



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"/>		<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"/>		<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 - Commercial (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 on Form 1 (attached)	1
4	Registered Architect's Certificate - Form 2 (attached)	1
5	Updated PCATP Registration Certificate of Architect (if applicable)	1
6	Forms "A", "B" & Undertaking of CBC (attached)	1
7	Structure Stability Report on Engineer letter head for all Commercial Cases	
8	Copy of Valid Site Plan (valid for 2 years from the date of issuance)	8
9	Copy of Allotment / Transfer Order / Mutation / Amalgamation / Division Letter	1
10	Change of Ownership letter issued by Transfer & Record Dte. (Original + Copy)	1 + 1
11	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
12	Undertaking/ Indemnity Bond on Rs.200/- Stamp paper duly attested by Oath Commissioner (specimen attached)	1
13	General Power of Attorney (GPA) / Special Power of Attorney along with DHA Acceptance Letter where applicable	1
14	Open Plot Certificates of DHA & CBC in case of demolished building	3+3
Payments		
<u>Documents Required For DHA Payment (Photocopies for verification only)</u>		
15	a. Transfer letter b. Valid Site plan, same will be returned after verification c. A - lease Commencement of building work order/ License-A	1
16	<u>Documents Required for MEO Payment</u>	Nil
	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 (DVD) 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 (for all Commercial cases)</u> a. Stability Certificate (in original) on letter head of CBC Registered Engineer (Ph I to VIII) b. Structural Drawings for Pool (Ammonia Print - Size of sheet: 20" x 30") duly endorsed by CBC Registered Structural Engineer on letter head 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)	1 1
21	In case of Comm Buildings – 3D views from sides abutting Khayaban / Road / Street	3 Each side



Pakistan Defence Officers Housing Authority, Karachi CENTRAL

CONTROL CELL

Proposed/ Revised Commercial Building Plan Fee – (DHA)

(15 Working Days)

Plot Area (Sq Yds)	Upto 200	Upto 600	Upto 1000	Upto 2000	Above 2000
<u>Category A & B</u>					
Fee (Rs)	100,000/-	150,000/-	175,000/-	225,000/-	275,000/-
<u>Corporate Bodies & Foreigners</u>					
Fee (Rs)	150,000/-	200,000/-	225,000/-	250,000/-	300,000/-

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 shall 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 shall 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 obtain signature and stamp of DHA official at foundation, plinth, 1st floor, typical floor and stair tower. I/We will not violate the compulsory open space(s) and carry out any violations, to produce the verification certificate (NOC) 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 knowledge and belief

Deponent (s)



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STRUCTURAL DRAWINGS FOR COMMERCIAL, AMENITY, FAR
CHECKLIST
FOR PROVISIONAL APPROVAL CASES, DHA

Documents required for the submission of Structural Drawings	NO (s)
On receiving of approved Architectural drawings (sheet size 30" x 40"), owner shall submit Structural drawings duly signed by PEC Design Engineer and Vetting Engineer along with the following: -	
<u>Commercial Cases</u>	
a. Application from owner / applicant	1
b. Copy of provisional approval letter	1
c. Structural drawings	3 set
d. Soil investigation report	3
d. Design calculations report	3
e. Certificate of Structural soundness of building by Vetting Engineer	1
f. Soft copy (DVD)	2