Capital Development Authority
Office of the Member Planning & Design

No: CDA/M(P&D) /Guidelines /2017/ 7035   Dated 23 August, 2017

Subject: **Guidelines for Approval/completion of building plan of private housing societies/Scheme**

As per notification dated 03 July 2017 whereby the work has been distributed between Director BCS-I and BCS-II,the following working methodology of Directorate BCS-II is hereby devised.
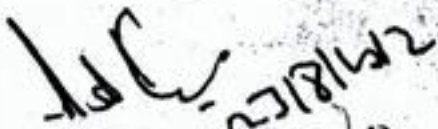
Procedure for seeking approval/completion of building plan of private Housing Societies/Scheme

(i)   The Owner will submit building plan at One Window Operation (OWO) CDA along with following documents

   (a)   Form A1 in case of approval and Form B-1 in case of Completion of building plan

   (b)   Form A2 in case of approval and Form B-2 in case of Completion of building plan

   (c)   Proposed Architectural Design of the building   6sets

   (d)   Structural Design of the building   6sets

   (e)   Certificate of Engineer regarding soundness and stability of the structure

   (f)   Certificate of vetting Consultants

   (g)   Indemnity bond from owner and Engineer

   (i)   Indemnity bond from owner of the housing societies/Scheme

   (h)   Copy of allotment letter, possession letter and CNIC Copy of owners and CINC copy of witness to indemnity bond

   (i)   S/fee and other applicable fees as per CDA building regulations 2005.

(ii)   NOC/Clearance from Concerned Housing Society/Scheme as per specimen

(i)   The request will be examined in the Building Control Section as per building bye-laws of CDA.

2.   The Above guideline is hereby circulated for implementation please.

(Asad Mehboob Kayani)
Member Planning &Design CDA

Distributions

(i)   DDG Law
(ii)   DG Finanace
(iii)   Director BCS-I CDA
(iv)   Director BCS-II CDA
(v)   Director UP CDA
(vi)   Director RP CDA
(vii)   Director Master Planning CDA
(viii) Director T&P CDA
(ix)   Director Estate management –II CDA
(x)   All DD'S BCS
(xi)   Dir HS, CDA

Copy for info please.

(i)   Chairman CDA
(ii)   Member F/A CDA
(iii)   Member Admin CDA
(iv)   Member Esate CDA