



## **DRAWING SUBMISSION - DOCUMENTS REQUIRED**

1. Architect Stability Certificate (Original + Photocopy).
2. Structure Stability Certificate (Original + Photocopy).
3. Form A & B. Filled with owner's current address.
4. 01 x Tracing Cloth + 07 x Ammonia Prints + 01 Soft Copy in Form of CD (Auto CAD Format).
5. 02 x Ammonia Prints of firefighting (only for Commercial).
6. Photocopy of Allotment / Transfer Letter.
7. Photocopy of Site plan issued by Building Control Branch in Current Owner's Name.
8. Photocopy of CNIC of the Owner.
9. Original paid Challan of Drawing Scrutiny Fee.
10. General Undertaking on Affidavit Rs. 50/-
11. Undertaking on Affidavit Rs. 50/- for Temp Lavatory in residential Buildings.
12. Undertaking on Affidavit Rs. 50/- in Case of Basement.
13. Undertaking on Affidavit Rs. 50/- Swimming Pool for residential Buildings.

### **Note:**

- All undertakings to be duly signed by owner and attested by the Oath Commissioner.
- 3 x Photocopies of Paid Challan of TIP Tax / IPF are required to receive approved drawings.
- Customer will collect detail of TIP Tax / IPF from Building Control Branch and Obtain Challan Form from Finance counter to deposit in National Bank of Pakistan (NBP).

**CERTIFICATE BY ARCHITECT**

1. The drawing of house / building for \_\_\_\_\_  
CNIC No. \_\_\_\_\_ to be constructed on Plot # \_\_\_\_\_, Sector \_\_\_\_\_,  
Phase \_\_\_\_\_, in **Defence Housing Authority Bahawalpur** has been checked by us in the  
capacity of Consulting Architect / Engineers and we certify that:-

- a. Drawings have been prepared in accordance with DHA Byelaws and Building Control Section Guidelines.
- b. We take complete responsibility of correctness of submitted drawings and assume their ownership.
- c. We fully endorse that any malpractice found in the submitted drawings will make us liable for suspension; un-registration or any other penalty deemed appropriate by DHA Bahawalpur.
- d. If asked to supervise the said building, we certify that approved drawings / byelaws of DHA will be adhered strictly in every respect and no change will be made on site without prior written approval of DHA and that we also take full responsibility for any violation and damage to the structure during the construction of the above house / building.

Signature: \_\_\_\_\_

Arch Name: \_\_\_\_\_

PCATP Reg No: \_\_\_\_\_

Firm Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE BY STRUCTURE ENGINEER**

I, Engr \_\_\_\_\_ M.Sc. Structure Engineer hereby submit that:

The structure of proposed \_\_\_\_\_ building at Plot # \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Defence Housing Authority, Bahawalpur has been designed by me according to the standard engineering practices as described in the ACI Code / Pakistan Building Code. I shall take full responsibility for the adequacy of structure design as the drawings are signed and stamped by me. Moreover, I will supervise the complete construction of the above mentioned building as per drawings approved by DHA and standard engineering practices given in ACI Code/ Pakistan Building Code. The building is designed according to the seismic zone in which it is located and is structurally sound against earthquakes. I will also ensure quality work at different stages of construction and will be fully responsible for its structural safety.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature Block)

Experience : \_\_\_\_\_ Years

(After MSc Structure)

Structure Engineer / Firm Stamp

## GENERAL UNDERTAKING

On stamp paper of worth Rs 50/- duly attested by the Oath Commissioner)

I, \_\_\_\_\_ S /D /W of \_\_\_\_\_ having CNIC No. \_\_\_\_\_  
Contact No. \_\_\_\_\_ R/O \_\_\_\_\_, in possession of my full faculties/ senses

and of my free and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. I am the owner of Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Measuring \_\_\_\_\_ Situated in Defence Housing Authority, Bahawalpur.
2. I have read and understood the Construction Byelaws of the DHA Bahawalpur will abide by them.
3. I will make the construction strictly according to the approved drawing. In case of any addition / alteration, I will submit revised drawing as per DHA Bylaws for approval. I will not do any addition / alteration prior approval of revised drawing.
4. In case of willfully keeping windows towards the rear side of my house, I will not lodge any privacy complaint against the planning/construction of the house located in neighborhood.
5. I will make boundary wall upto plinth level before starting the construction of the main house/commercial plaza.
6. I will not do any type of construction (washroom / toilet etc) in Mumty Area.
7. I will not use Mumty Area for living of servants etc.
8. I will get the following checked progressively and will sign the sheet in token there of:-
  - a. Demarcation before starting the work at site.
  - b. On completion of boundary wall upto NSL.
  - c. On attaining the roof height of basement, ground floor, first floor and second floor (for commercial area only) and Mumty (if applicable) before casting of slab.
  - d. Construction of ground floor at DPC level.
  - e. On raising 1<sup>st</sup> floor structure 1 ft above floor.
  - f. On completion of septic tank prior to putting the cover.
  - g. On making the ramp according to the approved plan.
9. I will apply for waste/sewerage connections on completion of my house/building alongwith requisite fee and intimate DHA for inspection.
10. I will not occupy the house /building nor place any office/household furniture item or establish any kind of kitchen before opening of water/sewerage connections, otherwise I am liable to violation charges as per DHA byelaws.
11. I will not make any construction/ installation of steel stair in clear space and keep it as such forever.
12. I will not cut the road for any purpose without getting written permission from the DHA.
13. I will not use road for dumping the material, mixing the mortar/ concrete, cutting steel bars etc.
14. I will not put earth outside the boundary wall higher than berm level and will not erect fencing/ hedging/ thick vegetation in road space.
15. I will construct RCC boundary walls or RCC Columns on boundary walls at every distance/ interval of 10' of my plot if plot depth is more than 5' from crown of road.
16. **FOR COMMERCIAL AREA ONLY:** - Certified that I will brick pave the area between my shop and road conforming to the slope of the road berm. I will make a step for entry to my shop with drains as per approved plan.
17. I have received copy of instructions regarding violations along with Construction Byelaws.
18. I will provide fire extinguisher in my house/building and undertake that no completion certificate / NDC will be issued without it.
19. I will install the latest fire alarming system in my commercial building. I will not ask for completion certificate or NDC without completing this requirement.
20. In case of repeated failure to observe DHA rules/regulations the water supply may be disconnected/plugged by DHA staff. Either the violation will have to be demolished or will be dealt with according to para-19 Part-II of the Construction Byelaws.
21. Any oversight in the scrutiny of the document and drawing at the time of the "NOC" or approval and sanction of the building plan dose not entitle the owner to violate the byelaws.

Dated: \_\_\_\_\_

DEPONENT  
(Signature & Thumb Impression)

VERIFICATION:

Verified on Oath at Bahawalpur this \_\_\_\_day of \_\_\_\_ 20\_\_, that the Contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT  
(Signature & Thumb Impression)

**UNDERTAKING**  
**TEMPORARY LAVATORY / BATHROOM**

(On Stamp Paper of worth Rs 50/- duly attested by the Oath Commissioner)

I, \_\_\_\_\_, S / D/ W of \_\_\_\_\_ having  
CNIC No. \_\_\_\_\_, Contact No. \_\_\_\_\_  
R/O \_\_\_\_\_, do hereby solemnly affirm and  
declare as under:-

- a. I'm owner of Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_  
Measuring \_\_\_\_\_ situated in Defence Housing Authority, Bahawalpur.
- b. I will construct the septic tank as per approved drawing prior to construct the house and provide  
a temporary lavatory linked with septic tank for labors.
- c. I will control over my labours and workers not to use the adjoining open plots for easing  
themselves.
- d. I will demolish the temporary lavatory completely soon after completion of house.
- e. I will apply for water / sewer connections on completion of my house / building alongwith  
requisite fee and intimate DHA for inspection.
- f. I will not occupy the house / building nor place and office / household furniture item or establish  
any kind of kitchen before opening of water/ sewerage connections, otherwise I am liable to  
violation charges as per DHA byelaws.
- g. I also undertake that If above requirements are not fulfilled by me, DHA will be at the liberty to  
disconnect my water supply.

Dated: \_\_\_\_\_

DEPONENT  
(Signature & Thumb Impression)

**VERIFICATION:**

Verified on Oath at Bahawalpur this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, that the Contents of the above  
undertaking are true and correct to the best of my knowledge and belief.

DEPONENT  
(Signature & Thumb Impression)

**UNDERTAKING**  
**CONSTRUCTION OF BASEMENT FROM NEIGHBOR - RESIDENTIAL**  
(On Stamp Paper of worth Rs 50/- duly attested by the Oath Commissioner)

I, \_\_\_\_\_, S/O D/O W/O of \_\_\_\_\_  
owner of Plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Defence Housing Authority, Bahawalpur, do  
hereby undertaken that:

- a. That i shall employ a qualified and experienced Engineer to supervise the work and to ensure that the work is carried in the light of latest engineering practices / rules.
  - b. The excavation for the basement will not be carried out during rainy spells / season.
  - c. The work on basement once started shall be completed with utmost speed.
  - d. Under no circumstances the work shall be left incomplete or abandoned after the excavation of the basement has commenced.
  - e. Proper dewatering arrangements will be available throughout the construction of the basement
  - f. I will construct 9 inches thick RCC walls with proper arrangement of water proofing of the basement.
  - g. I will construct water catchment under drain around the basement and will arrange its disposal through collection chamber.
  - h. I will not construct soakage pit or soakage well for disposal of sewage or surface water.
  - i. I will not complain for any seepage / leakage of water from adjoining house / areas and neither holds DHA or neighbors responsible for any seepage to my basement.
  - j. I will not use mechanical excavator for excavation of basement without prior permission from DHA (Building Control Section).
2. I also affirm that in spite of all the above mentioned precautions I shall be responsible for any damage to the property of the adjoining buildings and the persons dwelling therein caused due to excavation / construction of the said basement and that I shall make good any such damage / loss good through the mode agreed and to the entire satisfaction of the parties involved and DHA.
3. That I have carefully read and fully understood the contents of this undertaking before signing.

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

(In Full)

Cell No: \_\_\_\_\_

Date: \_\_\_\_\_

## UNDERTAKING

### NOC FROM NEIGHBOR IN CASE OF BASEMENT (RESIDENTIAL BUILDING)

On stamp paper of worth Rs 50/- duly attested by the Oath Commissioner)

1. I, \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_  
Resident of \_\_\_\_\_, do hereby solemnly affirm and declare as under:-
- a. That I am owner of Plot No. \_\_\_\_\_, Phase \_\_\_\_\_, residential area Defence Housing Authority Bahawalpur.
  - b. That I have no objection in construction of Plot no. \_\_\_\_\_ with basement owner by \_\_\_\_\_ R/O \_\_\_\_\_.
  - c. In case any damage/loss occurs to my building due to construction activities of basement at building \_\_\_\_\_, Phase \_\_\_\_\_ and DHA will not be responsible for any damage loss.
  - d. Any litigation with the owner of the \_\_\_\_\_ in this regard will be faced entirely by me and I will not involve DHA.
  - e. I will no approach court of law or any other such forum in this regard.
  - f. I will abide by the DHA byelaws/rule/policy issued forum time to time in case of non-compliance DHA may take any action as per byelaws/rules/policy.
2. I have carefully read and fully understood the contents of the undertaking.

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Full)

Cell: \_\_\_\_\_

Date: \_\_\_\_\_

**UNDERTAKING**  
**CONSTRUCTION OF BASEMENT - COMMERCIAL**

(On Stamp Paper of worth Rs 50/- duly attested by the Oath Commissioner)

I, \_\_\_\_\_, S/ D/ W of \_\_\_\_\_  
having CNIC No. \_\_\_\_\_ Contact No. \_\_\_\_\_  
R/O \_\_\_\_\_, in possession of my full faculties  
and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. I am owner of Plot No \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_, situated in Defence Housing Authority, Bahawalpur.
2. I shall observe in true letter and spirit all the instructions and precautionary measures listed below during the excavation and construction of the basement of the above mentioned plot with a view to avert any damage to the life and property of all the adjoining buildings:-
  - a. I shall employ a qualified and experienced Engineer to supervise the work and to ensure that the work is carried in the light of latest engineering practices / rules.
  - b. The excavation for the basement will not be carried out during rainy spells / season.
  - c. The work on basement once started shall be completed with utmost speed.
  - d. Under no circumstances the work shall be left incomplete or abandoned after the excavation of the basement has commenced.
  - e. Under no circumstances the foundation of the adjoining building not having basement shall be exposed not more than 6' in length at one time. In case of exposure more than 6' by accident. Immediate steps will be taken to secure them by applying popular engineering practice / knowledge.
  - f. Proper dewatering arrangements will be available throughout the construction of the basement.
3. I also affirm that in spite of all the above mentioned precautions I shall be responsible for any damage to the property of the adjoining buildings and the persons dwelling therein caused due to excavation / construction of the said basement and that I shall make any such damage / loss good through the mode agreed and to the entire satisfaction of the parties involved and DHA.
4. I will not use mechanical Excavator for excavation of basement.
5. I shall carefully read and fully understand the contents of this undertaking before signing.

Dated: \_\_\_\_\_

DEPONENT  
(Signature & Thumb Impression)

**VERIFICATION:**

Verified on Oath at Bahawalpur this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_, that the Contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT  
(Signature & Thumb Impression)



## UNDERTAKING

### NOC FROM NEIGHBOR IN CASE OF BASEMENT (COMMERCIAL BUILDING)

On stamp paper of worth Rs 50/- duly attested by the Oath Commissioner)

1. I, \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_  
Resident of \_\_\_\_\_, do hereby solemnly affirm and declare as under:-
- a. That I am owner of Plot No. \_\_\_\_\_, Phase \_\_\_\_\_, Commercial area Defence Housing Authority Bahawalpur.
  - b. That I have no objection in construction of Plot no. \_\_\_\_\_ with basement owner by \_\_\_\_\_ R/O \_\_\_\_\_.
  - c. In case any damage/loss occurs to my building due to construction activities of basement at building \_\_\_\_\_, Phase \_\_\_\_\_ and DHA will not be responsible for any damage loss.
  - d. Any litigation with the owner of the \_\_\_\_\_ in this regard will be faced entirely by me and I will not involve DHA.
  - e. I will no approach court of law or any other such forum in this regard.
  - f. I will abide by the DHA byelaws/rule/policy issued forum time to time in case of non-compliance DHA may take any action as per byelaws/rules/policy.
2. I have carefully read and fully understood the contents of the undertaking.

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Full)

Cell: \_\_\_\_\_

Date: \_\_\_\_\_

**UNDERTAKING**  
**CONSTRUCTION OF SWIMMING POOL**

(On Stamp Paper of worth Rs 50/- duly attested by the Oath Commissioner)

I, \_\_\_\_\_ S / D/W of \_\_\_\_\_ having  
CNIC No. \_\_\_\_\_, Contact No. \_\_\_\_\_  
R/O \_\_\_\_\_, in possession of my full faculties and senses, do  
hereby solemnly affirm and declare as under:-

1. I 'm owner of Plot No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_,  
situated in Defence Housing Authority, Bahawalpur.
2. I have submitted a proposed drawing for approval which includes a Swimming Pool.
3. I will not complaint to DHA for privacy and will solve it myself within bylaws of DHA.
4. I will ensure the water tightness of swimming pool. If any complaint received from the neighbors,  
regarding any seepage / leaking effecting to their property, I will be held responsible and DHA may  
take appropriate action.
5. I will pay water charges for swimming pool along with water / sewerage bill as per DHA rules  
irrespective the swimming pool is in use or not.
6. I will abide by the DHA rules, bylaws and policy being enforced from time to time.

Dated: \_\_\_\_\_

DEPONENT

(Signature & Thumb Impression)

**VERIFICATION:**

Verified on Oath at Bahawalpur this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, that the Contents of the above  
undertaking are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature & Thumb Impression)