

STEPS FOR BUILDING CONSTRUCTION IN DHA QUETTA

1. Obtain Site Plan		
Required Documents		Time Frame
a.	2 x Possession forms	a. 20 working days for normal site plan. b. 4 working days for urgent site plan.
b.	1 x photocopy of Allotment Letter	
c.	1 x Photocopy of CNIC Dues slip for site plan possession dues paid	
2. Submit Proposed / Submission Drawings for Approval		
Required Documents		a. 20 working days for Residential building b. 45 working days for Commercial building
a.	3 x submission drawings ammonia print stamped by DHA registered architect, along with undertaking by architect & soft copy	
b.	1 set of structural drawing duly sign by DHA registered Structure Engineer along with undertaking and stability certificate	
c.	3D Isometric front color view	
d.	Soil test report	
e.	Dues slip for submission drawing	
3. Demarcation		
Required Documents		a. After submission of required documents to concerned building control office. b. Members should fix CGI sheets in front of construction site & fix green cloth towards constructed houses. c. Demarcation will be done within 5 days after completion of all requirements
a.	Demarcation form duly filled by owner	
b.	Photocopy of Allotment letter	
c.	Photocopy of Site Plan	
d.	Photocopy of CNIC (Owner) / Attorney, if any	
e.	Photocopy of Drawing Approval letter issued by DHA	
f.	Excavation Plan & Work Methodology	
g.	Attorney Copy, if any	
h.	Undertaking for stacking of material & temporary store	
4. NOC for Shifting / Occupation of House / Plaza		
Required Documents		a. After submission of request, concerned field staff will visit the site. b. In case of no violation, NOC for occupation will be issued within 10 days of submission of request. c. In case of violation observation letter will be issued to member and after rectification of violation NOC for occupation will be issued within 10 days . d. NOC will not be issued until all violations/ observations are rectified/ removed.
a.	Application form. (Signed by Owner)	
b.	Photocopy of CNIC (Owner)	
c.	Photocopy of Allotment letter	
d.	Photocopy of Site Plan	
e.	Photocopy of Inspection Card	
f.	Ramp undertaking. (Residential)	
g.	Fixtures / steps Undertaking (Commercial)	
5. Obtain Completion Certificate House / Plaza		
Required Documents		a. After submission of request, concerned field staff will visit the site. b. In case of no violation Completion Certificate will be issued within 30 days of submission of request. c. In case of violation observation letter will be issued to member and after rectification of violation Completion Certificate will be issued within 30 days
a.	2 x sets of As built at site, Completion Drawings (Ammonia prints)	
b.	1 x soft copy of drawing in CD	
c.	2 x CNIC Copies (Owner)	
d.	Inspection chart duly signed by DHA's official (Original)	
e.	Photo copy of Site Plan and Allotment letter	
f.	Ramp undertaking. (Residential)	
g.	Fixtures / steps Undertaking (Commercial)	
6. Obtain Service connection		
Required Documents		a. Water connection will be provided by concerned DHA office. b. Electric connection will be provided by concerned DHA office/ QESCO subdivision office near relevant phase.
a.	Store plot letter	
b.	Permission letter for start of construction.	