



## OTHER PROCEDURES & PERMISSIONS

- ✓ Revised Drawing
- ✓ Temporary Sewerage Connection
- ✓ Neighbour Complaint
- ✓ Amalgamation of Plots / Buildings
- ✓ Subdivision of Plots / Buildings
- ✓ Permission for use of Plot as Lawn
- ✓ Permission for Renovation in existing building
- ✓ Permission for use of Crane
- ✓ Permission for Demolition of existing building
- ✓ Permission for Solar Installation / Validation
- ✓ No Demand Certificate of transfer of property

Specimens for Undertakings are available at  
DHA Main Office Complex **Front Desk**  
(Public Relations Branch)

[ad.bc@dhalahore.org](mailto:ad.bc@dhalahore.org)

## ADVISORY FOR ALL UNDER CONSTRUCTION BUILDINGS

FOLLOWING MUST BE ENSURED AT SITE

- Verify DHA Building Control Staff card before inspection
- No cash payment, Dues to be paid against DHA issued vouchers through banks only
- Ensure Coordination with your enlisted Architect and Structural Engineer
- Malpractice attempts if any must be reported immediately to the DHA Authorities
- For any queries, visit building control help desk or contact us

☎ UAN: 042 - 111 - 342 - 547

✉ [ad.bc@dhalahore.org](mailto:ad.bc@dhalahore.org)

🌐 [www.dhalahore.org](http://www.dhalahore.org)



**TOGETHER WE SAY  
NO TO CORRUPTION**



# BUILDING CONTROL

## CORE PROCEDURES

**DEFENCE HOUSING AUTHORITY LAHORE**  
Sector 'A', Phase - VI, Lahore Cantt, Pakistan

[www.dhalahore.org](http://www.dhalahore.org) | 042 111 - 342 - 547



## Step 1

### SITE PLAN



#### REQUIRED DOCUMENTS

- Green Forms (2 Copies)
- Copy of CNIC (Owner / DHA's Special Power of Attorney Holder)
- Copy of Allotment Letter

#### PROCESSING TIME

##### Normal Application:

- Phase 1-7 & 9: 7 working days (4 for dues + 3 for collection)
- Phase 8, 11 & 12: 11 working days (8 for dues + 3 for collection)

#### EXECUTIVE APPLICATION

- Phase 1-7 & 9: 2 working days (2 for dues + same-day collection)
- Phase 8, 11 & 12: 3 working days (3 for dues + same-day collection)

#### ADDITIONAL NOTES

- Charges are payable at the time of application.
- Any outstanding dues (development dues, excess area charges, NUF, security fees, etc.) must be cleared.

#### VALIDITY

Lifetime / Change of Ownership.

## Step 2

### DRAWING SUBMISSION & APPROVAL



#### REQUIRED DOCUMENTS

- Architectural Drawings:  
1 x Tracing cloth + 7 x Ammonia prints
- Structural Drawings:  
2 x Tracing cloth prints
- MEP & Fire/Safety Drawings:  
2 x Ammonia prints each
- Certificates: Electrical, Mechanical, Architect Stability, Structure Stability
- Forms: Form A & B (Cantt Board)
- Owner's Documents: CNIC, Allotment/Transfer Letter, Site Plan
- Paid Challan: Drawing scrutiny/vetting charges
- Soft Copy: AutoCAD file (CD)
- Legal Requirement: Stamp Paper Undertaking
- Geotechnical Report: Valid for 1 year
- 3D Views: With Architect's Seal

#### PROCESSING TIME

- Normal Application: 20 working days
- Executive Application: 5 working days
- Validity Period: 2 years (if no demarcation/construction started)

## Step 3

### DEMARCATION OF PLOT



#### REQUIRED DOCUMENTS

- NOC for dues clearance from Finance
- Forms: Demarcation & Inspection Sheet, A-Pass Performa (Owner/Attorney)
- Undertaking: Stacking Material & Temporary Hut (E-Stamp)
- Approval Letter: Photocopy of DHA Drawing Approval
- Paid Challan: Possession Charges (All Phases)

#### FOR BASEMENT

- Method of Construction
- Undertaking: Earth Moving Machinery (E-Stamp)
- Refundable Security: Challan & Undertaking (E-Stamp)

#### PROCESSING TIME

- Normal: 7 Working Days
- Executive: 2 Working Days

Validity: 1 Month (If No Construction Starts)

## Step 4

### CONSTRUCTION PERIOD (2 YEARS)



- **Engage Professionals:** Owner must hire a Structural Engineer & Architect for building construction.
- **Structure Stability:** Architect & Engineer ensure stability as per the "Demarcation & inspection Sheet."
- **Demarcation & Inspection:** Submit the signed sheet for Water & Sewerage connection.
- **Revised Drawings:** Any planning changes need prior approval from DHA's enlisted architect.
- **Byelaws Compliance:** Construction must follow DHA-approved drawings & byelaws to avoid fines.
- **Construction Timeline:** Must be completed within 2 years from drawing approval to avoid penalties.
- **Septic Tank & Lavatory:** Build these within the plot area before applying for a Temporary Sewer Connection.
- **Water & Sewerage Connection:** Apply after completing construction. Occupation without a connection is fined.
- **Completion Certificate:** Must be obtained within 3 years of drawing approval.
- **DHA Byelaws:** Available on the website; [www.dhalahore.org](http://www.dhalahore.org). review before construction.

## Step 5

### NEW WATER & SEWERAGE CONNECTION



#### REQUIRED DOCUMENTS

- Filled Application Form (Owner/Attorney)
- Paid Challan (Original + 1 Copy)
- Owner/Attorney CNIC Copy
- Front Elevation Photos (2x, 6"x4") (Corner plots: Additional side elevation photos)
- Site Plan Copy (With current Owner's name)

#### FOR SOLAR SYSTEM OWNERS:

- LESCO Green Meter Permission / Electricity Bill (DG Load)
- AEDB Licensed Solar Installer Copy
- Solar Panels Stability Certificate (Against Wind Velocity)
- Solar System Commissioning Certificate
- Roof Slab Stability Certificate (DHA Enlisted Engineer)

#### PROCESSING TIME

- 21 Working Days

## Step 6

### COMPLETION CERTIFICATE



#### APPLICATION

- Plain paper addressed to Executive Director Building Control

#### PHOTOGRAPHS

- 2x front elevation (6"x4")
- 2x additional side elevation for corner plots (6"x4")

#### DRAWING

- 2x approved architectural (Ammonia Prints)

#### FEE

- Original paid challan of Completion Certificate

#### ADDITIONAL FEES (IF APPLICABLE)

- Late Completion Charges
- Sewer Tempering Charges

#### WATER & SEWERAGE

- Paid connection fee DHA letter or last paid bill

#### OWNER'S DOCUMENTS

- CNIC copy / DHA Special Power of Attorney Holder

#### PROCESSING TIME

- Normal: 21 working days
- Executive: 5 working days