

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

**1. Obtain Site Plan**
Required Documents

- a. 2 x Possession Forms
- b. 1 x Photocopy of Allotment Letter
- c. 1 x Photocopy of CNIC

Time Frame

- a. 5 Working Days (Ph I – VII)
- b. 8 Working Days (Ph VIII & Ph IX)
- c. 10 Working Days (Ph XI & Ph XII)

Charges

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

**2. Submit proposed drawings for approval**
Required Documents

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

Time Frame

20 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

- a. Demarcation Form
- b. NOC from Finance
- c. Undertaking of Own Water Supply Arrangements
- d. Undertaking for Stacking of Material & Temporary Hut
- e. Original Paid Challan of Possession Charges
- f. Photocopy of Drawing Approval Letter issued by DHA.
- g. Filled Proforma – Tentative Work Schedule to be attached.

Time Frame

5 Working Days

Charges

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

**Note:** All Undertakings should be on e-stamp paper worth Rs. 100/-.

**4. Obtain Water / Sewer connection after completing the building before occupying**
Required Documents

- a. Application form
- b. Original + 1 x photocopy of paid challan for water & sewerage connection
- c. 2 x Identical Photographs of House (4 x photographs for corner house) (Photo Size: 6x4 on photo paper)
- d. 1 x photocopy of Site plan with current owner's name
- e. 1 x photocopy of CNIC of the Owner/ Attorney
- f. 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

- a. Application to Director BC
- g. 2 x Identical Photographs of House (4 x photographs for corner house) (Photo Size: 6x4 on photo paper)
- b. 2 x approved drawings (Ammonia Prints)
- c. Original paid challan of completion certificate fee
- d. 1 x Photocopy of already paid challan of water & sewerage
- e. 1 x photocopy of DHA letter regarding opening of Water & Sewerage connection
- f. 1 x photocopy of CNIC of the Owner/ Attorney
- g. Photocopy of paid challan on account of "Late Completion Charges" (if applicable)

Time Frame

20 Working Days  
(Subject to no violation)

Charges

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

**Note:** All applications can be submitted online at <https://eservices.dhalahore.org>