



Pakistan Defence Officers Housing Authority

2/B East Street, Phase I, D H A, Karachi-75500.

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CENTRAL CONTROL CELL

CHECK LIST

Addition / Alteration (Constructed Buildings)

Ser	Documents	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	Latest NDC required from Creek Vista for Creek Vista Residents only (Latest NDC is also required for further extensions)	1
6	Copy of CBC Tax paid receipt	1
7	Copy of Valid DHA membership card	1
8	Completion plan duly marked and stamped by Architect registered with PCATP. Red color for addition and Yellow color for alteration/removal	3
9	Copy of DHA Security Charges paid Receipt	1

Note:

1. Initial Permission - 90 days
2. First Extension - 30 days
3. Further Extension clearance is required from Additional Director Building Control before Pay Order is made
4. **Payments for Extension (Maximum - 30 days)**
 - a. Late submission (after expiry of time) - Rs. 5,000/-
 - b. First Extension within allowable time - Rs.10,000/-
 - c. Further Extension (case to case basis) - Rs.30,000/-

Note:	Case Submission Timing	-	0930 to 1300 hrs	(Mon to Friday)
	Case Collection Timing	-	1400 to 1600 hrs	(Mon to Thursday)
			1430 to 1600 hrs	(Friday)