



# Pakistan Defence Officers Housing Authority

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

E-mail:ccc@dhakarachi.org

Ph: 99266849

UAN:111589589

Extn: 2191

## 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

## CENTRAL CONTROL CELL

### CHECK LIST

#### **Proposed / Revised Building Plan - Commercial (DHA)**

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| Ser  | Documents   | No(s)  |
|--|---|--|
| 1  | Data Entry Form (Submission Form) of CCC (attached)   | 1  |
| 2  | Application addressed to Director TP&BC Directorate on DHA Form 1 (attached)  | 1  |
| 3  | Registered Architect's Certificate - Form 2 (attached)  | 1  |
| 4  | Updated PCATP Registration Certificate of Architect (if applicable)   | 1  |
| 5  | Registered Engineer's Certificate - Form 3 (attached)   | 1  |
| 6  | Structure Stability Report by Engineer on Letter Head for all type of Commercial Cases  | 1  |
| 7  | Forms "A", "B" & Undertaking of CBC (attached)  | 1  |
| 8  | Copy of valid CNIC  | 4  |
| 9  | Copy of Valid Site Plan (valid for 2 years from the date of issuance)   | 8  |
| 10   | Copy of Allotment / Transfer Order / Mutation / Amalgamation / Division Letter  | 2  |
| 11   | Change of Ownership letter issued by Transfer & Record Dte. (Original + Copy)   | 1 + 1  |
| 12   | a. Copy of Registered <b>A / B</b> -Lease / License ' <b>A</b> ', issued by Registrar Office <b>OR</b><br>b. Commencement of Building Work Order required from Land Dte<br>(in case of <b>Kh-e-Saadi, Kh-e-Rizwa, &amp; Kh-e-Abbasi and Ph-VII Extn Plots</b> )   | 3  |
| 13   | Undertaking/ Indemnity Bond on Rs.200/- Stamp paper duly attested by Oath Commissioner (specimen attached)  | 1  |
| 14   | General Power of Attorney (GPA) / Special Power of Attorney along with DHA Acceptance Letter where applicable   | 1  |
| 15   | Open Plot Certificates of DHA & CBC in case of demolished building  | 3+3  |
| <b>Payments</b>  |   |  |
|  | <u>Documents Required For <b>DHA Payment</b> (Photocopies for verification only)</u>  |  |
| 16   | a. Transfer letter, Site plan, A-lease Commencement of building work order/ License-A same will be returned after verification  | 1  |
| 17   | <u>Documents Required for <b>MEO Payment</b></u>  | Nil  |
|  | Lease-A/B / Valid Site plan /Change of Ownership letter for seen only   |  |
| <b>Drawings Ammonia Print - Size of sheet: 30" x 40" (along with 2 x soft copy (DVD) on Auto CAD format)</b> |   |  |
| 18   | Building Plans Ph- I to VII (Submission Drawings)   | 7  |
|  | Building Plans Ph- VIII (Submission Drawings)   | 8  |
| 19   | <b>All Submission drawings are duly endorsed by Architect &amp; Structural Engineer</b>   |  |
| 20   | MEP Drawings with details of Electrical, Plumbing, Sewerage, Gas and Fire Emergency Drawings by PCATP Registered Architect  | 1 Each   |
| 21   | <b>In case of Comm Buildings – 3D views from sides abutting Khayaban / Road / Street</b>  | 3 Each side                                    |
| 22   | <u>Swimming pool and placement of Generator on Roof Top</u><br>a. Stability Certificate (in original) on letter head of PEC Registered Engineer (Ph I to VIII)<br>b. Structural Drawings for Pool (Ammonia Print - Size of sheet: 20" x 30") duly endorsed by PEC Registered Structural Engineer on letter head along with DHA Form 3 | Stability (1)<br>Ph I-VII (7)<br>Ph I-VIII (8) |
| 23   | <u>Revised Building Plan</u><br>a. Copy of previous Approved Plan along with Approval Letter of CBC<br>b. Copy of Completion plan along with Completion Certificate (if applicable)   | 1<br>1   |



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### Proposed/ Revised Commercial Building Plan Fee – (DHA)

(15 Working Days)

| Plot Area (Sq Yds)                              | Upto 200  | Upto 600  | Upto 1000 | Upto 2000 | Above 2000 |
|---|-----------|-----------|-----------|-----------|------------|
| <b><u>Category A &amp; B</u></b>                |           |           |           |           |            |
| Fee (Rs)  | 120,000/- | 180,000/- | 210,000/- | 270,000/- | 330,000/-  |
| <b><u>Corporate Bodies &amp; Foreigners</u></b> |           |           |           |           |            |
| Fee (Rs)  | 180,000/- | 240,000/- | 270,000/- | 300,000/- | 360,000/-  |

### Timings

#### Case Submission

#### Case Collection

|    |                   |                      |                      |
|----|-------------------|----------------------|----------------------|
| a. | Monday – Thursday | 0930 hrs to 1300 hrs | 1400 hrs to 1600 hrs |
| b. | Friday            | 0930 hrs to 1300 hrs | 1430 hrs to 1600 hrs |

**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 \_\_\_\_\_

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**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, 1<sup>st</sup> 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)**