

BR-1
(Under Section 10.3.1-a)

APPLICATION FORM FOR NOTICE/PERMISSION TO BUILD

For Office Use Only
Application No.
Date: / /

To
The Director Town Planning (TP)

Sir/Madam,

I/We hereby apply for permission to execute the work of erecting / re-erecting a building of the following description on Plot No. of Scheme.....
.....

The following papers accompany this application:-

1. Title Documents:

2. Site Plan (four copies):

3. Block plan of the site (four copies):

4. Building plan (four copies):

5. Specifications (in duplicate):
- ☐

☐

☐

☐

☐

We undertake that construction will be done as per approved plans and in accordance with Building Regulations.

.....
Signature of applicant/ builder

Son of

Daughter of

Wife of

Widow of

.....

Correspondence Address:	
Phone:	
Date:	

.....
Signature of Registered Architect

Name of Registered Architect:	
Registration No. of Registered Architect:	
Address:	
Phone:	

BR-2
(Under Section 10.3.1-a)

**APPLICATION FORM FOR NOTICE/PERMISSION TO BUILD
MULTI-STOREYED BUILDINGS & BUILDINGS OF PUBLIC
ASSEMBLY**

To

The Director Town Planning

Sir/Madam,

I/We hereby apply for permission to execute the work of erecting / re-erecting a building of the following description on Plot No. of Scheme
.....

The following papers accompany this application:

- | | | |
|--------------------------------------|------------------------|--------------------------|
| 1. Site Plan | Sheets (in triplicate) | <input type="checkbox"/> |
| 2. Building Plan | Sheets (in triplicate) | <input type="checkbox"/> |
| 3. Specifications | Sheets (in duplicate) | <input type="checkbox"/> |
| 4. Title Documents | | <input type="checkbox"/> |
| 5. Structure Stability Certificate | | <input type="checkbox"/> |
| 6. An Undertaking regarding damages. | | |

We, the undersigned, hereby undertake that the design, construction and supervision shall be in accordance with the provisions of the Building Regulations.

..... Consulting Engineer Registered Architect
Owner	PEC Registration No:	PCATP Registration No:
Address:	Address:	Address:
.....
.....
.....

BR-3
(to be submitted in duplicate with application BR-1 or BR-2)

FORM OF SPECIFICATIONS

	The materials and methods of construction to be used for external walls, party walls, foundations, roofs, staircases, bath rooms, fire places, chimneys, and damp proof course shall be as per requirements of building code. (A)
	The purpose or purposes for which the building is intended to be used (B)
	The number of Toilets, privies and urinals to be provided. (C)
	The manner in which the drainage of the premises will be disposed of (D)
	The number of persons likely to occupy the building. (E)
	The number of storeys, the building will consist of. (F)
	Whether the site has been built upon before or not. If so the date when the previous building ceased to be fit for occupation and the date when sanction was previously given for erection or re-erection of the building & the property number.
	A description of the alterations or additions proposed. (ii)
	The date of sanction of the previous application, the plans and specifications of which are relied upon for obviating the need to submit full plans and specifications of whole building.

.....

Signature of the Applicant/ Builder
Date: / /

BR-4

(to be submitted in duplicate with application BR-1 or BR-2)

DETAILS OF BUILDING SPECIFICATIONS

1.	The material & methods of construction to be used for foundations, damp proof course, external walls, internal walls, roof, staircase and floors, etc.	<div><div>Foundations</div><div>.....</div><div>.....</div><div>DPC</div><div>.....</div><div>.....</div><div>External and Internal Walls</div><div>.....</div><div>Roof</div><div><div><div>• RCC slab</div><div>• RCB roof</div><div>.....</div><div>.....</div><div>.....</div><div>• Steel girder</div><div>.....</div><div>• Pre-cast slabs and pre-stressed girders.</div><div>• Second class roof consisting of bullies, rafters and tiles.</div></div></div><div>Staircase</div><div>.....</div><div>.....</div><div>Floors</div><div>.....</div><div>.....</div><div>Joinery Work</div><div><div><div>• Wooden doors, windows and CSW.</div><div>• Steel doors, windows and CSW.</div><div>•</div></div></div><div>Beams/Columns</div><div><div>•</div></div></div>
2.	The purpose for which the building is intended to be used.	Residential / Commercial / Industrial / Other.
3.	The number of latrine, bath and urinals to be provided.	

4.	The manner in which drainage / sewerage of premises shall be disposed off.	
5.	The total area of openings.	
6.	The number of stories of the building.	
7.	Whether the site has been built upon before or not? If yes then give the date when sanction was previously given for erection / re-erection of building.	Building Plan No. Dated: Approving Authority: (attested copy of sanctioned plan enclosed).
8.	Other	

.....
Signature of Designer

.....
Signature of Builder

BR-5
(Under Section 10.3.2.f)

**UNDER TAKING ON STAMP PAPER OF PKR. 500 TO THE DIRECTOR
TOWN PLANNING FOR PAYMENT OF DAMAGES**

(To be submitted along with Plans and Documents)

To
The Director Town Planning

PROPOSED BUILDING:

	(TITLE OF THE WORK)
PLOT NO.:	AREA OF THE PLOT:

ADDRESS AND LOCATION OF PROPOSED BUILDING:

Sir,

I _____ D/S/O _____ the Owner / Builder do hereby declare and affirm that I would solely be responsible and I undertake to pay damages or make good if any damage is caused to life or limb of any person, adjoining properties or municipal and other services such as water supply and sewerage system, roads and foot paths, Horticulture and trees, gas lines, telecommunication lines (telephone, cables etc.), Electricity Supply system etc. during the course of excavation for foundation or basements and construction of the building. I also undertake to completely indemnify the Development Authority and its employees in case of any such eventuality as mentioned above.

Name of the Owner/ Prospective Builder:	_____	Witness 1:	_____
NIC No.	_____	Designation with BS	_____
Address:	_____	NIC No.	_____
	_____	Address:	_____
Tel. No.:	_____	Tel. No.:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____
Witness 2:	_____	Witness 3:	_____
Designation with BS	_____	Designation with BS	_____
NIC No.	_____	NIC No.	_____
Address:	_____	Address:	_____
	_____		_____
Tel. No.:	_____	Tel. No.:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

BR-6
(Under Section 10.3.3-e)

STRUCTURAL STABILITY CERTIFICATE

(Certificate to be submitted with building application BR1&2)

I Mr./Ms. (Structure Engineer) hereby undertake as follows:

- 1. The structure of proposed building shall be designed by me in accordance with the provisions in the Building Regulations.
- 2. I shall carry out regular site inspections to see the quality of the material especially of steel and concrete to be used in this building.
- 3. I shall ensure testing of the structure during the course of construction through Resident Engineer and shall ensure the stability of the adjoining buildings / utility services / roads during digging for basement.
- 4. I shall submit the required certificates at the following stages along with consulting Architect and Resident Engineer.
 - a) Construction upto Plinth Level
 - b) Construction upto 38 ft (11.58m) Building Height
 - c) On completion of the construction

.....
Signature of Structure Engineer

Name of Structure Engineer:	
Address:	
PEC Registration License No:	

BR-10
(Under Section 9.3-a-i)

CERTIFICATE FOR UNDERTAKING BY THE ARCHITECT ON RECORD

To
The Director Town Planning

Proposed building:

(Title of the work)

Plot No.:

Area of the Plot:

Address and location of proposed building:

Sir,

I am currently listed as Architect on Record with the Authority and am fully conversant with the Building and Zoning Regulations for Development Authorities in City Districts of Punjab.

I hereby certify that I have been appointed as the Architect on Record of the proposed building. I have verified the architectural design and specifications of the proposed building and certify that they comply with the Building and Zoning Regulations for Development Authorities in City Districts of Punjab.

I fully understand that in case my certificate is found to be false, or if it is found that the architectural design and specifications of the proposed building is inconsistent with the Building Regulations or that I have not fulfilled my responsibilities as prescribed therein, the Authority shall be at liberty to penalize me as per the provisions of the Building and Zoning Regulations for Development Authorities in City Districts of Punjab.

Name of the AOR:	
License No.	
Address:	
Tele. No.:	
Signature:	
Date:	

BR-11
(Under Section 9.3-a-ii)

CERTIFICATE FOR UNDERTAKING BY THE STRUCTURAL ENGINEER ON RECORD

To
The Director Town Planning

Proposed building:

(Title of the work)

Plot No.:

Area of the Plot:

Address and location of proposed building:

Sir,

I am currently listed as Structural Engineer on Record with the Authority and am fully conversant with the Building and Zoning Regulations for Development Authorities in City Districts of Punjab.

I hereby certify that I have been appointed as the Structural Engineer on Record of the proposed building.

I have verified the structural design and specifications of the proposed building and certify that they comply with the Building and Zoning Regulations for Development Authorities in City Districts of Punjab.

I fully understand that in case my certificate is found to be false, or if it is found that I have not fulfilled my responsibilities as prescribed in the Building and Zoning Regulations for Development Authorities in City Districts of Punjab, the Authority shall be at liberty to penalize me as per the provisions of the Building and Zoning Regulations for Development Authorities in City Districts of Punjab.

Name of the SEOR:	
License No.	
Address:	
Tele. No.:	
Signature:	
Date:	

BR-17

CHECK LIST FOR BUILDING PLANS / DOCUMENTS

	Yes	No
1. Application form BR-1/ BR-2, BR-3, BR-4,		
2. Ownership documents		
i. Sale deed		
ii. Registry		
iii. Allotment Letter		
iv. Intiqal		
v. Aks Shajra		
3. Power of attorney/ authority letter		
4. Copy of National identity card		
5. Signature of owners on forms / plans		
6. Undertaking for damages (BR-5)		
7. Structure stability certificate, if applicable		
8. NOC from EPA, if applicable		
9. TIA from traffic engineering agency, if applicable		
10. Proposed use of building is permissible		
11. Required copies of building plans along with copy on cloth		
12. Sign, stamp of architect on forms and plans		
13. Sign, stamp of structure engineer, if applicable		
14. Other documents		

Plans / Documents Received on:	
Name of Receiving Official	
Designation:	
Signature:	