



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">• Provide copy of PCATP Card renewed up to-date
f.	Structural Stability Certificate Form available on DHA Multan website <ul style="list-style-type: none">• Provide copy of PEC Card renewed up to-date
g.	Structural Stability Certificate on Letter Pad of Registered Structural Engineer
h.	7 Ammonia copies of Architectural building plans along with 1x copy of tracing cloth
i.	2 copies 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">• Front Elevation showing Driveway/berm and Paved Area etc.• Perspective View 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">• Basement• Swimming Pool• Fire-fighting
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">• Architectural Drawings (CAD file)• MEP (CAD file)• 3D elevation Photos• Structural Drawings (CAD file)• Electrical (CAD file)• Soil Investigation Report (pdf)
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.

Used by DHA Multan

Signature of Receiver: _____

Signature of Owner: _____

Name of Receiver: _____

Name of Owner: _____

Date: _____