

DOCUMENTS REQUIRED

1. NOC for dues clearance from Finance.
2. Demarcation and Pass Performa to be filled by the owner or DHA's special power of attorney holder.
3. Undertaking of "Own Water Supply Arrangements" on E-Stamp paper of Rs.100/- duly attested by the Oath Commissioner.
4. Undertaking of "Stacking of Material and Temporary Hut" on E-Stamp Paper of worth Rs.100/- duly attested by the Oath Commissioner.
5. Photocopy of 'Drawing approval Letter' issued by DHA.
6. Original paid Challan of possession charges for all phases.
7. Filled Performa – Tentative Work Schedule to be attached.
8. Filled Performa – Member Bio Data (as per attached specimen).
9. In case of Basement, "Method of Basement Construction" to be attached as per specimen.
10. Undertaking "Use of Earth Moving Machinery for Excavation" on E-Stamp paper of Rs.100/- duly attested by the Oath Commissioner (as per attached specimen) and a copy of challan Rs.100,000/- (Refundable Security) to be attached.
11. Undertaking for Refundable Security

Note:

- Demarcation is valid for one month only in case construction activity has not commenced.
- After receiving the demarcation papers, Owner / DHA's Special Power of Attorney Holder is bound to construct Septic Tank & Temporary Lavatory as per approved drawing within the plot area and both should be ready before the field staff visit.

A PASS
NON-TRANSFERABLE

1. The bearer of this chit Mr./Mrs. _____
Owner of Plot No. _____ Sector _____ Phase _____ is
permitted to bring the building material during the time fixed by DHA. Main Boulevard will not be used by
Truck/ Tractor Trolley etc. failing which the penalty will be imposed for progressive damage. The carrier will
carry the original copy and no copy will be produced/ acceptable.
2. This permission is valid up to _____.

Director Building Control
DHA Lahore

Date: _____

A PASS
NON-TRANSFERABLE

1. The bearer of this chit Mr./Mrs. _____
Owner of Plot No. _____ Sector _____ Phase _____ is
permitted to bring the building material during the time fixed by DHA. Main Boulevard will not be used by
Truck/ Tractor Trolley etc. failing which the penalty will be imposed for progressive damage. The carrier will
carry the original copy and no copy will be produced/ acceptable.
2. This permission is valid up to _____.

Director Building Control
DHA Lahore

Date: _____

DEMARCATIION & INSPECTION SHEET FOR RESIDENTIAL/COMMERCIAL BUILDING

1. Plot No. _____, Sector _____, Phase _____
 Owner's Name: _____.

 (Signature/Date by Surveyor) (Signature/Date by Sub Engr) (Signature/Date by SDO) (Signature/Date by Owner)

	Stage Checked	Date	Remarks	Sign of Surveyor	Sign of Sub Engr	Sign of Owner / Attorney	Sign of SDO
a.	Demarcation (Visit of SDO Must)						
b.	When layout is completed before start of work						
c.	Basement Work						
d.	Boundary Wall upto NSL						
e.	Main building at DPC level (Visit of SDO Must)						

2. INSPECTION OF REST OF BUILDING

	Stage Checked	Date	Remarks	Sign of Sub Engr	Name /Cell No. of Owner /Attendant	Sign of SDO
f.	Construction of Septic tank & temporary bath/sewer line.					
g.	Before pouring of roof slab of 1 st floor. (Visit of SDO Must)					
h.	First floor structure 1ft above roof of ground floor. (Visit of SDO Must)					
i.	Mezzanine Floor (For Commercial Area Only)					
j.	Before pouring of roof slab of second floor (For Commercial Area Only)					
k.	Before pouring of roof slab of third floor (For Commercial Area Only) (Visit of SDO Must)					
l.	Before pouring of roof slab of third floor (For Commercial Area Only)					
m.	Mumtee/Stair/Lift Well (If Applicable)					
n.	Location/Construction of underground water tank.					
o.	Before occupation, visit of water/sewer opening (Visit of SDO Must)					

3. Sewer Opened On _____

4. House Completed On _____

Note: SDO/Sub Engr/Svy will check the under construction house/building after every 20 days with a view to monitor the drawing / construction violations.

DEMARCATIION & INSPECTION SHEET FOR RESIDENTIAL/COMMERCIAL BUILDING

5. Plot No. _____, Sector _____, Phase _____
Owner's Name: _____.

(Signature/Date by Surveyor) (Signature/Date by Sub Engr) (Signature/Date by SDO) (Signature/Date by Owner)

	Stage Checked	Date	Remarks	Sign of Surveyor	Sign of Sub Engr	Sign of Owner / Attorney	Sign of SDO
a.	Demarcation (Visit of SDO Must)						
b.	When layout is completed before start of work						
c.	Basement Work						
d.	Boundary Wall upto NSL						
e.	Main building at DPC level (Visit of SDO Must)						

6. INSPECTION OF REST OF BUILDING

	Stage Checked	Date	Remarks	Sign of Sub Engr	Name /Cell No. of Owner /Attendant	Sign of SDO
f.	Construction of Septic tank & temporary bath/sewer line.					
g.	Before pouring of roof slab of 1 st floor. (Visit of SDO Must)					
h.	First floor structure 1ft above roof of ground floor. (Visit of SDO Must)					
i.	Mezzanine Floor (For Commercial Area Only)					
j.	Before pouring of roof slab of second floor (For Commercial Area Only)					
k.	Before pouring of roof slab of third floor (For Commercial Area Only) (Visit of SDO Must)					
l.	Before pouring of roof slab of third floor (For Commercial Area Only)					
m.	Mumtee/Stair/Lift Well (If Applicable)					
n.	Location/Construction of underground water tank.					
o.	Before occupation, visit of water/sewer opening (Visit of SDO Must)					

7. Sewer Opened On _____

8. House Completed On _____

Note: SDO/Sub Engr/Svy will check the under construction house/building after every 20 days with a view to monitor the drawing / construction violations.

UNDERTAKING**(On E-Stamp Paper Worth Rs.100/- duly attested by the Oath Commissioner)**

I, _____, S/O, D/O, W/O _____
having CNIC No. _____, Contact No. _____
Owner of House / Building No. _____ Sector, _____, Phase _____
of Defence Housing Authority, Lahore Cantt., do hereby solemnly affirm and declare as under:

- a. I am owner of Plot No. _____, Sector _____, Phase _____, Measuring _____ situated in Defence Housing Authority, Lahore Cantt.
- b. I will not ask DHA to provide water connection during construction of house / building on the above said plot.
- c. I will make own arrangement of water supply for construction through a bore and installing water pump at own expense within own area of plot / 3 ft. away from commercial plot in road space.
- d. I will not install pump in other open plot or vicinity of other plot.
- e. I will not obtain water from adjoining house/building for construction purpose if so DHA may take any appropriate action/imposing of violation charges /sealing of pump/removal of pump.
- f. In case of violation of byelaws /approved drawing during construction DHA may seal the water pump to stop further work. If seal is found tempered or damaged, DHA may impose violation charges or take any appropriate action.
- g. I will ask DHA to restore the water after rectification / settlement of construction violation.
- h. After completing the house / building I will remove the water pump and destroy the bore completely to the satisfaction of DHA.
- i. I will apply for water / sewer connection of my house / building alongwith requisite fee and intimate DHA for inspection.
- j. I will not occupy the house / building nor place any office / household furniture item or establish any kind of kitchen before opening of water / sewerage connections; otherwise I am liable to violation charges as per DHA byelaws.
- k. I will not re-arrange any bore / water pump at any stage.
- l. I will abide by the rules / instructions issued from time to time from DHA. In case of non-compliance DHA may take any action, which includes disconnection of services and imposing of violation charges as per rules.
- m. The depth of bore will not exceed 200 ft. and maximum 2 HP motor will be installed with the pump.
- n. I will pay water / sewerage bill as per water meter reading and tariff as decided by the Authority and revised from time to time.

Date: _____

DEPONENT
(Signature & Thumb Impression)**Verification:**

Verified on Oath at Lahore this _____ day of _____ 20_____, that the contents of the above undertaking are true and correct to best of my knowledge and belief.

DEPONENT
(Signature & Thumb Impression)

UNDERTAKING**(On E-Stamp Paper Worth Rs.100/- duly attested by the Oath Commissioner)**

I, _____, S/O, D/O, W/O _____

having CNIC No. _____, Contact No. _____

R/O _____

do hereby solemnly affirm and declare as under:-

1. I am owner of Plot / House no. _____ Sector, _____, Phase _____, Measuring _____, situated in DHA Lahore Cantt.
2. I have undertaken the construction / renovation on above mentioned plot / house.
3. I will not use road space / berm for dumping the material, mixing the mortar / concrete, cutting steel etc.
4. I will stack construction material within my own plot area and use adjoining open plot No. _____ if required. The construction material in open plot will be stacked / managed properly.
5. Debris during construction will not be thrown in this plot or any other vacant plot. Debris to be placed outside front boundary wall of under construction house / building but 5 feet clear of road edge. Owner will contact Maintenance Office of respective phase for removal of debris as and when required.
6. Temporary hut, if made in adjoining open plot will be only used for storage of construction material. No other construction (WC, bath etc.) will be made in that.
7. Under construction Building / House and temporary hut will not be used for living of families of Chowkidar / Labor / Servants.
8. I will erect green protective cloth all around the staked construction material / temporary hut so that it should not be visible from the adjoining roads.
9. Temporary hut and construction material will be removed completely from open plot as directed by DHA for any reason or required by owner of the plot for construction within 03 days.
10. No water supply line will be extended to open plot.
11. Temporary hut will be removed soon after removal of shuttering of ground floor of the under construction house.
12. I will abide by the rules/instructions issued from time to time from the DHA. In case of non-compliance DHA may take any action which includes disconnection of services and imposing of fine as per rules.

Date: _____

DEPONENT_____
(Signature & Thumb Impression)**VERIFICATION:**

Verified on Oath at Lahore this _____ day of _____ 20____, that the contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT_____
(Signature & Thumb Impression)

TENTATIVE WORK SCHEDULE (RESIDENTIAL)

TENTATIVE WORK SCHEDULE (RESIDENTIAL) – PLOT NO.: _____, **SECTOR** _____, **PHASE** _____

Ser	Activity	Dates		Months												Remarks											
		Start	End	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24																
1.	Layout & Demarcation																										
2.	Excavation (Including Basement, UGWT, Septic Tank, Lift Well etc)																										
3.	Basement Foundation (Raft, Footing, Lift Well, Placement of Steel, Concrete etc)																										
4.	Retaining Wall (Shuttering, Steel, Concreting) & Brick Walls																										
5.	Basement Slab (Shuttering, Steel, Concreting)																										
6.	Boundary Wall up to DPC Level																										
7.	Main Building DPC Level																										
8.	Ground Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)																										
9.	First Floor Structure 1 ft Above Roof of Ground Floor																										
10.	Mezzanine Floor in case of Commercial Building (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)																										
11.	First Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)																										
12.	Pouring of Second Floor Slab (every Subsequent Slab in Case of Commercial)																										
13.	Mumtee (If Applicable)																										
14.	Finishing Works (Sub-Flooring with Termite Proofing, Elevation Work, Floor Ceiling, Flood Fixtures, Fire Safety, MEP, Wood Works)																										
15.	Water Sewer Opening, Occupation																										
16.	Completion certificate (Max Allowed Time is 3 Years From Drawing Approval Date)																										

Note:

- i. SDO/Sub Engineers/Surveyor will check the building layout, under construction house/building on all above mentioned stages as per given construction schedule.
- ii. Owner is responsible to obey DHA bylaws/ rules/ policies issued from time to time and inform DHA BC Branch at least 3 x working days in advance for necessary inspection of achieved construction stage.
- iii. How to fill the Performa – Tentative Work Schedule is at the back.

Owner Name / Sign: _____

TENTATIVE WORK SCHEDULE (RESIDENTIAL)

TENTATIVE WORK SCHEDULE (RESIDENTIAL) – PLOT NO.: _____, SECTOR _____, PHASE _____

Ser	Activity	Dates		Months												Remarks							
		Start	End	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24												
1.	Layout & Demarcation	1/1/21	15/1/21																				
2.	Excavation (Including Basement, UGWT, Septic Tank, Lift Well etc)	16/1/21	30/1/21																				
3.	Basement Foundation (Raft, Footing, Lift Well, Placement of Steel, Concrete etc)	31/1/21	21/2/21																				
4.	Retaining Wall (Shuttering, Steel, Concreting) & Brick Walls	22/2/21	22/3/21																				
5.	Basement Slab (Shuttering, Steel, Concreting)	23/3/21	6/4/21																				
6.	Boundary Wall up to DPC Level	7/4/21	21/4/21																				
7.	Main Building DPC Level	22/4/21	6/5/21																				
8.	Ground Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)	7/5/21	28/5/21																				
9.	First Floor Structure 1 ft Above Roof of Ground Floor	29/5/21	5/6/21																				
10.	Mezzanine Floor in case of Commercial Building (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)	-	-																				
11.	First Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)	6/6/21	27/6/21																				
12.	Pouring of Second Floor Slab (every Subsequent Slab in Case of Commercial)	-	-																				
13.	Mumtee (If Applicable)	28/6/21	12/7/21																				
14.	Finishing Works (Sub-Flooring with Termite Proofing, Elevation Work, Floor Ceiling, Flood Fixtures, Fire Safety, MEP, Wood Works)	13/7/21	9/4/22																				
15.	Water Sewer Opening, Occupation	10/4/22	1/5/22																				
16.	Completion certificate (Max Allowed Time is 3 Years From Drawing Approval Date)	2/5/22	As soon as possible																				

Note:

- i. SDO/Sub Engineers/Surveyor will check the building layout, under construction house/building on all above mentioned stages as per given construction schedule.
- ii. Owner is responsible to obey DHA bylaws/ rules/ policies issued from time to time and inform DHA BC Branch at least 3 x working days in advance for necessary inspection of achieved construction stage.
- iii. How to fill the Performa – Tentative Work Schedule is at the back.

Owner Name / Sign: _____

TENTATIVE WORK SCHEDULE (COMMERCIAL)

TENTATIVE WORK SCHEDULE (COMMERCIAL) – PLOT NO.: _____, **SECTOR** _____, **PHASE** _____

Ser	Activity	Dates		Months												Remarks								
		Start	End	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24													
1.	Layout & Demarcation																							
2.	Excavation (Including Basement, UGWT, Septic Tank, Lift Well etc)																							
3.	Basement Foundation (Raft, Footing, Lift Well, Placement of Steel, Concrete etc)																							
4.	Retaining Wall (Shuttering, Steel, Concreting) & Brick Walls																							
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9.	First Floor Structure 1 ft Above Roof of Ground Floor																							
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11.	First Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)																							
12.	Pouring of Second Floor Slab (every Subsequent Slab in Case of Commercial)																							
13.	Mumtee (If Applicable)																							
14.	Finishing Works (Sub-Flooring with Termite Proofing, Elevation Work, Floor Ceiling, Flood Fixtures, Fire Safety, MEP, Wood Works)																							
15.	Water Sewer Opening, Occupation																							
16.	Completion certificate (Max Allowed Time is 3 Years From Drawing Approval Date)																							

Note:

- i. SDO/Sub Engineers/Surveyor will check the building layout, under construction house/building on all above mentioned stages as per given construction schedule.
- ii. Owner is responsible to obey DHA bylaws/ rules/ policies issued from time to time and inform DHA BC Branch at least 3 x working days in advance for necessary inspection of achieved construction stage.
- iii. How to fill the Performa – Tentative Work Schedule is at the back.

Owner Name / Sign: _____

TENTATIVE WORK SCHEDULE (COMMERCIAL)

TENTATIVE WORK SCHEDULE (COMMERCIAL) – PLOT NO.: _____, SECTOR _____, PHASE _____

Ser	Activity	Dates		Months												Remarks				
		Start	End	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24									
1.	Layout & Demarcation	1/1/21	15/1/21																	
2.	Excavation (Including Basement, UGWT, Septic Tank, Lift Well etc)	16/1/21	30/1/21																	
3.	Basement Foundation (Raft, Footing, Lift Well, Placement of Steel, Concrete etc)	31/1/21	21/2/21																	
4.	Retaining Wall (Shuttering, Steel, Concreting) & Brick Walls	22/2/21	22/3/21																	
5.	Basement Slab (Shuttering, Steel, Concreting)	23/3/21	6/4/21																	
6.	Boundary Wall up to DPC Level	7/4/21	21/4/21																	
7.	Main Building DPC Level	22/4/21	6/5/21																	
8.	Ground Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)	7/5/21	28/5/21																	
9.	First Floor Structure 1 ft Above Roof of Ground Floor	29/5/21	5/6/21																	
10.	Mezzanine Floor in case of Commercial Building (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)	6/6/21	27/6/21																	
11.	First Floor Slab (Masonry Work, Lintels, Columns, Stairs, Slab & Beams etc.)	28/6/21	19/7/21																	
12.	Pouring of Second Floor Slab (every Subsequent Slab in Case of Commercial)	20/7/21	30/9/21																	
13.	Mumtee (If Applicable)	1/10/21	15/10/21																	
14.	Finishing Works (Sub-Flooring with Termite Proofing, Elevation Work, Floor Ceiling, Flood Fixtures, Fire Safety, MEP, Wood Works)	16/10/21	13/7/21																	
15.	Water Sewer Opening, Occupation	14/7/22	4/8/22																	
16.	Completion certificate (Max Allowed Time is 3 Years From Drawing Approval Date)	5/8/22	As soon as possible																	

Note:

- i. SDO/Sub Engineers/Surveyor will check the building layout, under construction house/building on all above mentioned stages as per given construction schedule.
- ii. Owner is responsible to obey DHA bylaws/ rules/ policies issued from time to time and inform DHA BC Branch at least 3 x working days in advance for necessary inspection of achieved construction stage.
- iii. How to fill the Performa – Tentative Work Schedule is at the back.

Owner Name / Sign: _____

The following are the points to be included in the method of Basement Construction:

1. Overview/ Introduction:

Plot No.:		Name of Owner:	
Architect:		No. of Stories:	

2. Nearby Structures:

- a. Detail of building in adjoining areas i.e. Immediate Context (Right, Left, and Back).

	Right Side	Left Side	Back Side
Plot / Building / Road			
With or Without Basement			
Number of Stories			
Distance from Existing Structure			

3. Site Geology & Hydrology:

- a. Comments of structure engineer on the Soil condition according to the geotechnical report.
b. Remedies for availability of water due to any reason (seepage, rain water etc) which can affect the construction activities/existing building.

4. Proposed Basement Development & Construction Sequence:

- a. In case of existing structure nearby what will be the necessary steps will you carryout to avoid any fatalities, injuries, building collapses, partial building collapses and any other damage to existing structure. For example, partial excavation of basement, by constructing a brick wall outside the retaining wall further which is used as an external shuttering, pilling etc.
b. Person responsible for Construction monitoring (Name & Contact Number).

Name:		Contact Number:	
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5. Proposed Time Frame for Construction of Basement:

- a. The following table is the example for the time frame for the above mentioned activities or steps for basement construction:

Ser	Construction Activities/Steps (Steps required in construction proposed by structure Engineer)	Proposed No of Days
1	Demarcation	1 Day
2	Full or Partial Excavation	2 Days
3	Bed Preparation (Footings excavations)	4 Days
4	Bed Preparation (PCC)	1 Days
5	Waterproofing Technique	3 Days
6	Steel Fixing of Raft	4 Days
7	Concreting of Raft	1 Day
8	Steel fixing of Ret. Wall	3 Days
9	Shuttering of Ret. Wall	3 Days
10	Concreting of Ret. Wall	1 Day
11	Backfilling & Compaction	2 Days
	Total No. of Days	25 Days

NOTE:

- In case of full basement and constructed homes around the plot, complete excavation of basement is not allowed. Excavation will be carried out in phase wise.
- Construction activities / steps and no of days depends upon case to case as area for basement of each building differs.
- Sketch of basement construction should also be prepared and submitted at this stage.

**Sign & Stamp of
Structure Engineer**

Note: Owner of the plot provides personal details for communication during construction please.

1.	Detail of Plot	
2.	Owner Name	
	Mobile Number	
	WhatsApp No.	
	E-mail Address	
	CNIC	
	Permanent Address	
3.	Architect Name	
	Mobile Number	
4.	Contractor Name	
	Mobile Number	
5.	Structure Engr Name	
	Mobile Number	

Signature of the Plot Owner: _____

Dated: _____

UNDERTAKING

USE OF EARTH MOVING MACHINERY FOR EXCAVATION OF BUILDING DHA - LHR

(On E-Stamp Paper Worth Rs.100/- duly attested by the Oath Commissioner)

I, _____, S/ D/ W of _____
having CNIC No _____, Contact No. _____
R/O _____

do hereby solemnly affirm and declare as under:-

1. I am owner of Plot no. _____ Sector, _____, Phase _____, Measuring _____, situated in Defence Housing Authority, Lahore Cantt.
2. I or my engineer will personally supervise the excavation for the above said building with FE loader/ Tractor with Front Bucket/ Excavator.
3. Machinery will work only from 0800 hours to 1700 hours. No excavation will be carried out with any type of machinery after 1700 hrs.
4. Excavation with machinery will not be carried out in 8 feet area from roadside and 10 ft from the adjacent building / common boundary wall of neighboring property.
5. I will accept any penalty and pay any cost of damage OR make the caused damage good to DHA or neighboring property. What-so-ever is decided by DHA in case of any damage/ loss to the service/DHA or concerned departments i.e. WAPDA, Sui Gas, PTCL and Cable network.
6. I shall be responsible for any damage to the adjoining property and will make good to the entire satisfaction of parties involved and shall keep DHA harmlessly indemnified for any financial OR legal claims. However the decision of DHA will be final binding to be acted / implemented without any right to challenge.
7. I shall intimate and coordinate with DHA Complaint Office and DHA Security promptly in case of any damage occurs to the services.
8. I have carefully read and understood the contents of the undertaking and put my thumb down in acceptance without any right to contest OR challenge in any legal forum.

Date: _____

DEPONENT

(Signature & Thumb Impression)

VERIFICATION:

Verified on Oath at Lahore this _____ day of _____ 20____, that the contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature & Thumb Impression)

(On E-Stamp Paper Worth Rs.100/- duly attested by the Oath Commissioner)

I, _____, S/ D/ W/O _____

CNIC No _____, R/O _____

hereby undertake to that:-

1. I _____ have deposited an amount of Rs. 100,000/- as refundable security.
2. I shall apply for refund of this security money after completion of fol activities:-
 - a. Excavate soil has been disposed off from building surrounding to the DHA Advised site.
 - b. Debris has been cleared from adjacent plot.
 - c. Building material has been cleared from bldg surroundings.
 - d. Grey structure has been completed.
 - e. Temporary bathroom has been constructed on septic tank.
 - f. Temp hut has been removed from site.

DEPONENT

(Signature & Thumb Impression)

VERIFICATION:

Verified on Oath at Lahore this _____ day of _____ 20____, that the Contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature & Thumb Impression)