

CHECK LIST
ALTN / MODIFICATION IN HOUSES/APTS

Ser	Requirements for Processing the Case	Remarks
1.	APPLICATION FOR ALTN/ MODIFICATION	Attached
2.	PROCESSING FEE - Rs 5,000/- BANK DEPOSIT SLIP IN ACCT NO. 02871650002819 TITLE : ASKARI COLONIES MANAGEMENT LAHORE	Required
3.	BANK DRAFT PAY ORDER IN FAVOUR OF ASKARI COLONIES MANAGEMENT ZONE-III LAHORE FOR CONST FEE (@ Rs 100/Sft	Required
4.	REFUNDABLE - SECURITY MONEY RS. 10,000/- (FOR CONST WORKS ONLY) ACCT NO. 02871650002819 TITLE : ASKARI COLONIE MANAGEMENT LAHORE	Required
5.	VISIT CHARGES RS. 2,000/- (FOR MINOR WORKSONLY) BANK DEPOSIT SLIP IN ACCT NO 02871650003141	Required
6.	NO OBJECTION CERTIFICATE FROM NEIGHBOURS (FORMAT ATT)	Attached
7.	CERTIFICATE BY THE OWNER	Attached
8.	COPY OF ALLOTMENT LETTER	Required
9.	COPY OF CNIC OF OWNER OF HOUSE	Required
10.	LINE PLAN DULY HIGHLIGHTED	Required
11.	2x STRUCTURE SUITABILITY CERTIFICATE DULY SIGNED BY QUALIFIED STRUCTURAL ENGINEER / CONSULTANT WITH STAMP (NO PHOTOCOPY)	Attached
12.	2x SETS STRUCTURAL WORK SPECIFICATIONS AND GENERAL NOTES (EXISTING/PROPOSED IN DEFFERENT COLOURS) NO PHOTOCOPY	Required

From: _____

To: DAD (Tech) Ask-XI Lahore

Subj: **Permission for Addl Const/Renovation/Addn/Alteration – Apt/H/No. _____ Sec _____ Ask-XI Lahore**

1. I, _____ holding CNIC No. _____ owner of subj house intend to carry out authorized addl const at my house, as per drawing att . Fol docus are encl :-

- a. Photocopy of Allotment Letter
- b. Photocopy of Owner CNIC
- c. Line plan of house duly marked
- d. NOC from neighbours of applicant
- e. Draft pay order in favour of **Askari Colonies Management Zone- III Lahore.** amounting Rs. _____/- bg machine no _____ of _____
(Rs. 5000/- for Solar & Const fee @ Rs. 100/- per sft if applicable)
- f. Bank Deposit Slip for Rs. **5000/- (Processing fee)** in Acct No. **02871650002819** Title : **Askari Colonies Management Lahore..**
- g. Local visiting fee for ex-post facto sanction in cash @ Rs. 3000/-, will be deposited in a/m account of Ask Bank.
- h. Local visiting/ processing fee in Acct **02871650003141** title **Askari Colonies Management Zone- III Lahore @ Rs. 3000/- for const, addition/ alteration/ modification and @Rs. 2000/- for renovation etc..** (1st 2x visits will be without any addl charges) **Penalty for 3rd visit by team is Rs. 4000/- and for 4th visit is Rs. 6000/-**
- j. Fast track processing **double/-** (visit the same day)

Note: All cases will be routed through concerned ADH. Above mentioned fee is not to be paid to any other office/REC etc less Askari Colony Management Lahore. Details of Works be noted on the reverse of this page in “Detail” in chronological order.

Signature _____
Cell No. _____

NTN GHQ HSG DTE : **9010617-2**

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ACKNOWLEDGMENT

Received the applicant for gt permission of auth const IRO H/No. _____ Sec _____ Ask-XI on _____. Please collect “**Approval Proforma**” after 10 days during office hrs.

Signature _____
Cell No. _____

DETAIL OF WORKS REQUIRED TO BE EXECUTED/SANCTION REQUIRED

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____

Note: Works asked/ required will not be started/ quoted as Authority. Only sanctioned works be carried out and no works should be started prior to issuance of sanction letter of ADH Tech (AC) Askari-XI Lahore

NO OBJECTION CERTIFICATE

Certified that we, the residents of the H# _____, H# _____ and H# _____ Sec _____ Askari-XI Lahore neighbours of PA _____ Rank _____ Name _____, allottee / owner of H# _____ Askari-XI Lahore have no objection on the alteration/ modification being carried out by the officer/ resident in his house and it has no affect on our house:-

- a. PStructural soundness.
- b. Infringe on our privacy.

1. House/Flat Number _____

Signature _____

Name _____

Cell No _____

2. House/Flat Number _____

Signature _____

Name _____

Cell No _____

3. House/Flat Number _____

Signature _____

Name _____

Cell No _____

CERTIFICATE BY THE OWNER

1. It is certified that structural drawings of requested alteration/ additional construction have been prepared by qualified Structure Engineer and work is being carried out under the supervision of qualified Professional Engineer (PE) by PEC.
2. Labour Laws will be adhered while execution of work.
3. Safety precautions will be adopted during execution of work as per Labour Laws.
4. Any structural damage caused by additional construction in existing structure during currency of construction and thereafter shall be borne by the Owner. Housing Directorate will not be made responsible for any damage/ loss caused due to additional construction and its after effects.

Station : Lahore

Dated : _____ (Signature of Owner of the Flat/House No _____)

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UNDERTAKING CERT

FOR REMOVAL OF DEBRIS DURING ANY AUTH ADDL CONST

I, PA _____ Rank _____ Name _____ r/o

House/Apt No. _____, Sec- ___ Ask-XI Lahore do hereby confirmed fol that :-

- a. I will stack the const material and screening of the same at site.
- b. I will no leave the debris for more than one day and resp for removal / clearance the site, if not removed will be liable to pay penalty Rs. 500/- per day.
- c. No labour will sit / squat outside the house along the road.

Sta _____

Signature _____

Dated _____

CNIC No. _____

STRUCTURE STABILITY CERTIFICATE

1. It is certified that Design of the proposed construction is prepared / checked by the undersigned. It is structurally sound and there is no threat to adjacent buildings.

(Signature of Structural Engineer)

Name : _____

PEC Consultancy Regn No : _____

Stamp: _____

OWNER RESPONSIBILITY CERTIFICATE
INSTL OF SOLAR SYSTEM

1. It is certified that I shall bear the cost of any damage to adjoining houses/ property due to wind pressure / breakage of solar panels.
2. The area underneath solar panels will not be used for any other purpose, such as storage or sitting area.
3. The surface of roof / structure will not be damaged / broken by me (owner) for instl of solar system.

Note

- * Rear/ upper end be kept not more than 7ft above roof lvl.
- * Front/ lower end be kept to a max ht of of 2ft above roof lvl.
- * Solar panel and their frames be properly fastened / bolted to withstand wind pressure.

Station : Lahore

Dated : _____

(Signature of Owner of House)

Request for Completion Certificate by Resident

To: Askari Colony Management (Zone-IV) Lhr

Subj: **Request for Issuance of Completion Certificate**

Respected Sir/ Madam

I, _____ the owner/ resident of _____ hereby submit request for the issuance of a Completion Certificate for alteration/ modification works carried out in my apartment/ houses / shop after inspection.

Yours Sincerely

Name/Sign of Resident _____

Dated _____

COMPLETION CERTIFICATE

(Given to Resident by ACM/ Design Section)

Completion Certificate No : _____

Date of Issue: _____

Project Details :-

- Name of Owner/ Resident : _____
- Apartment/ House Number : _____
- Askari Colony Name : _____
- Description of Alteration/ Modification Work : (Briefly describe the nature of the Work completed
- Amount / charges submitted to ACM/ Housing Dte _____

Inspection Details :

- Date of Inspection : _____
- Inspector/ SDO/ ACM field staff Name : _____
- Inspection Remarks :
("Provide any remarks or observations made during the inspection, e.g, "Works completed as per **approved plans (Att as Appx A)** OR No Deviations observed")

Compliance Statement :

This is to certify that the alteration/ modification works carried out in Apartment / House/ Shop No. _____ have been completed in accordance with the approved plants and specification. (att as Appx A)

Authorized ACM Signatory

Name _____

Designation _____

Signature _____

Date / Stamp _____

CERTIFICATE

“Certified that no deviations have been made by _____ beyond sanctioned alternations/modifications in **H/Apt#_____**, **Sec__** against Sanction No. _____ and if I do some deviations/modifications and un-auth construction work in future also my house may be declared unfit for lease, rent, sale etc”.

Dated _____

CERT OF REGD STRUCTURAL ENGINEERS REWGARDING

STABILITY OF MINI LIFT

1. This is to certify that the House / Apt Building Structure located at Sec-B Ask-XI Lahore was inspected for installation of external passengers lift. The Building structure is stable for the passenger lift load as the lift will be braced with the building and the load will be transferred to the foundation separately.

Station : Lahore

Dated : _____

(Signature of Structural Engineer)

Name : _____

PEC License No : _____

Stamp: _____