

Approval of Building Plan

ENGINEERING BRANCH (BUILDING CONTROL CELL)

Cantonment Board has a very vivacious Engineering Branch. This branch is responsible for all the structural development In Bazaar area and repair and maintenance of DHA and Block 8 and 9 KDA Scheme-5 Clifton. It performs the functions of laying and repairing roads, water supply line maintenance and Replacement, laying / replacement of sewerage lines and Permission / approvals of residential and commercial construction within the limits of CBC. Completion Letter is issued by the branch, which is then submitted with DHA for the water connection for the Completed structure. The subsequent permissions for road cut, Demolition and open plot certificates are issued by various sections of the branch, all the sections work in close coordination with Revenue Branch within CBC, the MEO and the RHQ. Following are the documents required for Approval / Completion and Extension in time of construction for residential and commercial buildings:

CONSTRUCTION OF BUNGALOWS / BUILDING

CBC has bye laws for construction activities within its jurisdiction. Architects are registered with the Board for planning and designing of the residential and commercial buildings in accordance with these bye- laws. The Board has taken many steps to deliver better service to the residents in the matters of Building Plan Approval. Establishment of central Control Cell. (CCC) in 2012 with collaboration of DHA and The Military Estate Office at the DHA office in one of them. The prime function of this Cell is to provide maximum assistance and to facilitate residents who are Passing through the process of completion of formalities for the Construction of their residential buildings.

APPROVAL OF BUILDING PLANS

Proposed Building Plan (Residential)

Following documents are to be submitted at DHA, CCC (Central Control Cell) For Forwarding and processing by CBC.

1. Two (02) CBC 'A' & 'B' Forms (Cost: Rs. 200/- each).
2. Copy of Allotment / Transfer Order / Amalgamation / Division Letter issued by DHA.
3. Seven (07) copies of Building Plans (as Per CBC Bye Laws)
4. One (01) Cloth Mounted Building Plan (as per CBC Bye Laws)
5. One (01) Copy on CD of Building Plan duly.
Prepared on Auto Cad Format. (as per CBC Bye Laws)
6. Seven (07) copies of Site Plan (Ammonia Print) issued by DHA Authority Two (02) Copies of Owners NIC.
7. Photocopy of Sub Lease –A.
8. DHA Fresh Transfer History letter issued from DHA (TIR & Record Date
9. Copy of work order (only for Ph-VII).
10. Indemnity Bond on Rs 100/- Stamp Paper for basement.
11. Undertaking & form 'C' on Rs 200/- Stamp paper. On submission of document at Central Control Cell, the applicant shall be given a tentative date of collection of approved Building Plan/NOC from the Central Control Cell. The building Plan is handed over to owner or his attorney along with approval Letter for carrying out of construction within TWO (02) years, extendable for another one year.
12. With detail of Underground, Overhead, Septic and grey Water connection tanks and Garbage Collection Chamber.

** Valid for 2 Years ** Duly attested by Notary public

Revised Building Plan (Residential)

Following documents are to be submitted at DHA office for forwarding and processing by CBC:

1. Two (02) CBC 'A' & 'B' Forms (Cost: Rs. 200/-each)
2. Copy of Allotment / Transfer Order / Amalgamation / Division letter issued by DHA
3. Seven (07) copies of Building Plans *as per CBC Bye laws
4. Copy of already approved plan by CBC (required in case of revised plan only)
5. One (01) Copy on CD of Building plan duly prepared on AutoCAD format.* as Per CBC Bye Laws
6. Seven (07) Copies of site Plan (Ammonia Print) issued by DHA Authority**
7. Two (02) Copies of Owners CNIC duly attested by notary public.
8. Photocopy of sub lease – A duly attested by notary public.
9. DHA fresh Transfer History letter issued from DHA (TIR & Record Date)
10. Indemnity Bond on Rs 100/- Stamp Paper for basement.
11. Undertaking & form 'C' on Rs 200/- Stamp paper.

The building Plan is handed over to owner or his attorney Along with Approval Letter for carrying out of construction within TWO (02)year , extendable for another one year.

**valid for 2 year ** duly attested by notary public

Proposed / Revised Building Plan (Commercial)

Following documents are to be submitted at DHA for for forwarding and processing by CBC:

1. Two (02) CBC 'A' & 'B' Forms (Cost: Rs. 200/-each).
2. Copy of allotment / Transfer Order / Amalgamation/ Division Letter issued by DHA.
3. Seven (07) Copies of Building Plans *as per CBC Bye Laws.
4. One (01) Copy on CD of Building Plan duly prepared on AutoCAD format.*as per CBC Bye Laws.
5. Seven (07) Copies of site Plan (Ammonia Print) issue by DHA Authority*.
6. *Copy of already approved Plan by CBC (Required in Case of revised plan only).
7. Two (02) Copies of Owners CNIC duly attested by notary public
8. Photocopy of sub-Lease-A, B-lease & C-lease (if any) duly attested by notary public.
9. Copy of GPA / SPA duly attested by notary public.

10. Demolition / Open Plot Certificate Issued by CBC / DHA.
11. DHA Fresh Transfer History letter issued from DHA (TIR & Record Date)
12. Building Plan must provide following in addition to requirements outlined in BC&TP regulations 2011 part-1 hand book as well as in accordance with CBC Building byelaws
 - a. Section at X & Y-axis.
~ Through stairs, Ducts, change of floor height (S).
 - b. 2 elevations for corner plots.
 - c. 3 elevations for plots abutting street / roads on three sides.
 - d. Utilities / services drawing with details (Structural, Electrical, plumbing, sewerage & Fire Emergency)
 - e. 3-D elevation of commercial building from sides abutting on khayaban / road / street.
 - f. Size of sheet: 30" x 40"
13. Unregistered copy of sub-lease executed in from-A by DHA Karachi (Not applicable on plots of Ph-VII-Ext, DHA).
14. Undertaking & Form "C".
 - * With detail of Underground, Overhead, Septic and Grey Water connection tanks and Garbage Collection Chamber.
 - * Valid for 2 Years.
 - * Site is also required in order to check existing construction in accordance with the already approved plan (In Case of revised building plan)

Documents required to be submitted in CBC

by lessee:

1. **Structural drawings along with design calculation, form-4 & Soil Investigation report (3 Sets of each) duly signed/ endorsed by registered professionals on panel of CBC.**
2. **Photographs of Open plot (04), Copy of A-lease, Transfer Order, Amalgamation / Division Letter duly attested by notary public. (2 sets)**

EXTENSION OF TIME (RESIDENTIAL / COMMERCIAL)

1. Lessee has to apply in DHA office vide application for extension of time.
2. DHA forward letter along with copy of application of lessee to CBC.
3. Fee for Extension of time.

Residential

- a. Rs. 20,000/- (for each Extension)

Commercial

- b. Rs. 40,000/- (for each Extension)

4. Site report may required by concerned Engineer / Inspector (if any).

COMPLETION PLANS

i) Residential

Case forwarded by DHA along with covering letter.

1. Four (04) Photographs of Bungalow of front elevation, footpath, ramp and beam.
2. Copy of CBC paid dues (current).
3. Completion Plan Fee i.e. Rs. 2 per sft.

ii) Commercial

Case forwarded by DHA along with covering letter.

1. Form-4 / Form-6 & stability certificate duly signed by registered / original architect/ Engineer for soundness of building.
2. 04 Current photographs of Building showing front elevation.
3. All dues should be cleared up to current financial year.
4. Completion plan fee will be applied Rs.5 per sft.
5. Site report may require for issuance of completion Plan by concerned engineer / inspector.