



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

Deviation

Ser	Documents	No(s)
1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Demarcation Letter	1
4	2 x Approved Building Plan duly marked with Red for Addition and Yellow color for Removal	1
5	Copy of CBC approval/ DHA Provisional approval letter	1

Soil Dumping

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Demarcation Letter	1
4	Copy of Building Plan Approval Letter	1
5	Undertaking on stamp paper Rs.200/- for clearance of plot	1

Extension in Construction Time

1	Application addressed to Director TP&BC Directorate with Owner Contact Number.	1
2	Copy of valid CNIC	1
3	Copy of CBC approval/ DHA Provisional approval letter	1
4	Time Extension (if previously obtained)	1
5	Photographs of the building (with date)	1
6	Copy of last NOC obtained	1
	Demarcation Letter Copy	

Change of Elevation

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	2 x sets of colored 3D views with material finishes as per BC&TP Regulations 2020 - front, rear & side (if applicable)	1
4	Copy of CBC approval letter or DHA provisional approval letter (as applicable)	1
5	Letter for extension in construction time from CBC/ DHA (if applicable)	1
6	Photographs of building from front, rear & side (if constructed)	1

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)