

HOW TO APPLY FOR CONSTRUCTION PERMIT FOR CATEGORY- I BUILDINGS

[Notification No. Chief Executive/SBCA 2019/06 Dated: 13/06/2019](#)

[Notification No. SBCA/PS-CS/2020/ 01 Dated: 24/01/2020](#)

[Notification No. SBCA/PS-CE/2017/18 Dated: 27/01/2020](#)

Step 1: Obtain Forwarding Letter from the relevant Land-Owning Agency:

Obtain Forwarding Letter from the [relevant Land-Owning Agency](#) confirming the Title, Land Use and Dimensions of plot.

Agency: Relevant Land Owning Agency

Step 2: Obtain Building Permit from Single Window Facility

After Verification of Plot from Approved Layout Plan confirming that the plot in question is consistent with the approved layout plan issued by the concerned Authority the proposal shall be submitted through online submission or at Automated SWF. Acknowledgement Receipt shall be issued after prescreening of [Documents \(first & Last Ownership documents only\)](#) and payment of [Scrutiny Fee and Additional Floor charges](#) as required. After fulfilment of requirement as provided under KB&TPR, Construction Permit shall be issued within 15 days.

In case of SBCA-Pre-Approved Designs within 5 days.

Agency': Automated Single Window Facility / Sindh Building Control Authority

Step 3: Receive Initial Site Inspection

Agency: Respective Zone / Sindh Building Control Authority

Step 4: Apply for Completion Certificate.

After a building is completed a "Notice for Completion and Permission for Occupation" shall be submitted by the owner along-with Licensed Professionals (Third Party) Certificate.

Agency: Automated Single Window Facility / Sindh Building Control Authority

Step 5: Receive Final Inspection.

After receipt of “Notice for Completion and Permission for Occupation”, SBCA shall inspect the building to verify that it has been built according to approved plan.

Agency: Respective Zone / Sindh Building Control Authority

Step 6: Receive Completion Certificate.

After fulfilment of requirement as provided under KB&TPR and Approved Layout Plan, Completion Certificate shall be issued within the stipulated time as per clause (d) of 3-2.15.1.

Agency: Respective Zone / Sindh Building Control Authority

*The case will only be processed once the Hardcopy of proposal is submitted.

Please visit the <http://smart.sbca.gos.pk> for further information.