

COMPLETION CERTIFICATE

PROCEDURE FOR OBTAINING COMPLETION CERTIFICATE

1. The Members are requested to apply and obtain the completion certificate of their houses/ buildings from Building Control Section of DHA Bahawalpur. Application should be on a plain paper addressed to the Additional Director Building Control duly supported with following documents:-
 - a. 2 x identical colored photographs of front elevation of house/ building on photo paper (6" x 4" Size) showing complete elevation including berm area/ driveway and paved area etc. In case of corner plot, 2 x additional photographs (6" x 4" Size) of side elevation are also required.
 - b. 2 x Set (Ammonia prints) of approved Final drawings.
 - c. Original paid challan on account of Completion Certificate Fee.
 - d. Photocopy of DHA Bahawalpur Maintenance Branch Letter regarding Sewerage and Water Supply Opening.
 - e. Photocopy of CNIC of the Owner / DHA Special Power of Attorney Holder.
2. It is also advised that the members who have made changes / deviations from approved drawing should submit revised drawing to regularize the construction before applying for Completion Certificate.
3. It is pertinent to mention that subject procedure is applicable to all categories of residential and commercial construction.
4. On receipt of application for Completion Certificate, DHA field staff will inspect the house/ building to ascertain the factual position. If the House/ Building is as per approved drawing and contains no construction violations, the Completion Certificate will be issued immediately otherwise observations will be communicated to the respective Member.
5. If Completion Certificate is not obtained within prescribed period, member shall have to pay fine as decided by the Authority.
6. Transfer of House/ Building not be processed without Completion Certificate.