

CHAPTER II

SUBMISSION OF BUILDING / COMPLETION PLANS FOR APPROVAL / SANCTION

6. Notice for Erection / Re Erection of Building

- a. Every person intending to erect, re-erect or make additions or alterations to a building shall apply to PDOHA and shall pay immediately on demand, fee for the scrutiny of Building Plans as prescribed by PDOHA, from time to time and shall at the same time submit seven hard copies (one copy being ferro cloth or linen-mounted, other six legible distinct copies in blue ammonia print), duly signed by himself/herself and his/her Architect and a soft copy on CD.
- b. Every person intending to erect, re-erect or demolish, or carry out additions or alterations in a building shall engage an architect or structural engineer as applicable, for residential building and for high-rise flat sites, residential-cum-commercial and commercial buildings.
- c. A registered professional as specified in Para 6.b., shall give undertaking for the preparation of plans and supervision of building works, on *Form 2*. When the person so engaged ceases to be incharge of such building works before the same is completed, further such work shall forthwith be suspended until a fresh appointment is made under Para 6.b. and a certificate on *Form 3*, duly signed by the previous professional, shall be obtained by the owner and submitted to the PDOHA.

7. **Oversight in Scrutiny of Drawings.** Any oversight in the scrutiny of documents and drawings at the time of NOC or approval and sanction of the building plan does not entitle the owner to violate the regulations.

8. **Site Plan.** The site plan shall be drawn to a scale of not less than 1/100. The scale used shall be marked on the plan which shall clearly show fol: -

- a. The direction of north.
- b. The boundaries of the site on which it is proposed to erect or alter the buildings.
- c. The names, if any, and width of all streets on which the site abuts, together with numbers of adjoining houses or premises.
- d. Water and sewerage layout.

9. **Building Plan.** Building plan to a scale not less than eight feet to an inch and the scale used shall be indicated on plan which shall include section, elevation and shall inter alia indicate:-

- a. The external dimension of the main building.
- b. The basement, ground floor, upper floor, if any, and the roof.
- c. The position and dimension of all projections beyond the walls of the building.
- d. The position of underground and overhead tanks.
- e. The clear dimensions of all rooms and position of doors, windows and ventilators in each room at every storey.
- f. The material to be used in the foundation, walls, floors and roofs.
- g. The purpose for which it is intended to use the building.
- h. Roof plan showing the location/dimension of over head water tank and stair tower. The same should also be shown in the elevation.
- i. Contour plan, if the difference in level of plot varies more than 5 ft.
- j. Every building plan submitted shall bear the signature of the licensed/registered architect signifying its having been prepared under his supervision.
- k. Elevation and cross section of boundary wall, gate, ramp and water channel with respect to adjoining road/streets.
- l. The level and width of the foundation and the level of the ground floor with reference to the level of the centre of the street on which the front of the proposed building is to abut.
- m. Building corners on roadside are chamfered properly as prescribed in regulations.
- n. Detailed structural drawing and calculation, on the basis of soil investigation report prepared by registered geo tech consultant, are required for residential and commercial projects taller than G+2 height duly prepared and vetted by the licensed and registered structural and vetting engineers respectively on *Form 4* as required under these regulations.
- o. Any other information or document required by the PDOHA.
- p. All new works shall be indicated on the site plans and building plans by a distinct colour and key to the colour shall be given thereon as under: -

(1)	Proposed work	-	Red
(2)	Existing work	-	Black
(3)	Demolition	-	Yellow

- q. All site plans and building plans prepared and signed by a registered architect and a registered structural engineer; if engaged as envisaged in Para 6.b. shall be submitted (seven copies, one ferro copy cloth or linen mounted and six ammonia prints and one soft copy on CD).
- r. All drawings for plot measuring up to 1000 sq yds shall be submitted on a sheet of 20 X 30 inches and on sheet 30 X 40 inches for plot over 1000 sq yds.
- s. All title documents relating to the plot, shall be accompanied with application (two sets) as per checklists.

10. **Period of Approval.** After the receipt of an application for permission to carry out building works, PDOHA shall approve the building plan within 6 weeks, if, they are prepared according to the regulations they shall be returned to the owner/architect for resubmission after carrying out necessary amendments. Construction shall commence within one year and shall be completed within two years from the date of approval of building plan after obtaining the demarcation certificate.

11. **Evidence of Permission.** Wherever under any of these regulations the doing of or omitting to do a thing or the validity of anything depends upon the sanction, permission, approval, direction, requisition, or any satisfaction of PDOHA.

12. **Cancellation of Permission.** If at any time, after permission to carry out building work has been granted, the PDOHA is satisfied that such permission was granted due to any defective title of the applicant's material misrepresentation or fraudulent statement contained in the application therewith in respect of such building, such permission may be cancelled and any work done, shall be deemed to have been done without permission. Any oversight in approved building plan does not entitle the owner to violate the regulations.

13. **Compliance of Conditions of Approval.** Every person who carries out building works or demolition works shall comply with the directions and conditions accompanying the sanction and the relevant regulations of PDOHA.

14. **Submission of Deviated Plans.** Where a person has erected or re-erected a building which is not in conformity with the sanctioned building plan such person shall, together with the report of completion of the building, submit a completion plan showing the building as completed and the deviation made in the building from the sanctioned building plan on Form 7 for consideration of PDOHA.

15. **Availability of Forms and Checklists.** The Forms prescribed in these regulations shall be obtainable from the office of PDOHA on payment of price fixed from time to time. PDOHA can make changes to the format of the Forms for public convenience.

16. **Power of Executive Board PDOHA or their Authorised Officer.** If the building works are commenced or carried out contrary to the approved building plan PDOHA shall:

- a. By written show-cause notice require the person/owner who is carrying out or has carried out such building works to stop all works forthwith.
- b. If the owner/such person fails to show sufficient cause to the satisfaction of the concerned authority as to why such building work or part thereof shall not be removed or altered, the concerned authority may take the following actions: -
 - (1) Require the person who has carried out the works against the approved building plan or any other statute, to demolish the whole building or part thereof.
 - (2) In case of failure of the owner to demolish the unauthorized work, PDOHA will demolish such work at the risk and cost of the owner. In case of non compliance, lease may be determined and premises taken over by PDOHA as per terms and conditions of the lease.

17. **Notice of Verification of Building Lines.** Every person who commences any building work under these regulations shall give notice through the licensed/registered architect in Form 5 to the PDOHA in writing on completion of plinth including boundary wall or foundation of the basement in case of basement on prescribed Form 5 and shall not proceed further until verification certificate is obtained from PDOHA.

18. **Demarcation Certificate.** Owner should apply for demarcation of his plot after obtaining building plan duly approved by PDOHA. PDOHA staff will give the physical demarcation at site which will be verified at site after physical erection of boundary pillars by the owner.

19. **Inspection of Building at Various Construction Stages.** Owner will get the work inspected and obtain a No Objection Certificate (NOC) at the following stages: -

- a. At foundation of basement level (if applicable)
- b. At plinth level
- c. At ground floor roof slab level
- d. At mezzanine floor roof slab level if approved in building plan
- e. At first floor roof slab level
- f. At second and every subsequent floor roof slab level if approved in building plan

20. Failure to obtain NOC at each stage will be liable to penalty as tabulated below. Responsibility of unauthorized construction will, however, be that of the owner. PDOHA staff may also visit the site of construction at any time without giving any prior notice during the progress of the building works.

NOC req for	Penalty Rates	
	Residential	Commercial/Amenity
Foundation of basement level	20,000	50,000
Plinth Level	20,000	50,000
Ground floor slab level	5,000	50,000
Mezzanine floor slab level	-	50,000
First floor slab level	5,000	50,000
Second and every subsequent floor level	5,000	50,000

21. **Completion Plan.** Every person who carries out and completes building works under these regulations shall within 30 days of the completion of the entire work deliver to the PDOHA at its office in writing on the prescribed Form No. 6 as the case may be of such completion together with a certificate or certificates on the prescribed Form duly signed by the licensed/registered architect, etc., engaged under these regulations together with the certificates as mentioned in regulations.

22. No person shall occupy any such building or use any part affected by the erection or re-erection of such building until thirty days notice of completion is given to the PDOHA and the permission under these regulations has been granted by the PDOHA.

23. After the receipt of the notice of completion PDOHA shall arrange to inspect such work and after such inspection either approve or disapprove or regularize minor deviations with penalty, at the rates approved by the Executive Board from time to time.

24. The documents to be attached by the owner, with completion drawing are as under: -

- a. Covering letter for completion plan - 1 copy
- b. Completion form duly filled
(To be obtained from PDOHA) - 1 copy
- c. Approved building plan - 1 copy
- d. Completion plan - 7 copies including one pasted on linen/cloth at its back.
- e. Site plan issued by the authority
(Ammonia print) - 2 copies
- f. CNIC of owner (duly attested) - 2 copies
- g. Prescribed fee to be deposited in Accounts Branch, PDOHA as verification fee.
- h. Certificates of inspection as per regulation 19 above.

25. After inspection of work, PDOHA will take the following action: -
- a. Work out the amount of penalty/regularization fee and ask the owner to pay prescribed penalty or deviation fee through pay order.
 - b. Those violations which cannot be regularized, the completion plan will be returned and the owner will be asked to resubmit after rectification/demolition of unauthorised construction.
26. **Addition, Alteration and Renovation of Buildings after Approval of Completion Plan and Execution of 'B' & 'C' Lease**
- a. Such additions, alterations and renovation may be done to building after obtaining approval for proposed works from PDOHA. Additions and alterations, executed after due approval shall be followed by submitting building plans and other required documents as in fresh cases.
 - b. Failing to get approval of additions and alterations on proper building plan and undertaking such additions and alterations without prior approval of PDOHA, the B/C lease of such premises may be cancelled and the premises with the construction thereon be resumed by PDOHA.
27. **Revised Completion Plan.** If at any stage, after the completion plan of a building has been approved, any approved additions and alterations are made within the building, revised completion shall be mandatory.
28. **Demolition of Un-Approved Construction.** Construction executed on any plot in PDOHA, without approval of building plan shall be demolished at the risk and cost of the owner, if he/she fails to regularize (within three months) under the prevalent policy of PDOHA.
29. **Special Projects - Applicable only for Chapter II**
- a. The special project shall not be governed by the Building Control and Town Planning Regulations 2011. They will be designed in accordance with the agreement as approved by the Executive Board of PDOHA. The technical scrutiny and approval of the building plan shall remain the responsibility of Town Planning and Building Control Directorate.
 - b. The regulations for the special projects may be altered/changed by the Executive Board as and when such a need arises during the construction or even after the completion of the project.