

shall submit application on relevant prescribed form.

- \*[3A-1. MPO and CDGK shall charge such fee for the scrutiny of town planning project/development permits and other matters as may from time to time be determined by the CDGK.]

### **3-2. PERMITS AND PROCEDURES – BUILDING WORKS**

#### **3-2.1. Definition of Building Works**

For the purposes of these Regulations, the following activities shall be deemed to involve Building Works, unless expressly excluded by these Regulations :

- 3-2.1.1. erection of a structure;
- 3-2.1.2. demolition of a structure;
- 3-2.1.3. addition or alteration to any structure;
- 3-2.1.4. demolition, addition or alteration to any preserved structure declared as a structure of historical or architectural significance;
- 3-2.1.5. a reconstruction, alteration of the size, or material change in the external appearance of a structure.

#### **3-2.2. Submission of Plans for Approval**

The Owner shall submit to the Authority :

---

\*Clause 3A-1 inserted for "MP&ECD" by the Notification No. SO (LAND) (ITP/ KBCS-3-39-290), dt. 29th October, 2002, the Sindh Govt. Gaz., Extr., Pt. IA, P. No. 32, dt. October 16, 2008.

- <sup>1</sup>[3-2.2.1. Two sets of all documents relating to the plot together including allotment order/transfer order/mutation order/lease/extract as the case may be with a letter from the Concerned Authority confirming the title/land use physically fresh demarcated/dimensions of the plot along with the existence of any road widening/cut line reservation. In case of company or firm, the registered power of attorney in the name of builder shall be required in case of public sale project.]
- 3-2.2.2. In case of form (ZP-1) for proposed plan, initially three sets and finally Six sets of drawings for category I & II of buildings at the time of submission, duly signed by the owner and duly signed and stamped by the relevant Professional. The drawings, <sup>2</sup>[shall] show Plans, Sections and Elevations together with other necessary details pertaining to RCC elements, joinery work and covered area etc. of every floor, including basement, of the building intended to be erected, along-with a block plan of the site, drawn to a scale of not less than 1:500 (1"= 40'), showing the position of proposed building and existing building if any; the width and levels if necessary, of the streets on which the plot abuts : and the survey

---

<sup>1</sup>Clause 3-2.2.1 substituted by the Karachi Building and Town Planning Regulations (Amendment) 2019, Notification No. Chief Executive/SBCA 2019/03, dt. 13th June, 2019.

<sup>2</sup>Substituted for the word "should" by the Karachi Building and Town Planning Regulation (Amendment) 2005, Karachi the 4th August, 2005, the Sindh Govt. Gaz., Extr., Pt. IA, P. No. 32, dt. September 5, 2008.

number or the numbers of the adjoining plot or plots, if any, together with the cardinal points; which shall be drawn to a scale of not less than 1:100 (1"= 8'). If the building is so extensive as to make a smaller scale necessary, it may be drawn to a smaller scale but not less than 1:200 (1"= 16'). Such plans and sections shall show the purpose for which the building or parts thereof are intended to be used; the access to and from the several parts of the building;

the position, dimensions, means of ventilation, the proposed height of the plinth and superstructure at the level of each floor, together with the dimensions and descriptions of all the walls, floors, roofs, staircases and elevator, etc. if any.

**\*[3-2.2(a). Submission of Automated Construction Permit/Approval of Building Plan of Category-I buildings through Single Window Facility (SWF) & Online Submission.**

- (i) The applicant/owner/attorney/sub-attorney through licensed architect/engineer may either apply for approval of construction permit/building plan through automated Single Window Facility (SWF) of SBCA or online submission by submitting soft copies on PDF format of following :

---

\*Inserted by the Karachi Building and Town Planning Regulations (Amendment) 2019, Notification No. Chief Executive/SBCA 2019/06, dt. 13th June, 2019.

- (a) Scanned set of plans showing elevation, sections, site plan duly signed and stamped by the professional, proof of present ownership in his name or registered attorney/sub-attorney or special registered Power of Attorney as the case may be, allotment order, possession order, acknowledgment of possession, lease/sub-lease, extract, sale deed, transfer order/mutation order, sub-division/amalgamation/change of land use, photographs & CNIC/NICOP of applicant, along with latest photographs of the site showing both sides of neighbouring plots/buildings verifying the status of plot as to whether it is vacant or otherwise. Same shall be verified by SWF through Google application, in case of misrepresentation a penalty equal to 4 times of the scrutiny fee may be charged. Provided further that such case shall be processed further in accordance with the procedure and SOP of authority including site inspection, levy of composition/demolition fees etc., as the case may be. Such cases shall be excluded from the notified timeline. For any court proceedings or dispute, further supporting documents may be required for clarification.

- (b) The application for the plots/ site declared as protected Heritage or where road reservation is involved or requires clearance of record from Town Planning Section shall not be processed further and observations to the licensed professional shall be communicated for submission of clearance. Till clearance of objection such cases shall remain excluded from the notified timeline. The Town Planning Section shall decide the case within 4 days.
- (c) To save the cost & time of applicant and for the ease of doing business, pre-approved Designs having planning, elevation, sections and working details for various types of plots 60, 80, 120 and 240 Sq.yds shall also be available. The applicant may opt such Design for relevant type of plot either from Single Window Facility of SBCA or may download from the website of SBCA . The fees to be charged by the registered professional shall only be for certification of the plans & inspections excluding designing charges, however for other than pre-approved Designs, the professional may charge the agreed fees from the applicant against planning & designing in addition to certification & inspections.

- (d) The relevant plot shall be verified from the approved layout plan of scheme/society by the officers of Single Window Facility.
- (e) After complying the objections and observations if any, the approval shall be issued within 15 days.
- (f) The Standard Operating Procedure shall be notified separately.]

3-2.2.3. In case of Category III and Category IV buildings :

- \*[(a) Initially three sets and finally Six sets of architectural working drawing/plans, at the time of initial submission, by the owner and duly signed and stamped by the relevant Professional. The drawings shall show Plans, Sections and Elevations of every floor, including basement, of the building intended to be erected, which shall be drawn to a scale of not less than 1:100 (1"= 8'). If the building is so extensive as to make a smaller scale necessary, it may be drawn to a smaller scale but not less than 1:200 (1"= 16'). Such plans and sections shall show the purpose for which the building or parts thereof are intended to be used; the access to and from the

---

\*Sub-clause (a) by the Karachi Building and Town Planning Regulation (Amendments) 2007, Karachi the 14th November, 2007, the Sindh Govt. Gaz., Extr., Pt. IA, P. No. 21, dt. November 26, 2010.