



Document Reference:
DHA Gwa BC-006

DRAWING SUBMISSION (DOCUMENTS REQUIRED)

1. Original Architect Stability Certificate.
2. Original Structure Stability Certificate.
3. Performa – Information Requirement Drawing Submission (Proposed / Revised).
4. **Submission Drawings:** -
 - a. Architectural Drawing - 01 x Tracing Cloth, 07 x Ammonia Prints and 01 x Soft Copy in Form of CD.
 - b. Fire Protection Drawing – 02 x Ammonia Prints.
 - c. Structural Drawing – 01 x Set of Drawing and 01 x Soft copy of ETABS/ SAP Report (Commercial Only).
 - d. **MEP Structure Drawing**
 - (1) Covering letter from architect office.
 - (2) MEP structure stability certificate.
 - (3) 2 x set of hard copies of MEP structure drawings.
 - (4) 1 x soft copy on CD having MEP drawing in PDF, ACAD 2(D) & 3-dimensional model.
5. Original paid challans of Drawing Scrutiny Fee.
6. Original Soil Testing Report / Geotechnical Test Report.
7. Original paid challan of Soil Testing Report / Geotechnical Test Report.
8. Photocopy of Allotment/ Transfer Letter.
9. Photocopy of Site Plan Issued by Building Control Branch in Current Owner's Name.
10. Photocopy of CNIC of the Owner.
11. Irrevocable Undertaking for Commercial/ Residential building construction in DHA Gujranwala (Specimen available with Bldg Control).



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ARCHITECT STABILITY CERTIFICATE
CERTIFICATE BY ARCHITECT

1. The drawing of the house/ building for _____, CNIC No. _____ to be constructed on Plot No. _____, Sector / Block _____, Phase _____, in Defence Housing Authority Gujranwala has been checked by us in the capacity of Consulting Architects/ Engineers and we certify that:-

- a. Drawings have been prepared in accordance with DHA Byelaws and Building Control Branch Guidelines.
- b. We take complete responsibility of correctness of submitted drawings and assume their ownership.
- c. We fully endorse that any malpractice found in the submitted drawings will make us liable for suspension or any other penalty deemed appropriate by DHA Gujranwala.
- d. The house/ building is designated according to the seismic zone in which it is located and is structurally sound against earthquakes.
- e. We shall also supervise the execution of said house/ building if asked to supervise the said building as per DHA byelaws and we certify that approved drawings/ byelaws of DHA will be adhered strictly in every respect. We also take full responsibility for any violations against DHA byelaws during the construction of the said house / building.

Signature: _____

Architect Name: _____

PCATP Reg. No. _____

Firm Stamp: _____

Date: _____



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DHA Gwa BC-006

STRUCTURE STABILITY CERTIFICATE
CERTIFICATE BY STRUCTURE ENGINEER

To _____
All Concerned

Subject: **Certificate by Structure Engineer for Residential/ Commercial Buildings**

I, Engineer _____, M.Sc. Structure Engineer here by submit that:
The structure of proposed house/ building at plot No. _____, Sector _____,
Phase _____, Defence Housing Authority, Gujranwala has been designed by me on
_____ Ton soil bearing capacity as determined in GIR conducted by UET or
Material Testing Lab DHA and according to the standard engineering practices as described
in the ACI Code/ Pakistan Building Code. I shall take full responsibility for the adequacy of
structure design as the drawings are signed and stamped by me. Moreover, I will supervise
the complete construction of the above-mentioned building as per drawings approved by DHA
and standard engineering practices given in ACI Code/ Pakistan Building Code. I will also
ensure quality work at different stages of construction and will be fully responsible for its
structural safety.

Signature: _____

Experience: _____ Years

(After MSc Structure)

Firm Stamp: _____

(Structure Engineer / Firm Stamp)

Date: _____



PERFORMA
INFORMATION REQUIREMENT
DRAWING SUBMISSION (PROPOSED / REVISED)

Plot No. _____ Sector _____ Phase _____

Measuring _____ Marlas / Kanals.

1. Name of Owner : _____

2. Owner's Mobile Number : _____

3. SPA (Special Power of Attorney) : _____

4. Holder Name : _____

5. SPA (Special Power of Attorney) : _____

6. Holder's Mobile Number : _____

7. Name of Owner Representative : _____

8. Representative's Mobile Number : _____

9. Property Dealer / Builder / : _____

Contractor / Architect Name

10. Property Dealer/ Builder/ Contractor/ Architect's Mobile No: _____



**IRREVOCABLE UNDERTAKING FOR RESIDENTIAL BUILDING CONSTRUCTION IN
DHA GUJRANWALA**

UNDERTAKING

(On Stamp Paper Worth Rs.500/- Duly Signed By Oath Commissioner)

I, _____, S/O, D/O, W/O _____ having
CNIC. _____, Contact No. _____
R/O _____ do hereby solemnly affirm and declare as under:-

- a. I am owner of Plot no. _____ Sector, _____, Phase _____, Measuring _____, situated in Defence Housing Authority, Gujranwala.
- b. I have read and understood the Construction Byelaws of the DHA Gujranwala and shall abide by them.
- c. I have also received a copy of instructions regarding major Construction Violations.
- d. I will carry out construction of my house strictly according to its approved drawing. In case of any addition/ alteration, I will submit revised drawing as per DHA byelaws for approval. I will not undertake any addition/ alteration prior to approval of revised drawing.
- e. In case of willfully keeping windows towards the rear side of my house. I will not lodge any privacy complaint against the planning/ construction of the house located in neighborhood.
- f. I will not make any construction/ installation of steel staircase in mandatory clear spaces and keep it as such forever.
- g. I will ensure proper/ orderly stacking of construction material in allotted space/ plot by DHA.
- h. I will fix green curtain cloth all along my construction site.
- i. I will ensure safety against falling of construction materials towards neighbours.
- j. I will ensure necessary safety/ security/ protection of my labour and machinery employed for execution of work.

2. Construction of Boundary Wall

- a. I will construct RCC boundary walls or RCC Columns on boundary walls at every distance/ interval of 10 feet of my plot if plot depth is more than 5 feet from crown of road.
- b. I will make boundary wall upto plinth level before starting the construction of the main building area.

3. Mumty Area

- a. I will not do any type of construction (washroom/ toilet etc.) in Mumty Area.
- b. I will not use Mumty Area for living of servants etc.



4. **Inspections During Construction.** I will inform the concerned staff of DHA BC Branch to get the following checked progressively and will sign the sheet in token thereof:

- a. Layout of foundation before excavation.
- b. On completion of boundary wall up to plinth level.
- c. On attaining the roof height of basement, ground floor, first floor and mummy before casting of slab.
- d. Construction of ground floor at DPC level.
- e. On raising of 1st floor structure 1 foot above floor.
- f. On completion of septic tank prior to putting the cover.
- g. On making the ramp according to the approved plan.
- h. On performance of necessary tests on water supply & sewerage lines.

5. **Use Of Road**

- a. I will not damage/ cut the road for any purpose without getting written permission from the DHA.
- b. I will not use berms of road for dumping the material, mixing the mortar/ concrete, cutting steel bars or any construction related activity.

6. **Excavated Soil.** I will not put excavated soil outside the boundary wall higher than berm level and will not erect fencing/ hedging/ thick vegetation in road space.

7. **Fire Protection System.** I will install Fire Protection and Alarm system as per approved drawing including smoke/ heat detectors, fire alarm sounders, manual call points, fire alarm control panel, fire extinguisher, fire blankets, first aid boxes and any other equipment approved in the fire protection drawing of my house/ building and will keep it operational on permanent basis, otherwise I will be liable to pay violation fine as decided by the DHA Gujranwala.

8. **Own Water Supply Arrangements During Construction of Project**

- a. I will not ask DHA to provide water connection during construction of my house.
- b. I will make own arrangement of water supply for construction through a bore and installing water pump at my own expense within my own area of plot.
- c. I will not install pump in other open plot or vicinity of other plot.
- d. I will not obtain water from adjoining house for construction purpose if so DHA may take any appropriate action/ imposing of violation charges/ sealing of pump/ removal of pump.
- e. In case of violation of DHA Byelaws/ Approved drawing during construction, DHA may seal the water pump to stop further work. If seal is found tampered or damaged, DHA may impose violation charges or take any appropriate
- f. action.
- g. I will ask DHA to restore the water pump after rectification/ settlement of construction violation.



- h. After completing the house, I will remove the water pump and destroy the bore completely to the satisfaction of DHA.
- i. I will apply for water/ sewerage connections on completion of my house along with requisite fee and intimate DHA for inspection.
9. **Occupation Of House/Building**. I will not occupy the house nor place any household furniture item or establish any kind of kitchen before opening of water/ sewerage connections; otherwise I am liable to pay violation charges as per DHA rules.
10. **Temporary Lavatory/ Bathroom**
- a. I will construct the septic tank as per approved drawing prior to construction of house/ building and provide a temporary lavatory linked with septic tank for labours.
- b. I will obtain permission from DHA for opening of temporary sewer connection for this temporary lavatory.
- c. I will demolish the temporary lavatory completely soon after completion of house/ building.
- d. I also undertake that if above requirements (19a,19b and 19c) are not fulfilled by me, DHA will be at the liberty to disconnect my temporary sewerage connection.
11. **No Claim of Services**
- a. I will not claim my utility services like electricity, Sui gas and telephone from the Authority unless these are finally completed /developed and provided to me by DHA Gujranwala and other concerned agencies/authorities.
- b. If due to DHA Gujranwala planning/ development any service / structure, poles or construction etc comes in front of my plot or gate of my plot / building or otherwise touches / passes through / besides boundary wall of my building, I will not ask DHA to remove / relocate the DB / pole etc, rather I will do it at my own cost, if permitted by laws to do so.
- c. During the execution of DHA Gujranwala services / development, if boundary wall or any part of my building is damaged or if there is any change in planning whereby area of my plot is reduced, I shall not claim any compensation from DHA Gujranwala.
- d. Whatever the directions / instructions and the decision are taken by DHA, I shall comply with the same and have no objection to offer / challenge.
- e. I will not approach any court of law or any other such forum in this regard.
12. **In Case of Construction of Basement**
- a. I shall observe in true letter and spirit all the instructions and precautionary measures listed below during the excavation and construction of the basement with a view to avert any damage to the life and property of all the adjoining houses/ buildings.



- b. I shall employ a qualified and experienced Engineer to supervise the work and to ensure that the work will be carried out in the light of latest engineering practices/ rules.
- c. The excavation for the basement will not be carried out during rainy spells/ season.
- d. The work on basement once started shall be completed with utmost speed.
- e. Under no circumstances the work shall be left incomplete or abandoned after the excavation of the basement has commenced.
- f. Proper dewatering arrangements will be made available throughout the construction of basement.
- g. I will construct 9 inches thick RCC walls with proper arrangement of water proofing of the basement.
- h. I will construct water catchment drain around the basement and will arrange its disposal through collection chamber.
- i. I will not construct soakage pit or soakage well for disposal of sewage or surface water.
- j. I will not raise any complain to DHA for any seepage / leakage of water from adjoining house / areas and neither hold DHA or neighbors responsible for any seepage to my basement.
- k. I will not use mechanical excavation machinery (Excavator, FE Loader or Tractor etc.) for excavation of basement without prior permission from DHA BC Branch.
- l. I also affirm that in spite of all the above mentioned precautions I shall be responsible for any damage to the property of the adjoining house / building and the persons dwelling therein caused due to excavation / construction of the said basement and that I shall make good any such damage / loss through the mode agreed and to the entire satisfaction of the parties involved and DHA and keep DHA harmlessly indemnified for all issues arising from it.

13. **In Case of Construction Of Swimming Pool**

- a. I have submitted a drawing for approval which includes a Swimming Pool.
- b. I will not raise any complain to DHA for privacy issues and will solve it myself within byelaws of DHA.
- c. I will ensure the water tightness of swimming pool. If any complaint is received from the neighbors, regarding any seepage / leakage affecting their property, I will be held responsible and DHA may take appropriate action and under any such repairs at my risk & cost.
- d. I will ensure the water tightness of swimming pool. If any complaint is received from the neighbors, regarding any seepage / leakage affecting their property, I



will be held responsible and DHA may take appropriate action and under any such repairs at my risk & cost.

- e. I will pay water charges for swimming pool along with water / sewerage bill as per DHA rules irrespective of whether the swimming pool is in use or not.
- f. I will abide by the DHA rules, byelaws and policies enforced from time to time.

14. That I have carefully read and fully understood the contents of this undertaking before signing. I will abide by the DHA byelaws / rules / policies issued from time to time. In case of non-compliance DHA may take any action as per byelaws / rules / policies.

Note

- a. In case of repeated failure to observe DHA rules & regulations, the water supply to my house may be disconnected / plugged by DHA staff.
- b. Any oversight in the scrutiny of the documents and drawing at the time of the "NOC" or approval and sanction of the house / building plan does not entitle the owner to violate DHA Byelaws.
- c. In the event of any dispute / disagreement, the same will be settled through mutual arbitration for an amenable settlement in Gujranwala. The decision of Administrator DHA Gujranwala will be accepted / honored without any further perusal in any court of laws.

Date: _____

DEPONENT
(Signature & Thumb Impression)

VERIFICATION:

Verified on Oath at Gujranwala 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)



IRREVOCABLE UNDERTAKING FOR COMMERCIAL BUILDING CONSTRUCTION IN
DHA GUJRANWALA
UNDERTAKING

(On Stamp Paper Worth Rs.500/- Duly Signed By Oath Commissioner)

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

hereby solemnly affirm and declare as under:-

- a. I am owner of Plot no. _____ Sector, _____, Phase _____, Measuring _____, situated in Defence Housing Authority, Gujranwala.
 - b. I have read and understood the Construction Byelaws of the DHA Gujranwala and shall abide by them.
 - c. I have also received a copy of instructions regarding major Construction Violations.
 - d. I will carry out construction of my house strictly according to its approved drawing. In case of any addition/ alteration, I will submit revised drawing as per DHA byelaws for approval. I will not undertake any addition/ alteration prior to approval of revised drawing.
 - e. I will brick pave the area between my commercial area and road conforming to the slope of the road berm.
 - f. I will construct a step for entry to my shop with drains as per approved plan.
 - g. I will ensure proper/ orderly stacking of construction material in allotted space / plot by DHA.
 - h. I will fix green curtain cloth all along my construction site.
 - i. I will ensure safety against falling of construction materials towards neighbors.
 - j. I will ensure necessary safety / security protection of my labour and machinery employed for execution of work.
2. **Mumty Area**. I will not do any type of construction (washroom / toilet etc) in Mumty Area, nor shall it be used as servants living area.
3. **Inspections During Construction**. I will inform the concerned staff of DHA BC Branch to get the following checked progressively and will sign the inspection sheet in token thereof:
- a. Layout of foundation before excavation.
 - b. Excavation of Basement.



- c. Foundation of Lift pit / well and retaining wall at any level of basement, I will inform / get it inspected by supervisor of BC Branch DHA.
 - d. Before pouring of Raft (after binding of steel reinforcement).
 - e. Before pouring of Columns, Septic Tank and Underground Water Tank (after binding of steel reinforcement).
 - f. Before pouring of Columns / Slabs of all floors including Mumty, Machine Room and Over Head Water Tank (after binding of steel reinforcement in place).
 - g. On performance of necessary tests on water supply & sewerage lines.
4. **Use Of Road**
- a. I will not damage / cut the road for any purpose without getting written permission from the DHA.
 - b. I will not use road berms or parking area dumping material, mixing the mortar / concrete, cutting steel bars or any construction related activity.
5. **Excavated Soil.** I will not put excavated soil outside boundary wall higher than berm level and not erect fencing / hedging / thick vegetation in road space. I will only dispose off excavated soil in compliance of DHA instruction & allotted space within DHA only.
6. **Fire Protection System.** I will install Fire Protection and Alarm system per approved drawing including smoke / heat detectors, fire alarm sounders, manual call points, fire alarm control panel, fire extinguisher, fire blankets, first boxes and any other equipment approved in the fire protection drawing of my building and will keep operational on permanent basis, otherwise I will liable to pay violation fine as decided by the DHA Gujranwala.
7. **Own Water Supply Arrangements During Construction Project**
- a. I will not ask DHA to provide water connection during construction of my building.
 - b. I will make own arrangement of water supply for construction through a bore and installing water pump my own expense, at a distance of 3 feet from front boundary wall in DHA Area.
 - c. I will not install water pump in other open plot or vicinity of other plot.
 - d. I will not obtain water from adjoining building for construction purpose if so DHA may take any appropriate action/ imposing violation charges / sealing of pump / removal of pump.
 - e. In case of violation of DHA 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 appropriate action.
 - f. I will ask DHA to restore the water pump after rectification / settlement of construction violation.



- g. After completing the building, I will remove the water pump and destroy the bore completely to the satisfaction of DHA.
- h. I will apply for water / sewerage connections on completion of my building along with requisite fee and intimate DHA for inspection.
8. **Occupation Of Building**. I will not occupy / rent out the building nor place any office furniture item or establish any kind of kitchen before opening of water / sewerage connections; otherwise, I am liable to pay violation charges as per DHA Byelaws.
9. **Temporary Lavatory / Bathroom**
- a. I will construct the septic tank as per approved drawing prior to construction of building and provide a temporary lavatory linked with septic tank for labors.
- b. I will obtain permission from DHA for opening of temporary sewer connection for this temporary lavatory.
- c. I will demolish the temporary lavatory completely soon after completion of building.
- d. I also undertake that if above requirements (18a, 18b and 18c) are not fulfilled by me; DHA will be at the liberty to disconnect my temporary sewerage connection.
10. **No Claim Of Services**
- a. I will not claim my utility services like electricity, Sui gas and telephone from the Authority unless these are finally completed / developed and provided to me by DHA Gujranwala and other concerned agencies / authorities.
- b. If due to DHA Gujranwala planning / development any service / structure, poles or construction etc comes in front of my plot / building or otherwise touches / passes through / besides boundary wall of my building, I will not ask DHA to remove / relocate the DB / pole etc, rather I will do it at my own cost, if permitted by authorities to do so.
- c. During the execution of DHA Gujranwala services / development, if boundary wall or any part of my building is damaged or if there is any change in planning whereby area of my plot is reduced, I shall not claim any compensation from DHA Gujranwala.
- d. Whatever the directions / instructions and the decision are taken by DHA, I shall comply with the same and have no objection to offer / challenge.
- e. I will not approach any court of law or any other such forum in this regard.
11. **In Case of Construction Of Basement**
- a. I shall observe in true letter and spirit all the instructions and precautionary measures listed below during the excavation and construction of the basement



with a view to avert any damage to the life and property of all the adjoining buildings.

- b. I shall employ a qualified and experienced Engineer to supervise the work and to ensure that the work will be carried out in the light of latest engineering practices/rules.
- c. The excavation for the basement will not be carried out during rainy spells / season.
- d. The work on basement once started shall be completed with utmost speed.
- e. Under no circumstances the work shall be left incomplete or abandoned after the excavation of the basement has commenced.
- f. Proper dewatering arrangements will be available throughout the construction of the basement.
- g. I will not raise any complain to DHA for any seepage / leakage of water from adjoining buildings / areas and neither hold DHA or neighbors responsible for any seepage to my basement.
- h. I will not use mechanical excavation machinery (Excavator, FE Loader or Tractor etc.) for excavation of basement without prior permission from DHA BC Branch.
- i. I also affirm that in spite of all the above mentioned precautions I shall be responsible for any damage to the property of the adjoining building and the persons dwelling therein caused due to excavation / construction of the said basement and that I shall make good any such damage / loss through the mode agreed and to the entire satisfaction of the parties involved and keep DHA harmlessly indemnified for all such disputes / claims.

12. **In Case of Adjoining Building Without Basement**

- a. Under no circumstances the foundation of the adjoining building not having basements shall be exposed not more than 6 feet in length at one time.
- b. In case of exposure more than 6 feet by accident, immediate steps will be taken to secure them by applying popular engineering practice / knowledge.
- c. Any litigation with the owner / owners of the adjoining buildings in this regard will be faced entirely by me and I will not involve DHA or its staff and all expenses in this case will be borne by me.
- d. I will be fully responsible for loss of any life / person's dwelling therein due to construction of basement and / or damage to the adjoining building.
- e. During process of excavation, any leakages occurred from adjoining buildings will be dealt by me and I will not involve DHA in any such issue.



- f. I will ensure presence of an experienced civil Engineer during the digging / construction of the basement.
- g. Moreover, I will take maximum protective measures for the safety of adjoining buildings and will use the latest techniques / equipment in the digging / construction.

13. That I have carefully read and fully understood the contents of this undertaking before signing. I will abide by the DHA byelaws / rules / policies issued from time to time. In case of non-compliance DHA may take any action as per byelaws / rules / policies.

Note:

- a. In case of repeated failure to observe DHA rules & regulations, the water supply to my building may be disconnected / plugged by DHA staff. Either the violation will have to be demolished or will be reviewed by the authority.
- b. Any oversight in the scrutiny of the documents and drawing at the time of the "NOC" or approval and sanction of the building plan does not entitle the owner to violate DHA Byelaws.
- c. In the event of any dispute / disagreement, the same will be settled through mutual arbitration for an amenable settlement in Gujranwala. The decision of Administrator DHA Gujranwala will be accepted / honored without any further perusal in any court of laws.

Date: _____

DEPONENT
(Signature & Thumb Impression)

VERIFICATION:

Verified on Oath at Gujranwala 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)