



COVER LETTER FOR SUBMISSION OF MEGA COMMERCIAL PROJECTS
FOR APPROVAL OF CONSTRUCTION DRAWINGS

Name of Owner. _____
 File Reference # _____
 Plot # _____ Sector. _____ Phase. _____
 CNIC # _____
 Contact # _____
 Date: _____

To: Additional Director (Building Control)
DHA Multan

Subject: Request for Approval of Detail Drawings – Mega Commercial Project

Submission of drawings & documents, required to obtain approval for construction must be submitted to Building Control Section, Planning Branch at Site Office, DHA Multan.

- Following list of requirements specified by the authority are mandatory to fulfill before execution. Irrespective of such, drawings submitted for approval will be returned as not approved OR while commencing the construction process – deviation may lead to heavy fines, tearing down or even demolishing of structure.

List of Requirements for Submission				
Drawings / Documents Specification		Scale	Size	Copies
<input type="checkbox"/>	Owner's CNIC	-	-	x 1
<input type="checkbox"/>	Original Paid Challan of Drawing Scrutiny Fee	-	Voucher	DHAM
<input type="checkbox"/>	Allotment / Transfer letter / Contract (if no transfer letter)	-	A4	x 1
<input type="checkbox"/>	Possession Letter / Site Plan (Issued by Building Control)	-	A4	x 1
<input type="checkbox"/>	Architect Stability Form (Aval. on DHA website) ▪ Attach up to-date copy of PCATP reg. card	-	A4	x 1
<input type="checkbox"/>	Structure Stability Form (Aval. on DHA website) ▪ Attach up to-date copy of PEC reg. card	-	A4	x 2
<input type="checkbox"/>	Structure Stability Certificate ▪ On original Engineer's / Firm's letterhead	-	A4	x 2
<input type="checkbox"/>	Soil Test / Geotechnical Analysis Report ▪ Attach a copy of firm's / individual's profile	-	A4	x 2
<input type="checkbox"/>	Architectural Drawings ▪ 01 x Tracing Cloth, 02 x Ammonia - Prints	Min. 1:16 or Readable	A1	1 Set of 3 Drawings
<input type="checkbox"/>	Structure Analysis report ▪ Please attach ETABS/SAP report	-	A4	x 1
<input type="checkbox"/>	Structure Drawings ▪ 01 x Tracing Cloth, 02 x Ammonia - Prints	Min. 1:16 or Readable	A1	1 Set of 3 Drawings
<input type="checkbox"/>	Foundation Excavation Criteria / Plan ▪ On original Engineer's / Firm's letterhead	-	A4 / A1	x 1
<input type="checkbox"/>	MEP Drawings ▪ Provide Eng./Firm's Stability Certificate for each Drawing	Min. 1:16 or Readable	A1	1 x Copy of Each Drawing
Please provide proposed load calculations and distribution detail for services & amenities as per Design				
<input type="checkbox"/>	Fire Safety & Emergency provisions - Layout plan ▪ 01 x Tracing Cloth, 02 x Ammonia - Prints	Min. 1:16 or Readable	A1	1 Set of 3 Drawings
<input type="checkbox"/>	Area Calculation / Division Block Plan	-	A1	x 3



COVER LETTER FOR SUBMISSION OF MEGA COMMERCIAL PROJECTS
FOR APPROVAL OF CONSTRUCTION DRAWINGS

<input type="checkbox"/>	Exterior Finishing Specifications	-	A4	x 3
<input type="checkbox"/>	Performance Guarantee (Only If Applicable)	-	-	-
<input type="checkbox"/>	CGI's (2 x bird eye & 2 x perspective views) <ul style="list-style-type: none">From diagonal corners showing detail of all 4 sides	-	A4	1 X Set
<input type="checkbox"/>	Soft Files (Any external storage device) <ul style="list-style-type: none">Digitally scanned copies, Source files of each drawing in their respective format & reports in pdf format	-	-	-

UNDERTAKINGS - Consider as per proposed Services in Design

(On Stamp Paper Worth Rs.50/- Duly Signed by Oath Commissioner)

Specimen can be found on DHAM Website

<input type="checkbox"/>	General Undertaking
<input type="checkbox"/>	Firefighting stability & Soundness
<input type="checkbox"/>	Use of Excavator
<input type="checkbox"/>	Construction of Basement
<input type="checkbox"/>	Foundation Excavation Criteria Plan
<input type="checkbox"/>	Construction of Swimming Pool
<input type="checkbox"/>	Temporary Lavatory / Bathroom
<input type="checkbox"/>	Staking of Material - Temporary Hut
<input type="checkbox"/>	Own Water Supply Arrangements