

# SINDH BUILDING CONTROL AUTHORITY

WE CONSERVE  
BUILT— ENVIRONMENT WITH TRUST



SIND BUILDING CONTROL AUTHORITY  
Civic Center, Annexe, University Road,  
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## OUR MISSION

SBCA is a regulatory and supervisory body whose prime function is to help, protect and develop the built-environment by ensuring implementation of building regulations . We pledge to raise the cities of Sindh into modern, well-planned, well-built urban centers.



## SUBMISSION OF PLAN

### DOCUMENTS REQUIRED

- Application on the relevant Form [ZP-01](#) / [ZP-07](#) \*
- Two set of title documents relating to the plot \*\*
- Forwarding / NOC letter from the Concerned Authority / Lessor
- Six sets of drawings duly signed and stamped by the Owner and the Relevant Licensed Professional \*
- Previous demolition permission, approved plan & covering letter Issued By the Authority (SBCA) (If applicable).
- CNIC of Owner / Attorney
- Two photographs of owner
- Undertaking from the Owner on Form [ZP-02](#) \*

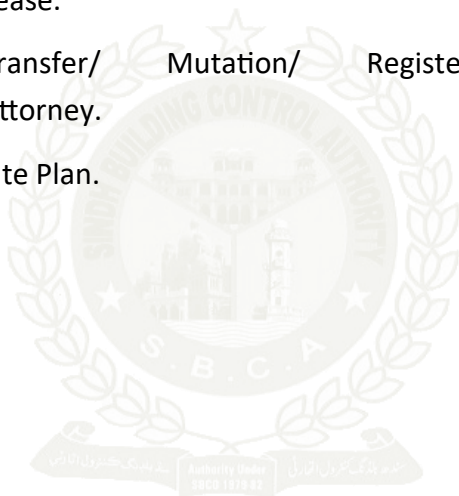
\*Forms can be obtained from ABL Civic Centre Branch, KHI, on payment of fee prescribed on the form. For more Information please visit

[www.sbca.gos.pk](http://www.sbca.gos.pk)

## TITLE DOCUMENTS FOR SUBMISSION OF PLAN

### \*\* LIST OF TITLE DOCUMENTS

- Allotment Letter.
- Possession Order.
- Acknowledgement of Possession.
- Lease.
- Transfer/ Mutation/ Registered Attorney.
- Site Plan.



\*For more Information please visit

[www.sbca.gos.pk](http://www.sbca.gos.pk)

## GENERAL GUIDELINES

- Every person who intends to carry out Building / Land Development works or to demolish a building or to carry out addition / alteration or repairs in a building shall engage respective professional as per the [Regulations \(KB & TPR\)\\*\\*](#) for preparation of Architectural / Town Planning / Engineering Design and Drawings including specifications and to supervise their respective works at site \*
- Prescribed forms shall be obtained from Allied Bank Limited Civic Center on payment of specified fees \*
- All the required documents shall be submitted at the Public Information Counter.
- After receipt of application for approval of building plan the Authority shall approve or reject the plans in accordance with the [Regulations \(KB & TPR\)\\*\\*](#).
- The Authority may inspect the premises without giving prior notice at any time as per [Regulations \(KB & TPR\)\\*\\*](#). In addition, notice of verification of Building Lines (For Category II, III & IV) and Floor Certificate (For Category III & IV ) shall be submitted as Per [Regulations \(KB & TPR\)\\*\\*](#).

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- Every person who carries out and completes building works fully or partially approved under the regulations shall within one month of completion of such building works shall submit to the Authority permission, in writing, Notice of Completion / Occupancy on prescribed Form [ZP-07](#) duly signed by the relevant professional.
- No building may be demolished without written permission from the Authority.

[\\*\\*\(KB & TPR\)](#)—Karachi Building & Town Planning Regulations,2002

(Amended up to date)