



## COVERING LETTER FOR SUBMISSION OF DRAWINGS

Name of Owner \_\_\_\_\_  
File Reference # \_\_\_\_\_  
Plot # \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Mobile # \_\_\_\_\_  
Date: \_\_\_\_\_

To: Additional Director (Building Control)  
Site Office, DHA Multan

Subject: **Submission of Drawings for Approval**

1. Following documents are hereby submitted for approval of drawings and granting permission for construction:-

Ser	Required Documents
a.	Copy of CNIC of Owner
b.	Original Paid Challan of Drawing Scrutiny Fee (Drawing Approval Fee)
c.	Allotment Letter/ Transfer Letter
d.	Possession Letter/ Site Plan of Plot issued by Building Control Section of DHA Multan
e.	Architect Stability Certificate Form available on DHA Multan website ( <i>Architect must have business identity</i> ) <ul style="list-style-type: none"><li>• Provide copy of PCATP Card renewed up to-date</li></ul>
f.	Structural Stability Certificate Form available on DHA Multan website <ul style="list-style-type: none"><li>• Provide copy of PEC Card renewed up to-date</li></ul>
g.	Structural Stability Certificate on Letter Pad of Registered Structural Engineer
h.	4 Ammonia copies of Architectural building plans along with 1x copy of tracing cloth
i.	1 copy of Structural building plans
j.	2 Ammonia Prints of Firefighting Drawing (in case of Commercial Plot)
k.	3D elevation colored copies on photo paper (6" x 4" size) <ul style="list-style-type: none"><li>• Front Elevation showing Driveway/berm and Paved Area etc.</li><li>• Perspective View</li></ul> In case of corner plot, 2 x additional photographs (6" x 4" Size) of side elevation are also required.
l.	Undertaking of Affidavit in case following are provided in design <ul style="list-style-type: none"><li>• Basement</li><li>• Swimming Pool</li><li>• Fire-fighting</li></ul>
m.	Soil Test Report <i>Please provide Profile of firm/individual registered as geologist/geo-technical engineer for approval before commencement of tests.</i>
n.	Soft Copies <ul style="list-style-type: none"><li>• Architectural Drawings (CAD file)</li><li>• MEP (CAD file)</li><li>• 3D elevation Photos</li><li>• Structural Drawings (CAD file)</li><li>• Electrical (CAD file)</li><li>• Soil Investigation Report (pdf)</li></ul>
o.	Signature of Owner on all forms/ plans
p.	Signature and Stamp of Architect and Structural Engineer on all forms/plans/Drawings
q.	Undertakings for Construction Permit Documents available of DHA Multan website and By-Laws.

**Note:** For commercial projects, list of drawings may vary and will be communicated on case-to-case basis.

### **Used by DHA Multan**

Signature of Receiver: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Name of Receiver: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Submission of Drawings.** Members are responsible to submit the following drawings in accordance with DHAM By-Laws.

**Architectural Drawings.** Member shall submit architectural drawings as prescribed in application form, covering following details:-

- (a) All drawings shall be submitted on sheet size of 30 x 40 inches and all details be given at a minimum scale of 1/8" = 1"-0".
- (b) The plans of basement, ground floor, upper floors and roof along with stair tower/Mumty.
- (c) Two point perspective view in color with material finishes (showing front and side).
- (d) All elevations, two sections along x and y axis passing through stairs providing maximum details.
- (e) Site plan / key plan showing plot dimensions, width of the road(s), detail of neighboring plots, location of gate(s), position of underground water tank, septic tank, grey water tank and location of North.
- (f) Elevation and section of boundary wall, gate(s), ramp and water channel with respect to adjoining road/street.
- (g) External dimensions of building.
- (h) The clear dimensions of all rooms and position of doors, windows and ventilators in each room at every storey.
- (i) The position and dimensions of all projections beyond the walls of the building.
- (j) Roof plan showing the location/dimension of overhead water tank, stair tower/mumty.
- (k) Total height of building with reference to reference point including level of finished floor, and split-levels (levels be indicated on plans also).
- (l) Location of reference service manhole and its invert level and location of water connection shall be clearly shown on submission drawing.
- (m) Details of alternate energy solutions on roof/roof top with dimensions and heights.
- (n) Location and size of overhead and underground tank (for commercial/mixed use plots: show domestic and firefighting water in a section along with its calculations).
- (o) The sewerage line and waste water/soap line should be laid independently and marked properly on the plan. The soap water should not be connected directly to the septic tank. It should be connected to underground grey water tank or directly to the main sewer line.
- (p) Schedule of open / covered areas.
- (q) Schedule of doors and windows.
- (r) Covered area calculation block plan.
- (s) Signature of Owner and the Licensed Architect on drawings along with required forms.

- (t) Drawings must be of acceptable Architectural standards.
- (u) All documents as per checklist relating to the plot shall be provided with the application.

**Structural and MEP drawings.** The owner shall submit complete structural and MEP drawings and calculations on A3 size paper as prescribed in application form covering following details:-

- (a) Soil investigation report (one hard copy and one soft copy in PDF)
- (b) Structural drawings, The drawings showing layout and sectional details of foundations, beams, columns, lintels, slabs, underground, and overhead water tanks.