

POSSESSION MECHANISM

1. Clearance of all dues and charges of Fin Branch.
2. Application for Site plan along with Allotment letter be submitted to Building Control Section.
3. After receiving Site plan application, BC Section will commence its procedures.

STEPWISE ACTIVITIES OF BUILDING CONTROL SECTION

1. **Application for Site Plan.** Member will request for Site plan from the BC Section. Chief Surveyor will carry out investigation and Site plan will be issued.
2. **Application for Soil Investigation.** Member will apply for soil investigation. DHA Lab will conduct soil investigation in coordination with Chief Surveyor and issue report.
3. **Application for Drawing approval.** Member will submit design (By approved architect). BC Section will vet drawings received as per bye-laws and provide approval.
4. **Application for Demarcation.** Member will apply for demarcation. Chief Surveyor will physically demarcate at site. Approval of demarcation will include plot for stacking of material, storage, plot for disposal of excavated material, permission for material transport, permission for chowkidar. Demarcation is approval for construction.
5. **Construction Inspection and Violations.** During construction, DHA staff will visit site to ensure that construction is as per DHA bye-laws. Construction violations will be reported and builder/ owner will be given warning for correction, if any. Minor changes in drawings will be noted and if Major changes occur revised drawings will be submitted for approval.
6. **Application for Temporary Sewerage connection.** After construction of septic tank, builder/ owner can apply for temporary sewerage connection.
7. **Application for Temporary Water connection.** To start construction, owner/ builder can apply for temporary water connection.
8. **Application for New Sewerage and Water connection.** On Completion of building/ violation rectified, application of connections can be applied along with revised drawings (if applicable). Owner/ builder will construct all tanks and lay pipes till the DHA main lines. Once application is approved, DHA maintenance team will connect Building lines to DHA Main lines.
9. **Completion Certificate & NDC.** On completion of all above activities, DHA team will visit and inspect the complete building. If there will be no violation, completion certificate will be issued.