

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 (Last paid bill of Water & Sewerage in case of Ex. Air Avenue Ph - VIII).
 - 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.
6. Completion Certificate can also be applied online on DHA E-Services Portal i.e. <https://eservices.dhalahore.org>
7. Building Completion Performa (To be filled by the Owner at the time of Application for Completion Certificate)

Director Building Control
DHA Lahore

(To be filled by the Owner at the time of Application for Completion Certificate)

1. Details of Plot and Building	a. Location of Plot	Plot _____, Sector _____, Phase _____
	b. Area of Plot	_____ Kanals, _____ Marlas, _____ Sfts
	c. Covered Area (Building)	_____ Sfts
2. Owner Details:	a. Owner Name:	
	b. CNIC:	
	c. Contact No:	
	d. Email:	
	e. Permanent Address:	
3. Procedures completed with DHA: (Provide dates only)	a. Transfer of Plot:	
	b. Approval of Drawings:	Proposed _____ Revised _____
	c. Water-Sewer Connection:	
4. Details of Service Providers for Construction of House / Building	a. Architect / Designer <i>(applicable for all buildings)</i>	Name / Firm _____
		Office Address _____
		Contact Number _____ Mobile _____
		Email Address _____
		Website _____
		NTN Number _____ PRA Number _____
	b. Structure Engineer <i>(applicable for buildings whose submission drawings were approved after July 2016 in case of cmrl and September 2021 in case of residential)</i>	Name / Firm _____
		Office Address _____
		Contact Number _____ Mobile _____
		Email Address _____
		Website _____
		NTN Number _____ PRA Number _____
	c. MEP Engineer <i>(applicable for buildings whose submission drawings were approved after January 2022)</i>	Name / Firm _____
		Office Address _____
		Contact Number _____ Mobile _____
		Email Address _____
		Website _____
		NTN Number _____ PRA Number _____
	d. Civil Contractor <i>(applicable for buildings whose permanent water-sewer connection was provided after June 2021)</i>	Name / Firm _____
		Office Address _____
Contact Number _____ Mobile _____		
Email Address _____		
Website _____		
NTN Number _____ PRA Number _____		
Account Details:		
Account Title: _____		
Account Number: _____		
Bank Name: _____ Branch / Code: _____		

Signature (Owner / SPA Holder)