



## **PROCEDURE FOR APPROVAL OF ROOFTOP SITTING**

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### **PROCEDURE**

1. Owner send application to Building Control Branch for rooftop sitting.
2. Building Control Branch will conduct the visit and send requirement letter to owner.
3. Owner will be asked to submit the case along with required documents mentioned below:-
  - a. Copy of CNIC.
  - b. Copy of NOC for Restaurant already obtained.
  - c. Plan for sitting arrangements including safety and privacy.
  - d. Plan for temporary structure.
  - e. Plan for fire protection arrangement.
  - f. Copy of paid challan of requisite fee.
  - g. Undertaking as per the specimen att.
4. Owner will submit the case after fulfilling the requirements and paid challan.
5. Building Control Branch will process the case after revisit for approval of Dir Planning.
6. Approval letter will be sent to owner for rooftop sitting.