



**COMPLETION CERTIFICATE**  
**PROCEDURE FOR OBTAINING COMPLETION CERTIFICATE**

1. The Members are requested to apply and obtain the completion certificate of their houses/buildings from DHA, if not received earlier.
  - a. Application should be on a plain paper addressed to the Director Building Control along with following documents: -
  - b. 2 x identical colored photographs of front elevation of house / building on photo paper (6" x 4" Size) showing complete elevation including berm area / driveway and paved area etc. In case of corner plot, 2 x additional photographs (6" x 4" Size) of side elevation are also required.
  - c. 2 x Set of approved drawing (Ammonia Prints)
  - d. Original paid challan on account of Completion Certificate Fee.
  - e. Photocopy of paid challan on account of "Late Completion Charges". (If applicable)
  - f. Photocopy of paid already challan of Water & Sewerage Connection.
  - g. Photocopy of DHA Letter regarding Sewerage Opening.
  - h. Photocopy of paid challan on account of "Sewer Tempering Charges".
  - i. Photocopy of CNIC of the Owner / DHA Special Power of Attorney Holder.
2. It is also advised that the members who have made changes / deviations from approved drawing should submit revised drawing to regularize the construction before applying for Completion Certificate.
3. On receipt of application for Completion Certificate, DHA field staff will inspect the house / building to ascertain the factual position. If the House / Building is as per approved drawing and contains no construction violation, the Completion Certificate will be issued immediately otherwise observations will be communicated to the Member.
4. If Completion Certificate is not obtained within prescribed period, member shall have to pay fine as decided by the Authority.
5. Transfer of House / Building even on HIBA will not be processed without Completion Certificate.

**Director Building Control**  
**DHA Gujranwala**