



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:

Salutation:

Mr/Ms/Mrs/

Location:

Owner Name:

Phase:

Membership No:

Sub Division:

Membership Cat:

Plot Size: (SqYds)

CNIC:

Process Type:

Building Plan / Completion

Case Type:

Res / Rev / Comm / Amenity

Email:

Plot File Number

Phone: (Landline)

Request Type:

Ordinary

Urgent

Cell (+92):

DHA Receipt No:

CBC Challan No:

MEO Receipt No:

CBC TIP Challan No:

Submitter Info (other than owner)

Salutation:

Mr/Ms/Mrs/

Phone: (Landline)

Name:

Cell (+92):

CNIC:

Address:

Email:

Architect Info

Salutation:

Mr/Ms/Mrs/

Cell :(+92)

Name:

Name of Office:

CNIC:

Office Address:

Email:

Phone: (Landline)

NTN:

Applicant/Submitter Signature

Receiver Signature



Pakistan Defence Officers Housing Authority, Karachi

CENTRAL CONTROL CELL

CHECK LIST

Proposed / Revised Building Plan – Residential (DHA)

Ph: 99266849
UAN:111589589
Extn: 2191

Ser	Documents	No(s)
1	Data Entry Form (Submission Form) of CCC (attached)	1
2	Application addressed to Director TP&BC Directorate - DHA Form 1 (attached)	1
3	Registered Architect's Certificate - DHA Form 2 (attached)	1
4	Registered Engineer's Certificate - DHA Form 3 (attached)	1
5	Structure Stability Report by Engineer on Letter Head for all type of Residential Cases	1
6	Forms "A", "B" & Undertaking of CBC (attached)	1
7	Copy of valid CNIC	4
8	Copy of Valid Site Plan (valid for 2 years from the date of issuance)	8
9	Change of Ownership letter issued by Transfer & Record Directorate (Original + Copy)	1+1
10	Copy of Allotment / Transfer Order / Mutation / Amalgamation / Division Letter	2
11	a. Copy of Registered A / B-Lease / License 'A', issued by Registrar Office OR b. Commencement of Building Work Order required from Land Dte (in case of Kh-e-Saadi, Kh-e-Rizwa, & Kh-e-Abbasi and Ph-VII Extn Plots)	3
12	Undertaking/ Indemnity Bond on Rs. 200/- Stamp paper attested by Oath Commissioner (specimen attached)	1
13	General Power of Attorney (GPA) / Special Power of Attorney along with DHA Acceptance Letter	1
14	Open Plot Certificates of DHA & CBC in case of demolished building	3+3
Payments		
15	<u>Documents For DHA Payment</u> (Copies for verification only)	1
	a. Transfer letter, Site plan, A-lease Commencement of building work order/ License-A (same will be returned after verification)	
16	<u>Documents for CBC Payment</u>	2 2 2 2
	<u>Building Fee</u>	
	(1) Proposed Building Plan duly signed & stamped by Architect & owner in Original	
	(2) Valid Site plan (Original) (for seen & verification only)	
	b. <u>Transfer of Immovable Property Tax (TIP) Challan</u>	
	(1) Copy of Change of Ownership letter	
	(2) Copy of Valid Site plan	
	(3) Copy of Transfer/ Mutation letter/ Allotment Order	
	(4) Copy of Instrument of Transfer (Sale Deed / Sale Agreement)	
17	<u>Documents 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)		
18	Building Plans Ph I to VII (submission drawings)	7
	Building Plans Ph VIII (submission drawings)	8
19	MEP Drawings with details of Electrical, Plumbing, Sewerage, Gas and Fire Emergency Drawings by PCATP Registered Architect	1 each
20	All Submission Drawings are duly endorsed by Architect & Structural Engineer	
21	<u>Swimming pool and placement of Generator on Roof Top</u>	Stability (1)
	a. Stability Certificate (in original) on letter head of PEC Registered Engineer (Ph I to VIII)	
	b. Structural Drawings for Pool (Ammonia Print - Size of sheet: 20" x 30") duly endorsed by PEC Registered Structural Engineer along with DHA Form 3 (Ph VIII)	Ph I-VII (7) Ph I-VIII (8)
22	<u>Revised Building Plan</u>	1 1 1
	a. Copy of previous Approved Plan along with Approval Letter of CBC	
	b. Copy of Completion Plan along with Completion Certificate (if applicable)	
	c. Structure stability certificate (specimen attached)	



Pakistan Defence Officers Housing Authority, Karachi
CENTRAL CONTROL CELL

Ph: 99266849
UAN:111589589
Extn: 2191

Proposed Residential Building Plan Fee – (DHA)
(10 Working Days)

Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Above 1000	Above 2000
<u>Category A & B</u>					
Fee (Rs)	48,000/-	66,000/-	105,000/-	135,000/-	180,000/-
Additional Handling Charges	2,500/-	2,500/-	2,500/-	2,500/-	2,500/-
Total (Rs)	50,500/-	68,500/-	107,500/-	137,500/-	182,500/-
<u>Corporate Bodies & Foreigners</u>					
Fee (Rs)	120,000/-	156,000/-	225,000/-	300,000/-	390,000/-
Additional Handling Charges	2,500/-	2,500/-	2,500/-	2,500/-	2,500/-
Total (Rs)	122,500/-	158,500/-	227,500/-	302,500/-	392,500/-

Revised Residential Building Plan Fee – (DHA)
(10 Working Days)

Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Above 1000	Above 2000
<u>Category A & B</u>					
Fee (Rs)	48,000/-	66,000/-	105,000/-	135,000/-	180,000/-
<u>Corporate Bodies & Foreigners</u>					
Fee (Rs)	120,000/-	156,000/-	225,000/-	300,000/-	390,000/-

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 will 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 will 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 verified by Structural Engineer and obtain required NOC(s) from DHA as per BC&TP Regulations 2020. 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)



Cantonment Board Clifton (CBC) Building Application Fee Structure

Reference: PCB U/S Dated 28-6-2021

S.No	Plot Area	Category		Total Fee
1	Upto 100 Sq. Yds	A	Basement + Ground Floor	Rs. 58,600/-
		B	Ground Floor	Rs. 46,600/-
		C	Ground Floor + First Floor	Rs. 58,600/-
		D	Basement + Ground Floor + First Floor	Rs. 70,600/-
2	Above 100 and Upto 200 Sq. Yds	A	Basement + Ground Floor	Rs. 93,600/-
		B	Ground Floor	Rs. 68,600/-
		C	Ground Floor + First Floor	Rs. 90,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,15,600/-
3	Above 200 and Upto 300 Sq. Yds	A	Basement + Ground Floor	Rs. 103,600/-
		B	Ground Floor	Rs. 73,600/-
		C	Ground Floor + First Floor	Rs. 1,00,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,30,600/-
4	Above 300 and Upto 400 Sq. Yds	A	Basement + Ground Floor	Rs. 1,20,600/-
		B	Ground Floor	Rs. 80,600/-
		C	Ground Floor + First Floor	Rs. 1,15,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,55,600/-
5	Above 400 and Upto 500 Sq. Yds	A	Basement + Ground Floor	Rs. 1,26,600/-
		B	Ground Floor	Rs. 86,600/-
		C	Ground Floor + First Floor	Rs. 1,21,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,61,600/-
6	Above 500 and Upto 600 Sq. Yds	A	Basement + Ground Floor	Rs. 1,47,600/-
		B	Ground Floor	Rs. 1,00,600/-
		C	Ground Floor + First Floor	Rs. 1,42,600/-
		D	Basement + Ground Floor + First Floor	Rs. 1,89,600/-
7	Above 600 and Upto 700 Sq. Yds	A	Basement + Ground Floor	Rs. 1,60,600/-
		B	Ground Floor	Rs. 105,600/-
		C	Ground Floor + First Floor	Rs. 1,55,600/-
		D	Basement + Ground Floor + First Floor	Rs. 2,10,600/-
8	Above 700 and Upto 1000 Sq. Yds	A	Basement + Ground Floor	Rs. 1,80,600/-
		B	Ground Floor	Rs. 1,15,600/-
		C	Ground Floor + First Floor	Rs. 1,71,600/-
		D	Basement + Ground Floor + First Floor	Rs. 2,36,600/-
9	Above 1000 and Upto 2000 Sq. Yds	A	Basement + Ground Floor	Rs. 3,00,600/-
		B	Ground Floor	Rs. 1,70,600/-
		C	Ground Floor + First Floor	Rs. 2,85,600/-
		D	Basement + Ground Floor + First Floor	Rs. 4,15,600/-
10	Above 2000	A	Basement + Ground Floor	Rs. 5,78,600/-
		B	Ground Floor	Rs. 3,18,600/-
		C	Ground Floor + First Floor	Rs. 5,38,600/-
		D	Basement + Ground Floor + First Floor	Rs. 7,98,600/-