



Pakistan Defence Officers Housing Authority, Karachi

CENTRAL CONTROL CELL

CHECK LIST

Proposed / Revised Amenity Building Plan

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	Copy of Valid Site Plan (valid for 2 years from the date of issuance)	8
6	Copy of Allotment / Transfer Order (if applicable)	1
7	Photocopy of C-Lease / MOU / Agreement (as applicable).	3
8	a. Photocopy of DHA Payment Receipt OR b. In case of Masjid - letter from RA Section c. In case of Petrol Pump - letter from Estate Branch	
9	Undertaking/ Indemnity Bond on Rs.200/- Stamp paper duly attested by Oath Commissioner (specimen attached)	1
10	General Power of Attorney (GPA) / Special Power of Attorney along with DHA Acceptance Letter where applicable	1
11	Open Plot Certificates of DHA & CBC in case of demolished building	3+3
Payments		
	Documents Required For DHA Payment (Photocopies for verification only)	
12	a. Transfer letter b. Valid Site plan, same will be returned after verification c. Commencement of Building work order (if applicable)	1
Drawings Ammonia Print - Size of sheet: 30" x 40" (along with soft copy on Auto CAD format)		
13	Building Plans - Ammonia Print	
14	MEP Drawings with details of Electrical, Plumbing, Sewerage, Gas and Fire Emergency Drawings by PCATP Registered Architect	1 Each
15	<u>Swimming pool and placement of Generator on Roof Top</u> a. Stability Certificate (in original) on letter head of CBC Registered Engineer (Ph I to VII) 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 (Ph VIII)	7 8
16	<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
17	In case of Comm Buildings – 3D views from sides abutting Khayaban / Road / Street	3 Each side
18	In case of Provisional Approval - Structural drawings along with soil investigation report & design calculation duly endorsed by design & vetting engineer will be submitted after approval of architectural drawings	3 sets



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Proposed/ Revised Amenity Building Plan Fee

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 _____

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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DATA ENTRY FORM FOR RESIDENTIAL / REVISED / AMENITY / COMM / COMPLETION

Applicant Information (Owner)			
Plot Address			
Owner(s)			
Membership No		Membership Cat	
Email		Mailing Address	
CNIC No		Contact No	
Plot Size		Process Type: Case Type:	Building Plan / Completion Res / Rev / Comm / Amenity
CBC Challan No		CBC TIP Challan No:	
DHA Receipt No:		MEO Receipt No:	
Submitter Information (other than owner)			
Name			
Address			
CNIC No		Contact No	
Architect Information			
Name with PCATP No			
Address			
CNIC No		Contact No	

Applicant/Submitter Signature

Receiver Signature

E-mail: ccc@dhakarachi.org



ISO 9001:2015 CERTIFIED
Certificate Number: OMS-0705082

UAN:+92-21-111-589-589

Ph: +92-21-99266849

Extn: 2188



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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
f. Certificate of Structural soundness of building by Vetting Engineer	1
g. Soft copy (DVD)	2