



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

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

Website: <http://www.dhakarachi.org>

E-Mail: ccc@dhakarachi.org / dha@dhakarachi.org / info@dhakarachi.org

Ph: 99266849

UAN:111-589-589

Extn: 2191

CHECK LIST PROPOSED RESIDENTIAL BUILDING PLAN

1	<u>DOCUMENTS REQUIRED FOR DHA PAYMENT</u> (Photocopies). a. Transfer letter. b. Site plan, same will be returned after verification. c. A-lease Commencement of building work order/ License-A.	1 1 1
2	<u>DOCUMENTS REQUIRED FOR CBC PAYMENT</u> a. BUILDING FEES. o Proposed Building Plan duly signed & stamped by Architect & owner in Original. o Site plan (Original). b. TRANSFER OF IMMOVABLE PROPERTY TAX (TIP) CHALLAN. o Change of Ownership letter. (Original & Photocopies). o Site plan (Original & Photocopies).	1 1 1+2 1+2
3	<u>DOCUMENTS REQUIRED FOR MEO PAYMENT.</u> a. Lease-A/B OR License A for KMC land (Photocopy). b. Site plan (Original). c. Change of Ownership letter (Original).	1 1 1
4	Application to Dir TP&BC Dte for approval of Building Plan - DHA Form 1	1 DHA
5	Data Entry Form (Submission Form) of CCC	1 CCC
6	Powdered photocopy of CNIC (valid & legible)	4 DHA+CBC+MEO
7	Forms "A", "B" & Undertaking of Cantonment Board Clifton	2+1 CBC+MEO
8	Registered Architect's Certificate - DHA Form 2	1 DHA
9	Photocopy of Allotment/ Transfer Order/ Mutation/Amalgamation/Division Letter	1 MEO
10	a. CBC Building Fee Challan paid (Photocopies) b. TIP Tax Challan of CBC (paid receipt) Original and photocopies c. DHA Payment Receipt (Photocopy) d. MEO Payment Receipt (Computerized) Original	2 CBC 1+2 CBC + MEO 1 DHA 1 MEO
11	Change of Ownership: DHA fresh transfer history letter issued from DHA T&R Dte (from 1 st allottee to last transferee) original & photocopy.	1+1 CBC+MEO
12	a. Attested Photocopy of Registered A/B-Lease , issued by Registrar Office OR b. Un-Registered A-lease executed/duly signed by Secretary DHA Karachi. (Photocopy) c. Commencement of Building Work Order required from Land Dte (Lease Section DHA) in case of Phase VII (Ext), Kh-e-Saadi, Rizwan&Abbasi. (Original & Photocopies) d. License-A (Photocopy)	1 MEO 1+1+1 DHA+CBC+MEO
13	Indemnity Bond on Rs.100/- non-judicial Stamp paper duly attested by Notary Public (if applicable) a. Swimming Pool - DHA Form 8 b. Basement - DHA Form 9	1 DHA 1 DHA
14	a. General Power of Attorney (GPA) along with DHA Acceptance Letter. (Photocopy) b. Special Power Of Attorney (if applicable). (Photocopy)	1+1 DHA 1
15	Open Plot Certificates of DHA & CBC in case of demolished building. (Photocopies)	2+2+2 DHA+CBC+MEO
16	Site Plans Valid for 2 Years. (Photocopy)	7 DHA+CBC+MEO
17	Building Plans (Ammonia Print - Size of sheet: 30" x 40") (8 drawings are required in case of phase VIII)	7 DHA+CBC+MEO
18	Soft copy of Building Plan (CD on Auto CAD format) (below 2010 version) verified by CCC DHA.	1+1 DHA+CBC
19	MEP Drawings with details of Electrical, Plumbing, Sewerage, Gas and Fire Emergency Drawings by Registered CBC Architect	1+1+1 DHA

20	In case of swimming pool and placement of Generator on Roof Top a. Stability Certificate (in original) on letter head of CBC Registered Engineer b. Structural Drawings for Pool (Ammonia Print - Size of sheet: 20" x 30") duly endorsed by CBC Registered Structural Engineer along with DHA Form 3	1+4 DHA+CBC 1 DHA
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CAUTION

It is prohibited at DHA Karachi to ask for favours/gratification in return of work/job done. If you find anyone not abiding by the rule, kindly contact us.

- a. 021-99266823 (Secy DHA)
- b. 021-99266868 (Director Coord)
- c. Email: complaints@dhakarachi.org



BUILDING PLAN VERIFICATION FEE (RESIDENTIAL)

Category A & B														
Sr	Processing Time	Total Working Days	Upto 500 Sq.Yds			Upto 1000 Sq.Yds			Upto 2000 Sq.Yds			Above 2000 Sq.Yds		
			Bldg Plan Fee	Addl Charges	Total	Bldg Plan Fee	Addl Charges	Total	Bldg Plan Fee	Addl Charges	Total	Bldg Plan Fee	Addl Charges	Total
1	Ordinary	45	30,000	2,500	32,500	50,000	2,500	52,500	75,000	2,500	77,500	100,000	2,500	102,500
2	Urgent	37	80,000	2,500	82,500	125,000	2,500	127,500	150,000	2,500	152,500	200,000	2,500	202,500
Corporate Bodies & Foreigners														
Sr	Processing Time	Total Working Days	Upto 500 Sq.Yds			Upto 1000 Sq.Yds			Upto 2000 Sq.Yds			Above 2000 Sq.Yds		
			Bldg Plan Fee	Addl Charges	Total	Bldg Plan Fee	Addl Charges	Total	Bldg Plan Fee	Addl Charges	Total	Bldg Plan Fee	Addl Charges	Total
1	Ordinary	45	60,000	2,500	62,500	75,000	2,500	77,500	100,000	2,500	102,500	150,000	2,500	152,500
2	Urgent	37	200,000	2,500	202,500	300,000	2,500	302,500	400,000	2,500	402,500	500,000	2,500	502,500

PDOHA Building Regulations 2020
PDOHA FORM 1
APPLICATION FOR APPROVAL OF BUILDING PLAN

The Director

Town Planning & Building Control Directorate
PDOHA Karachi.

1. In pursuance to PDOHA Building Regulations 2020. I/We hereby apply for approval of building plan on plot no _____ at _____ PDOHA Karachi
2. Necessary particulars are given below and certified to be true:
 - a. Allotment order/Transfer order/ Mutation of lease A, B, or **C** as the case may be).
 - b. Intended use of proposed building works; and
 - c. Description of the proposed building works
3. Drawings and Documents are enclosed as per checklist
4. Registered Architect, Registration No. PCATP _____ is hereby authorized by me/us to do all things required to be done under these Regulations on my/our behalf. (if applicable)
5. I/We undertake that I/we shall be personally responsible for any violation of these Regulations, if any, accompanying the sanction of the plan/plans.

Owner Signature: Address:

Dated

Telephone #

PDOHA BUILDING CONTROL AND TOWN PLANNING REGULATIONS 2020

PDOHA FORM 2

REGISTERED ARCHITECT'S CERTIFICATE

(To be accompanied with Form 1)

This is to certify that the building plan for plot no . _____ at
_____ PDOHA Karachi has been prepared by me/us and that I/we undertake to
supervise the proposed construction as per building plan submitted herewith. I/We further
undertake that if I/We discontinue supervision of the work, I/We shall give immediate intimation
thereof, as required under the above Regulations.

Name & Signature of Architect Registration # PCATP

Registration # CBC Category of Registration:

Date:

PDOHA BUILDING CONTROL AND TOWN PLANNING REGULATIONS 2020

PDOHA FORM 3

REGISTERED ENGINEER'S CERTIFICATE

(To be accompanied with Form 1)

This is to certify that the structural drawings for Plot No _____ have been prepared by me/us and that I/we undertake to supervise the proposed construction as per drawings submitted herewith. I/We further undertake that if I/we discontinue supervision of the work, I/we shall give immediate intimation thereof, as required under the above Regulations.

Name & Signature of Civil / Structural Engineer

Registration # PEC

Registration # CBC

Category of Registration:

Date: /____/____/

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. 1,03,600/-
		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. 1,05,600/-
		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/-

SPECIMEN

(Affidavit of Rs 200)
Attested by Oath Commissioner

UNDERTAKING – RESIDENTIAL PLOT

1. I _____ owner of Plot No. _____ undertake to abide by all clauses of the building regulations and compulsory open space equipments. I also undertake to get my construction work checked by the DHA staff at the following stages of construction and obtain proper signature of concerned staff along with offices stamp:-

- a. At Plinth / basement level.
- b. At Ground floor roof level.
- c. At first floor roof level.
- d. At the time of pouring of stair tower/barsati.

2. Any violation of compulsory open space or unauthorized construction observed at any time during or after the construction may be demolished by the DHA staff or any other agency authorized as such by the DHA at my risk and cost.

3. I understand that I/we are bound to produce the above verification certificate at the time of submission of completion plans and know that my completion plan may not be accepted, if any of the above certificates of verification is not produce by me.

4. I/We further undertake and endorse in full conscious, that I/we shall not erect/paste/put any political and religious flags, posters and emblems etc on any part of the building.

Dated: _____

Signature: _____

SPECIMEN

*(For basement)
On Rs.100 stamp paper
Attested by Notary Public*

INDEMNITY BOND

I, affirmation that I am the owner of Plot No. _____
Karachi, that I have submitted building plan on the said plot I intend to construct a
Basement on the same plot for which I undertake to fulfill the following conditions: -

1. If any damage is done to the neighboring structure due to our Basement,
it will be our responsibility to make good the losses or in the event of our
failure to do so, the owner *DHA* may good such repair at our cost or any other
measures as deemed fit buy the Defence Housing Authority.
2. It will be structurally designed and signed by approved structural Engineer.

That the above declaration is true and correct to the best of my knowledge and belief.

DEPONENT

SPECIMEN

(For swimming pool)

On Rs.100 stamp paper

Attested by Notary Public

INDEMNITY BOND

1. I _____ S/o, D/o, W/o _____,
Muslim, Adult, Lehri House No. _____ solemn affirmation
that I am the owner of Plot No. _____, measuring
_____, sq.yards located in Defence Housing Authority. That I have applied for
permission to construct building on the said plot. I intend to construct a swimming pool
on the same plot for which I undertake to fulfill the following conditions:-

- a. Proper filtration plant will be erected.
- b. The swimming pool will be properly covered.
- c. The same will not be constructed on the compulsory open space.
- d. If any damage is done to the neighboring structure due to our swimming pool, it will be our responsibility to make good the losses or in the event of our failure to do so, the owner/DHA may good such repair at our cost or any other measures as deemed fit by the Defence Housing Authority.
- e. It will be structurally designed and signed by approval Structural Engineer.

That the above declaration is true and correct to the best of my knowledge and belief.

DEPONENT

FORM 'C'

To: The Director
Town Planning and Building Control
DHA Karachi

Subject: **APPLICATION FOR CONSTRUCTION OF HOUSE ON PLOT**
NO.
DEFENCE HOUSING AUTHORITY / CLIFTON CANTT.

UNDERTAKING BY THE APPLICANT

I hereby undertake to abide strictly by the Plan will be approved by the Defence Housing Authority and Clifton Cantonment Board for construction of House on my plot mentioned above and for which I am submitting herewith the building application and Plan. A violation of the building bye-laws or deviation from the sanctioned building plan constructed by me shall make the building so constructed liable to demolish by the Defence Housing Authority/Clifton Cantonment Board 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 un-authorized construction, if any raised on the compulsory open space shall be liable to be demolished by the Defence Housing Authority/Cantonment Board, Clifton Cantonment at my risk and further more shall render me liable to pay any fine imposed by the Defence Housing Authority/Cantonment Board, Clifton Cantonment in addition to demolish stated above which may be extended to rupees five hundred thousand as on which the decision of the Cantonment Board, Clifton Cantonment shall be final and binding upon me.

Dated: _____

Signature: _____

Name & Address of Applicant:

FROM – 2

UNDERTAKING BY THE ARCHITECT

I/We hereby undertake that I/we shall not advice or permit the lessee or attorney of the above mentioned plot to deviate from 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 Authority/Clifton, Cantonment Board.

If the lessee of the said plot or his/her attorney, raise any construction on the compulsory open space. I/We shall disassociate compulsory from the construction of building in this plot and inform the Defence Housing Authority, Clifton Cantonment forthwith of the un-authorized construction being raised on the compulsory open space by the lessee of his/her attorney. Failure on my part to do so or any delay caused by me in information the Defence Housing Authority/Cantonment Board, Clifton Cantonment of this un-authorized construction on the compulsory open space by the lessee of the sail plot or his/her Attorney shall make me liable to be blacklisted by the Defence Housing Authority/Cantonment Board, Clifton Cantonment.

Dated: _____

Signature of the

Architect: _____

Registration No: _____