



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
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CHECK LIST



Proposed / Revised Building Plan – Residential / Commercial - DCK

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 DCK Form 1 (attached)	1
4	Registered Architect's Certificate - DCK Form 2 (attached)	1
5	Updated PCATP Registration Certificate of Architect (if applicable)	1
6	Copy of Valid Site Plan (valid for 2 years from the date of issuance)	8
7	Allotment / Transfer Order/ Amalgamation/ Division/ Mutation (Photocopy)	1
8	DCK Payment Receipt (Photocopy)	1+1
9	Commencement of Building Work Order (Photocopy)	3
10	Undertaking/ Indemnity Bond on Stamp paper attested by Oath Commissioner (specimen attached)	1
11	General Power of Attorney (GPA) / Special Power of Attorney along with DHA Acceptance Letter	1
Payments		
<u>Documents For DCK Payment (Copies for verification only)</u>		
12	a. Photocopy of Allotment letter / Transfer order.	1
13	b. Photocopy of Site plan, same will be returned after verification.	
Drawings Ammonia Print - Size of sheet: 30" x 40" (along with 2 x soft copy (DVD) on Auto CAD format)		
14	Building Plans (Ammonia Print)	5
15	a. Stability Certificate (in original) on letter head of PEC Registered Engineer for pool. b. Structural Drawings for Pool (Ammonia Print - Size of sheet: 20" x 30") duly endorsed by PEC Registered Structural Engineer along with DCK Form 3	5



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Documents required for the submission of Structural Drawings	NO (s)
On receipt of approved Architectural drawings (sheet size 30" x 40"), owner shall submit MEP & Structural drawings duly signed by PEC Design Engineer and Vetting Engineer along with the following: -	
<u>Residential Cases</u>	
a) Application from owner / applicant	1
b) Copy of provisional approval letter	1
c) Structural drawings	3
d) Soil investigation report.	3
e) Certificate of Structural soundness of building by Design & Vetting Engineer (DCK form-4)	1
f) Soft copy (DVD)	2
<u>Commercial Cases</u>	
a. Application from owner / applicant	1
b. Copy of provisional approval letter	1
c. Structural drawings	3
d. Soil investigation report	3
e. Design calculation report	3
f. Certificate of Structural soundness of building by Design & Vetting Engineer (DCK form-4)	1
g. Soft copy (DVD)	2



Pakistan Defence Officers Housing Authority, Karachi
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Proposed/ Revised Residential Building Plan Fee - DCK
(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/-

Proposed/ Revised Commercial Building Plan Fee – DCK
(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/-

DCK FORM 1
Application for Approval of Building Plan

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

1. In pursuance to DCK Development & Construction Byelaws 2017, 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 to DCK Development & Construction Byelaws 2017 in all aspects

Signature: _____

Name: _____

Address: _____

Telephone No: _____

Date: _____

DCK 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 thereof, required as per the DCK Development & Construction Byelaws 2017.

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

DCK 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 thereof, as required under DCK Development & Construction Byelaws 2017

Name & Signature with stamp _____
PEC 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. _____

DCK Karachi. I/We intend to construct building with basement / swimming pool on the above mentioned plot for which I/We undertake to abide by DCK Development & Construction Byelaws 2017 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 DCK Development & Construction Byelaws 2017. 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 - DCK

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

_____DCK

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



DCK FORM 4



CERTIFICATION OF STRUCTURAL SOUNDNESS OF BUILDING BY DESIGN & VETTING ENGINEER

1. I/we have been appointed as consulting Structural Engineer by Mr./Ms. _____ for the structural design of residential / commercial / amenity building on Plot No. _____ DCK, which is:
 - a. To be constructed from ____/____/____ to ____/____/____. (OR)
 - b. Under construction since ____/____/____.

2. Structure designed is based in accordance with construction codes as prescribed by Building Code of Pakistan/ACI/- ____/UBC-____/other code(s) _____, DCK Byelaws rationally coupled with engineering knowledge and judgment where necessary.
 - a. Sub-surface investigation carried out by M/S _____
(Name of Firm) on ____/____/____
 - b. Design bearing capacity of _____ Tons/Sft was adopted.

3. **My/our contractual responsibilities are limited to:**
 - a. Structural analysis and design (including pool & generator pad – if applicable).
 - b. Structural design of alternative power system-solar/wind (If applicable).
 - c. Preparation of working structural drawings.
 - d. Checking bar bending schedule prepared by the contractor(s)/ builder(s).

4. **Following are attached:**
 - a. Set of working structural drawings.
 - b. Set of design calculations along with soil investigation report.

5. I/we undertake that if I/we discontinue supervision of the work, I/we shall give immediate intimation thereof, as required under the DCK Byelaws 2017.

Signature of Structural Engineer: _____

Name/Firm _____

PEC Regn No. / Dated: _____

Counter signed by Vetting Engineer:

Signature: _____

Name/Firm _____

PEC Regn No. / Dated: _____