



## **STEPS FOR BUILDING CONSTRUCTION IN DHA GUJRANWALA**

(To construct the building member have to take following steps after receiving "Allotment Letter")

### **1. Obtain the Site Plan**

#### **Required Documents**

- 2 x Possession Forms
- 1 x Photocopy of Allotment Letter
- 1 x Photocopy of CNIC

#### **Time Frame**

10 Working Days

#### **Charges**

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

### **2. Submit proposed drawings for approval**

#### **Required Documents**

- Proposed drawings, kindly refer to the set of instructions available / DHA Website.
- Original soil test report along with original paid challan. (Only for DHA Material Testing Lab)

#### **Time Frame**

30 Working Days

**Note:** Drawing must be prepared by approved architect

#### **Charges**

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

### **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**

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

### **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**

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.

### **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**

Kindly refer to the schedule of charges available at Information Desk/ DHA Website.