



Document Reference:
DHA Gwa BC-007

DEMARCATIION

DOCUMENTS REQUIRED

1. Demarcation and Pass Performa to be filled by the owner or DHA's special power of attorney holder.
2. Undertaking of "Own Water Supply Arrangements" on E-Stamp paper of Rs.100/- duly attested by the Oath Commissioner.
3. Undertaking of "Stacking of Material and Temporary Hut" on E-Stamp Paper of worth Rs.100/- duly attested by the Oath Commissioner.
4. Photocopy of 'Drawing approval Letter' issued by DHA.
5. Original paid Challan of possession charges for all phases.
6. Filled Performa – Tentative Work Schedule to be attached.
7. In case of Basement, "Method of Basement Construction" to be attached as per specimen.

Note:

- Demarcation is valid for one month only in case construction activity has not commenced.
- After receiving the demarcation papers, Owner / DHA's Special Power of Attorney Holder is bound to construct Septic Tank & Temporary Lavatory as per approved drawing within the plot area and both should be ready before the field staff visit.



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DEMARCATIION

A PASS
NON-TRANSFERABLE

1. The bearer of this chit Mr./Mrs. _____ Owner of Plot No. _____ Sector _____ Phase _____ is permitted to bring the building material during the time fixed by DHA. Main Boulevard will not be used by Truck/ Tractor Trolley etc. failing which the penalty will be imposed for progressive damage. The carrier will carry the original copy and no copy will be produced/ acceptable.
2. This permission is valid up to _____.

**Director Building Control
DHA Gujranwala**

Date: _____

A PASS
NON-TRANSFERABLE

3. The bearer of this chit Mr./Mrs. _____ Owner of Plot No. _____ Sector _____ Phase _____ is permitted to bring the building material during the time fixed by DHA. Main Boulevard will not be used by Truck/ Tractor Trolley etc. failing which the penalty will be imposed for progressive damage. The carrier will carry the original copy and no copy will be produced/ acceptable.
4. This permission is valid up to _____.

**Director Building Control
DHA Gujranwala**

Date: _____



DMARCATION & INSPECTION SHEET FOR RESIDENTIAL/COMMERCIAL BUILDING

1. Plot No. _____, Sector _____, Phase _____,
Owner's Name: _____

(Signature/Date by Surveyor)

(Signature/Date by Sub Engr)

(Signature/Date by Owner)

(Signature/Date by SDO)

	Stage Checked	Date	Remarks	Sign of Surveyor	Sign of Sub Engr	Sign of Owner / Attorney	Sign of SDO
1.	Demarcation (Visit of SDO Must)						
2.	When layout is completed before start of work						
3.	Basement Work						
4.	Boundary Wall upto NSL						
5.	Main building at DPC level (Visit of SDO Must)						

6. Inspection of Rest of Building

	Stage Checked	Date	Remarks	Sign of Sub Engr	Name /Cell No. of Owner /Attendant	Sign of SDO
a.	Construction of Septic tank & temporary bath/sewer line.					
b.	Before pouring of roof slab of 1 st floor. (Visit of SDO Must)					
c.	First floor structure 1ft above roof of ground floor. (Visit of SDO Must)					
d.	Mezzanine Floor (For Comm Area Only)					
e.	Before pouring of roof slab of second floor (For Commercial Area Only)					
f.	Before pouring of roof slab of third floor (For Commercial Area Only) (Visit of SDO Must)					
g.	Before pouring of roof slab of third floor (For Commercial Area Only)					
h.	Mumtee/Stair/Lift Well (If Applicable)					
i.	Location/Constr of underground water tank.					
j.	Before occupation, visit of water/sewer opening (Visit of SDO Must)					

2. Sewer Opened On _____

3. House Completed On _____

Note. SDO/ Sub Engr/ Svy will check the under construction house/building after every 20x days with a view to monitor the drawing/ construction violations.



UNDERTAKING - OWN WATER SUPPLY ARRANGEMENTS

(On E-Stamp Paper Worth Rs.100/- duly attested by the Oath Commissioner)

1. I, _____ S/O, D/O, W/O _____ having CNIC No. _____, Contact No. _____ Owner of House/ Building No. _____ Sector, _____, Phase _____ of Defence Housing Authority, Gujranwala, do hereby solemnly affirm and declare as under:

- a. I am owner of Plot No. _____, Sector _____, Phase _____, Measuring _____ situated in Defence Housing Authority, Gujranwala.
- b. I will not ask DHA to provide water connection during construction of house / building on the above said plot.
- c. I will make own arrangement of water supply for construction through a bore and installing water pump at own expense within own area of plot / 3 ft. away from commercial plot in road space.
- d. I will not install pump in other open plot or vicinity of other plot.
- e. I will not obtain water from adjoining house/building for construction purpose if so DHA may take any appropriate action/imposing of violation charges /sealing of pump/removal of pump.
- f. In case of violation of byelaws /approved drawing during construction DHA may seal the water pump to stop further work. If seal is found tempered or damaged, DHA may impose violation charges or take any appropriate action.
- g. I will ask DHA to restore the water after rectification / settlement of construction violation.
- h. After completing the house / building I will remove the water pump and destroy the bore completely to the satisfaction of DHA.
- i. I will apply for water / sewer connection of my house / building alongwith requisite fee and intimate DHA for inspection.
- j. I will not occupy the house / building nor place any office / household furniture item or establish any kind of kitchen before opening of water / sewerage connections; otherwise I am liable to violation charges as per DHA byelaws.
- k. I will not re-arrange any bore / water pump at any stage.
- l. I will abide by the rules / instructions issued from time to time from DHA. In case of non-compliance DHA may take any action, which includes disconnection of services and imposing of violation charges as per rules.
- m. The depth of bore will not exceed 200 ft. and maximum 2 HP motor will be installed with the pump.
- n. I will pay water / sewerage bill as per water meter reading and tariff as decided by the Authority and revised from time to time.

Dated _____

DEPONENT

(Signature & Thumb Impression)

Verification

Certified on Oath at Gujranwala this _____ day of _____ 20____ that the contents of the above-mentioned affidavit is correct and true to the best of my knowledge and belief.

DEPONENT

(Signature & Thumb Impression)



UNDERTAKING - STAKING OF MATERIAL – TEMPORARY HUT
(On E-Stamp Paper Worth Rs.100/- duly attested by the Oath Commissioner)

1. I, _____, S/O, D/O, W/O _____ having CNIC No. _____, Contact No. _____ R/O _____, do hereby solemnly

affirm and declare as under:-

- a. I am owner of Plot/ House no. _____ Sector, _____, Phase _____, Measuring _____, situated in DHA Gujranwala.
- b. I have undertaken the construction/ renovation on above mentioned plot/ house.
- c. I will not use road space / berm for dumping the material, mixing the mortar/ concrete, cutting steel etc.
- d. I will stack construction material within my own plot area and use adjoining open plot No. _____ if required. The construction material in open plot will be stacked / managed properly.
- e. Debris during construction will not be thrown in this plot or any other vacant plot. Debris to be placed outside front boundary wall of under construction house / building but 5 feet clear of road edge. Owner will contact Maintenance Office of respective phase for removal of debris as and when required.
- f. Temporary hut, if made in adjoining open plot will be only used for storage of construction material. No other construction (WC, bath etc.) will be made in that.
- g. Under construction Building/ House and temporary hut will not be used for living of families of Chowkidar/ Labor / Servants.
- h. I will erect green protective cloth all around the staked construction material/ temporary hut so that it should not be visible from the adjoining roads.
- i. Temporary hut and construction material will be removed completely from open plot as directed by DHA for any reason or required by owner of the plot for construction within 03 days.
- j. No water supply line will be extended to open plot.
- k. Temporary hut will be removed soon after removal of shuttering of ground floor of the under construction house.
- l. I will abide by the rules/instructions issued from time to time from the DHA. In case of non-compliance DHA may take any action which includes disconnection of services and imposing of fine as per rules.

Dated _____

DEPONENT
(Signature & Thumb Impression)

Verification

Certified on Oath at Gujranwala this _____ day of _____ that the contents of the above-mentioned affidavit is correct and true to the best of my knowledge and belief.

DEPONENT
(Signature & Thumb Impression)



SAMPLE FOR METHOD OF BASEMENT CONSTRUCTION

The following are the points to be included in the method of Basement Construction:

1. **Overview/ Introduction:**

Plot No.:		Name of	
Architect		No. of Stories:	

2. **Nearby Structures**

a. Detail of building in adjoining areas i.e. Immediate Context (Right, Left, and Back):-

Ser	Details	Right Side	Left Side	Back Side
(1)	Plot / Building / Road			
(2)	With or Without Basement			
(3)	Number of Stories			
(4)	Distance from Existing Structure			

3. **Site Geology & Hydrology**

- a. Comments of structure engineer on the Soil condition according to the geotechnical report.
- b. Remedies for availability of water due to any reason (seepage, rain water etc) which can affect the construction activities/existing building.

4. **Proposed Basement Development & Construction Sequence**

- a. In case of existing structure nearby what will be the necessary steps will you carryout to avoid any fatalities, injuries, building collapses, partial building collapses and any other damage to existing structure. For example, partial excavation of basement, by constructing a brick wall outside the retaining wall further which is used as an external shuttering, pilling etc.
- b. Person responsible for Construction monitoring (Name & Contact Number).

Name:		Contact Number:	
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5. **Proposed Time Frame for Construction of Basement.** The following table is the example for the time frame for the above mentioned activities or steps for basement construction:

Ser.	Construction Activities/Steps (Steps required in construction proposed by structure Engineer)	Proposed No of Days
a.	Demarcation	1 Day
b.	Full or Partial Excavation	2 Days
c.	Bed Preparation (Footings excavations)	4 Days
d.	Bed Preparation (PCC)	1 Days
e.	Waterproofing Technique	3 Days
f.	Steel Fixing of Raft	4 Days
g.	Concreting of Raft	1 Day
h.	Steel fixing of Ret. Wall	3 Days
i.	Shuttering of Ret. Wall	3 Days
j.	Concreting of Ret. Wall	1 Day
k.	Backfilling & Compaction	2 Days
Total No. of Days		25 Days



Note

- a. In case of full basement and constructed homes around the plot, complete excavation of basement is not allowed. Excavation will be carried out in phase wise.
- b. Construction activities / steps and no. of days depends upon case to case as area for basement of each building differs.
- c. Sketch of basement construction should also be prepared and submitted at this stage.

**Sign & Stamp of
Structure Engineer**