obtained)	1
5	Photographs of the building (with date)	1
6	Copy of last NOC obtained	1

Change of Elevation

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	2 x sets of colored 3D views with material finishes as per BC&TP Regulations 2020 - front, rear & side (if applicable)	1
4	Copy of CBC approval letter or DHA provisional approval letter (as applicable)	1
5	Letter for extension in construction time from CBC/ DHA (if applicable)	1
6	Photographs of building from front, rear & side (if constructed)	1

Soil Testing

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	Copy of Allotment / Transfer Order /Mutation Letter	1
4	Copy of Valid Site Plan	1

Extra Land

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	Copy of Allotment/Transfer/Mutation letter etc	1
4	Refurbishment Charges Paid Receipt of Finance Directorate, DHA	1

Open Plot Certificate

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	Copy of Allotment / Transfer Order	1
4	Copy of Lease 'A' / 'B' or 'C'	1
5	Copy of open plot Certificate from CBC	1
6	Dues Clearance from Finance Directorate	1



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Duplicate NOC

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Approved Building Plan letter of CBC/ DHA	1
4	Copy of Demarcation Letter	1

Duplicate Demarcation

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Allotment/Transfer/Mutation letter etc	1
4	Copy of Demarcation Letter (if available)	1

Duplicate Site Plan

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Allotment/Transfer/Mutation letter etc	1
4	Copy of Site Plan (if available)	1

Placement of Lift / Generator for Constructed Buildings

Ser	Documents Required	No(s)
1	Application addressed to Director TP&BC Directorate	1
2	Copy of Valid CNIC	1
3	Copy of Transfer/ Mutation/ Sale deed/ Conveyance deed etc	1
4	Copy of NDC for Refurbishment Charges or application duly stamped from Finance Directorate	1
5	Copy of CBC Tax paid receipt	1
6	Copy of Valid DHA membership card	1
7	NOC from all residents of commercial building along with copy of CNICs' is required if the building is owned by more than one individual	1
8	Structure stability certificate from qualified Structural Engineer registered with PEC certifying that building can take additional load of generator/ lift	1
9	Copy of completion plan duly marked with location of generator/ lift duly signed by Structural Engineer registered with PEC	3
10	<p><u>For Installation of Generator Only</u> Undertaking on Stamp Paper duly stamped by Oath Commissioner as per BC&TP Regulations 2020 for following:</p> <p>a. No extra construction will be carried out on rooftop b. Platform for installation of generator set on rooftop will be provided as marked on drawing c. Sound proof & anti vibrating generator set will be installed</p>	1