

**INSTRUCTION FOR CONSTRUCTION OF HOUSES AT ANCHORAGE /
PN OFFICERS HOUSING SCHEME, ISLAMABAD**

1. Get their land demarcated by Anchorage staff before taking possession of the plot.
2. Hire a CDA licensed architect for preparation of building plans.
3. Building plans (Architectural and Structural) shall be CDA approved structure drawing (Six Sets) submitting to Housing Dte, NHQ along with Forms A-1, A-2, A-3 attested copies of allotment/ transfer Order /letter and Site Plan including prescribed fee in Bank Draft/ Pay Order.
4. After one week of submission, concerned architect may contact Housing Dte to clear queries.
5. Collect approved BP from Housing Dte within 21 days of submission and may start construction.
6. Obtain water connection prior commencing the construction on Application Form A-3.
7. Ensure that mandatory setbacks have been left clear when the building layout is being done.
8. Approved plan shall be followed strictly. If any change is desired in the approved BP; Revised BP shall be submitted to Housing Dte for fresh approval.
9. Upon completion of plinth and compound wall plinth, Form 'D' shall be submitted and Plinth Verification Certificate shall be obtained from CE Deptt of Naval Anchorage.
10. If basement is approved in BP, ensure proper water proofing and all necessary precautions have to taken for safety of adjacent structures if any.
11. No ramps shall be constructed outside plot line.
12. All irregularities/ non- conformances are liable to be fined accordingly.
13. Sewerage and Storm Water Drain lines shall be laid separately and connected to respective Drains.
14. Upon completion of the house, notice of completion shall be submitted to Housing Dte to obtain Building completion Certificate prior occupation. Coordinate and get your building inspected prior occupation.
15. Stage wise inspections will be conducted by the Administration Naval Anchorage from time to time to ensure that construction is being done in conformance of rules/ regulations and approved building inspected prior occupation.
16. Non confirmation to rules _____ will result in immediate stoppage of further work/ activity and may be compounded with penalty.
17. The whole/ partial structure may have to be demolished on the risk & cost of the plot owner if failed to confirm to the approved building plans/ rules/ regulations.
18. Change of building supervising engineer will be intimated if so required.
19. No direct connection to any service is to be made without prior approval from the Admin office
20. No construction material is to placed/ dumped on road/ street services area and no society services/ infrastructure is to be damaged.
21. Damages to society infrastructure /services will be paid/made good by the plot /house owner.
22. Mud/Slush Floor Grinding /Solid Waste/Garbage//Waste Construction Material are not to be drained/ dumped/ thrown/ disposed into society services/drainage system
23. No waste construction materials are to be dumped on adjacent plot
24. Each member /plot owner is responsible for disposal of waste construction material from time to time
25. During construction no water is to be drained on to the road /street.

Building Plan Form (House Construction)

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|------------------|--|-----------------|--|
| FormAN-1 | Documents for approval of building plans | Form A-4 | Soundness and stability certificate |
| Form AN-2 | Instruction for construction of Houses | Form B-1 | Completion Form |
| Form A | Application for Plot Possession, Site Plan & Demarcation | Form B-2 | Licensed architect/ engineers certificate |
| Form A-1 | Application for approval of building plans | Form D | Verification of building lines at plinth level |
| Form A-2 | Licensed architect/ engineers certificate | Form C-1 | Work carried out without permission |
| Form A-3 | Application for water connection | Form C-2 | Licensed architect/ engineers certificate |

WATER TANKS CAPACITY

| Plots (SY) | UGWT (Glns) | OHWT (Glns) | Plots (SY) | UGWT (Glns) | OHWT (Glns) |
|-------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| 1000 | 1100 | 700 | 225 | 1100 | 700 |
| 500 | 850 | 600 | 200 | 1100 | 700 |
| 350 | 700 | 500 | 100 | 800 | 600 |
| 125 | 500 | 400 | | | |

Note:

1. Always keep your architect & structural designer informed and seek their advice.
2. May seek advice from CE Deptt of Naval Anchorage whenever in doubt.
3. Building related all forms have been uploaded on Naval Anchorage website.
4. May download and consult CDA Byelaws.
5. As per Byelaws; no building shell be occupied without obtaining completion certificate.
6. For any complaints, contact Housing Dte, NHQ; whenever felt so necessary.