



Pakistan Defence Officers Housing Authority

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

Website: <https://www.dhakarachi.org> 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)

Ph: 99266849
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Extn: 2191

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 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
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
Payments		
<u>Documents Required For DHA Payment (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 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	All Submission drawings are duly endorsed by Architect & Structural Engineer	
20	MEP Drawings with details of Electrical, Plumbing, Sewerage, Gas and Fire Emergency Drawings by PCATP Registered Architect	1 Each
21	In case of Comm Buildings – 3D views from sides abutting Khayaban / Road / Street	3 Each side
22	<u>Swimming pool and placement of Generator on Roof Top</u> 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 on letter head along with DHA Form 3	Stability (1) Ph I-VII (7) Ph I-VIII (8)
23	<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



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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
<u>Category A & B</u>					
Fee (Rs)	120,000/-	180,000/-	210,000/-	270,000/-	330,000/-
<u>Corporate Bodies & Foreigners</u>					
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 _____

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)

Notice to Erect / Re-erect a Building

(Under Section 179 of the Cantonments, Act 1924)

Form _____

To,

**The Executive Officer
Clifton Cantonment**

1. I / We hereby give Notice under Section 179 of the Cantonments Act 1924 that I/We intend to Erect / Re-erect a Building as Specified in Form "B" attached situated in _____ bazaar _____ Street, Clifton Cantonment.

2. The required specification in duplicate and plan in triplicate / quadruplicate are attached.

3. I / We agree to pay for any alteration in existing electric supply or post and telegraph lines required to be made due to addition to my/our building referred to in this application.

Dated: _____

Signature(s) _____

FORM "B"

Specification of the Proposed Building

- (1) In the case of Erection or Re – erection of an Entire Building or a Considerable portion.
- (a) No. of the houses or site, if any _____
 - (b) Name of Street bazaar of locality _____
 - (c) The purposed for which the building is imented to be used _____
 - (d) The No. of storeys of which the building will consist _____
 - (e) The material to be used in the construction of floors, roofs and walls

 - (f) The position and dimensions of all doors, windows and ventilators openings

 - (g) The approximate No. of inhabitants proposed to be accommodated

 - (h) The No. of latrines to be provided _____
- (2) In the case of Minor Alterations of Additions:-
- (a) No. of the house, if any _____
 - (b) Name of the street, bazaar of locality _____
 - (c) A brief description of the alteration of addition proposed _____

 - (d) The material to be used for such alteration of addition

Dated: _____

Signature(s) _____

Abstract of Order of the Board

**Executive Officer,
Clifton Cantonment**

To,
The Cantonment Executive Officer,
Cantonment Board, Clifton.
KARACHI.

**Subject: APPLICATION FOR CONSTRUCTION OF HOUSE ON
PLOT NO.:
SITUATED ON OF PHASE
IN DEFENCE HOUSING SOCIETY, CLIFTON, CANTT.**

UNDERTAKING BY THE APPLICANT

I hereby undertake to abide strictly by the plan which will be approved by the Cantonment Board for construction of house on my plot mentioned above and for which I am submitting herewith the building application and plan. Any violation of the building byelaws or deviation from the sanctioned building plan construction by me shall make the building so constructed liable to demolish by the Cantonment Board Clifton, at my risk and cost.

I further undertake that I shall NOT raise any construction whatsoever on the compulsory open space all around within my plot, failing which the unauthorized construction, if any raised on the compulsory open space shall be liable to demolish by the Cantonment Board Clifton at my risk and furthermore it shall render me liable to pay any fine imposed by the Cantonment Board Clifton, Clifton Cantonment shall be final and Binding upon me.

Dated _____

Signature _____

Name & _____

Address of _____

Applicant _____

UNDERTAKING BY THE ARCHITECT

I/We hereby undertake that I / we shall not advise or permit the lessee or attorney of the above mentioned plot to deviate from the sanctioned plan or raise any construction on the compulsory open space all around within the said plot no. _____ situated on _____ of Phase _____ in Defence Housing Society, Clifton Cantonment.

If the lessee of the said plot or his/her attorney raises any construction on the compulsory open space, I/we shall dissociate completely from the construction of building in this plot and inform the Cantonment Board. Clifton Cantonment forthwith of the unauthorized construction being raised on the compulsory open space by the lessee or his / her attorney. Failure on my part to do so or any delay caused by me in informing the Cantonment Board, Clifton Cantonment of this unauthorised construction on the compulsory open space by the lessee of the said plot or his / her attorney shall make to liable to be blacklisted by the Cantonment Board, Clifton Cantonment.

Dated _____

**STAMP WITH
SIGNATURE OF THE ARCHITECT**