

To construct the building member have to take following steps after receiving "Allotment Letter".

**1. Obtain Site Plan**
Required Documents

- 2 x Possession Forms
- 1 x Photocopy of Allotment Letter
- 1 x Photocopy of CNIC

Time Frame

- 5 Working Days (Ph I – VII)
- 8 Working Days (Ph VIII & Ph IX)
- 10 Working Days (Ph XI & Ph XII)

Charges

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

**2. Submit proposed drawings for approval**
Required Documents

- Proposed drawings, kindly refer to the set of instructions available at Information Desk/ DHA Website.
- Original soil test report along with original paid challan.

Time Frame
Charges
**3. Demarcation**
Required Documents for Demarcation

- Demarcation Form
- NOC from Finance
- Undertaking of Own Water Supply Arrangements
- Undertaking for Stacking of Material & Temporary Hut
- Original Paid Challan of Possession Charges
- Photocopy of Drawing Approval Letter issued by DHA.

Time Frame

20 Working Days

Charges

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

**Note:** All Undertakings should be on stamp paper worth Rs. 50/- duly attested by Oath Commissioner.

**4. Obtain Water / Sewer connection after completing the building before occupying**
Required Documents

- Application form
- Original + 1 x photocopy of paid challan for water & sewerage connection
- 2 x Identical Photographs of House (4 x photographs for corner house) (Photo Size: 6x4 on photo paper)
- 1 x photocopy of Site plan with current owner's name
- 1 x photocopy of CNIC
- 1 x photocopy of paid bill, in case of 10KW or above solar system is installed` (For houses measuring 1 kanal or above)

Time Frame

No time frame is given for connectivity as it all depends on the observations/ rectifications.

Charges

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

**5. Obtain Completion Certificate**
Required Documents

- Application to Director BC
- 2 x Identical Photographs of House (4 x photographs for corner house) (Photo Size: 6x4 on photo paper)
- 2 x approved drawings (Ammonia Prints)
- Original paid challan of completion certificate fee
- 1 x Photocopy of paid challan of water & sewerage
- 1 x photocopy of DHA letter regarding opening of Water & Sewerage connection
- 1 x Photocopy of paid challan on account of Sewer Tempering Charges
- 1 x photocopy of CNIC

Time Frame

20 Working Days  
(Subject to no violation)

Charges

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.