



STEPS FOR POSSESSION / BUILDING CONSTRUCTION IN DHA GUJRANWALA

(To construct the building members have to take following steps for Possession / Building Construction)

1. Obtain the Site Plan

Required Documents

- 1 x Possession Form
- 1 x Photocopy of Allotment Letter
- 1 x Photocopy of Owner CNIC
- 2 x Photographs of Owner
- 1 x Application for Soil Investigation
- Photocopy of payment vouchers of Dev Charges
- Payment Voucher for Site Plan, Possession Charges and Soil Investigation
- DHA Approved Power of Attorney & CNIC of Attorney (In case of absence of original owner (overseas / local)), is required. Sample details are available on www.dhagwa.com

Time Frame

- 10 Working Days for Site Plan
- 07 Working Days for Soil investigation Report

Charges

Attached and available at DHA Website (www.dhagwa.com).

2. Submit proposed drawings for approval

Required Documents

- Proposed drawings, instructions attached and available at DHA Website (www.dhagwa.com).
- Original soil test report along with original paid challan. (Soil testing report from DHA Material Testing Lab)

Time Frame

30 Working Days

Note: Drawing must be prepared by approved / PCATP registered architect

Charges

Attached and available at DHA Website (www.dhagwa.com).

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.
- Filled Proforma - Tentative Work Schedule to be attached.

Note: All Undertakings should be on e-stamp paper worth Rs. 100/-

Time Frame

5 Working Days

Charges

Attached and available at DHA Website (www.dhagwa.com).

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 of the Owner/ Attorney
- 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

Attached and available at DHA Website (www.dhagwa.com).

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 already paid challan of water & sewerage
- 1 x photocopy of DHA letter regarding opening of Water & Sewerage connection
- 1 x photocopy of CNIC of the Owner/ Attorney
- Photocopy of paid challan on account of "Late Completion Charges" (if applicable)

Time Frame

30 Working Days
(Subject to no violation)

Charges

Attached and available at DHA Website (www.dhagwa.com).