

Checklist for Submission of Building Application

(A) RESIDENTIAL (Upto 4-storey):

- Application on Form BB-1(Notice/Permission to Build) along with Form BB-3 (material specifications) and Form BB-4(Building specifications);
- Title Documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under-reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denominations to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of the building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denominations to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- Drainage plan.
- 5 copies of proposed building plans on blueprints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan, and Block Plan;
- 1 copy of the proposed building plan in A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on the proposed building plan and attached Forms;
- Valid NOC from CAA/PAF wherever applicable.
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (If applicable)
- Landscape plan; (if property measures 4 Kanal and above)

(B) RESIDENTIAL (Above 4-story):

- Application on Form BB-2 (Notice/Permission to Build multi-story building) along with Form BB-3(material specification) and Form BB-4 (details of building specification);
- Title Documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing

scheme as issued by concerned authority (whichever applicable) of the under-reference Property;

- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denominations to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of the building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denominations to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (If applicable).
- Landscape plan; (if property measures 4 Kanal and above)
- Drainage plan
- 5 copies of proposed building plans on blueprints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan, and Block Plan;
- 1 copy of the proposed building plan in A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on the proposed building plan and attached Forms;
- Structure Stability Certificate (SSC) as per specimen at form BB-6;
- 3 sets of structural design drawings and documents duly prepared and signed by a Structural Engineer registered with PEC:
- If approval requires prior clearance from High-Level Design Committee, additional 21 copies of the proposed building plan and multi-media presentation;
- If approval requires prior clearance of Special Committee, (Lahore only) submission of additional 18 copies of the proposed building plan and multi-media presentation;
- Valid NOC from CAA/PAF wherever applicable

(C) COMMERCIAL (up to 4-story i.e., G +3):

- Application on Form BB-1(Notice/Permission to Build) along with Form BB-3(material specification) and Form BB-4(building specification) ;
- Title documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under-reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (where ever applicable);
- Undertaking on Stamp Paper of Rs. 500 denominations to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of the building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denominations to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- 5 copies of proposed building plans on blueprints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan, and Block Plan;
- Landscape plan; (if property measures 4 Kanal and above)
- 1 copy of the proposed building plan in A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on the proposed building plan and attached Forms;
- Valid NOC from CAA/PAF wherever applicable.
- If approval requires prior clearance from High-Level Design Committee, additional 21 copies of the proposed building plan and multi-media presentation;
- If approval requires prior clearance of Special Committee, (Lahore only) submission of additional 18 copies of the proposed building plan and multi-media presentation;
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (If applicable)
- Application for NOC from Traffic Engineering & Planning Agency/Traffic Police/Concerned Agency (for the area of 4 Kanal and above)
- Drainage plan.

- Application for NOC from EPA; (in case of hotels and hospitals)

(D) COMMERCIAL (Above 4-storey):

- Application on form BB-2 (Multi – Story & Public Assembly) along with form BB-3(material specification) and form BB-4 (building specification);
- Title documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under-reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denominations to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denominations to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- 5 copies of proposed building plans on blue prints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan and Block Plan;
- 1 copy of proposed building plan on A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on proposed building plan and attached Forms;
- Structure Stability Certificate (SSC) as per specimen at form BB-6;
- 3 sets of structural design drawings and documents duly prepared and signed by a Structural Engineer registered with PEC:
- Application for NOC from Traffic Engineering & Planning Agency/Traffic Police/Concerned Agency; (for area of 4 Kanal and above or building having 7 stories and above)
- Drainage plan.
- If approval requires prior clearance from High Level Design Committee, additional 21 copies of proposed building plan and multi-media presentation;
- If approval requires prior clearance of Special Committee, (Lahore only) submission of additional 18 copies of proposed building plan and multi-media presentation;

- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (If applicable);
- Valid NOC from CAA/PAF wherever applicable.
- Application for NOC from EPA; (in case of hotels and hospitals)
- Landscape plan; (if property measures 4 Kanal and above)
- Evacuation Plan

(E) INDUSTRIAL, INSTITUTIONAL, URBAN DEVELOPMENT PROJECT AND COMPLEX OF BUILDING ON A PLOT OF 20 KANAL OR ABOVE:

- Application on form BB-2 (Multi – Story & Public Assembly) along with form BB-3(material specification) and form BB-4(building specification) ;
- Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under-reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denominations to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of the building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denominations to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- 5 copies of proposed building plans on blueprints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan, and Block Plan;
- 1 copy of the proposed building plan in A-4 Size for Scanning at one window.
- Landscape plan; (if property measures 4 Kanal and above)
- Drainage plan.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on the proposed building plan and attached Forms;
- Structure Stability Certificate (SSC) as per specimen at form BB-6;

- 3 sets of structural design drawings and documents duly prepared and signed by a Structural Engineer registered with PEC:
- Application for NOC from EPA;
- Application for NOC from Traffic Engineering & Planning Agency/Traffic Police/Concerned Agency;
- Building application shall be accompanied by a landscape plan and drainage plan.
- If approval requires prior clearance from High-Level Design Committee, additional 21 copies of the proposed building plan and multi-media presentation;
- If approval requires prior clearance of the Special Committee, submission of additional 18 copies of the proposed building plan and multi-media presentation; (For Lahore Only)
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (If applicable)
- Valid NOC from CAA/PAF wherever applicable.
- Evacuation Plan (in case of Multi Story)