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Pakistan Defence Officers Housing Authority
2/B, EAST STREET, KARACHI - 75500, (PAKISTAN)

1. All applicants are required to submit following documents for processing of their cases.

Ser	Nature of Application	Documents required
a	Repair/Renovation	(1) Application with contact no of owner/applicant (2) Copy of CNIC (3) Refurbishment Charges Paid Receipt (4) CBC Tax Paid Receipt (5) Proof of Ownership/Conveyance Deed /Tenancy Agreement
b	Addition/Alteration	(1) Application with contact no of owner/applicant (2) Copy of CNIC (3) Refurbishment Charges Paid Receipt (4) CBC Tax Paid Receipt (5) Proof of Ownership/Conveyance Deed (6) 2 x Completion dwgs duly marked
c	Boring	(1) Application with contact no of owner/applicant (2) Copy of CNIC (3) Refurbishment Charges Paid Receipt (4) CBC Tax Paid Receipt
d	Installation of Lift	(1) Application with contact no of owner/applicant (2) Copy of CNIC (3) Refurbishment Charges Paid Receipt (4) CBC Tax Paid Receipt (5) Proof of Ownership/Conveyance Deed (6) 2 x Completion dwgs duly marked (7) Structural stability certificate from qualified Structural Engineer registered with CBC certifying that building can take additional load of lift/elevator. (8) NOC from neighbours

e	Placement of Generator	<ul style="list-style-type: none"> (1) Application with contact no of owner/applicant (2) Copy of CNIC (3) Refurbishment Charges Paid Receipt (4) CBC Tax Paid Receipt (5) Structural stability certificate from qualified Structural Engineer registered with CBC certifying that building can take additional load of generator set. (6) Photocopy of approved completion plan duly marked with location of generator set on roof top and signed by qualified structural engineer registered with CBC. (7) NOC from all residents of the building is required if the building is owned by more than one individual. (8) Weight and dimensions of generator set (9) Working details (structural design with calculations) (10) Details of business for which generator is required. (11) Electric load calculations (12) Details of appliances to be installed/used. (13) <u>Undertaking on stamp paper</u> <ul style="list-style-type: none"> a. No extra construction will be carried out on roof top b. Platform for installation of generator set on roof top will be provided as marked on drawing c. Generator set will only be used in emergency d. Diesel will be filled through pumps & not carried from stairs e. Sound proof & anti vibrating generator set will be installed.
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