



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
PESHAWAR DEVELOPMENT AUTHORITY**

Directorate of Building Control Agency  
Commercial Complex, Phase-V, Hayatabad, Peshawar

**CHECK LIST FOR BCA, (PDA) COMMERCIAL COMMITTEE MEETING**

Owners/Project name \_\_\_\_\_

Location \_\_\_\_\_

Type of Building \_\_\_\_\_ Area of Plot/Khasra No \_\_\_\_\_

Application Submission No \_\_\_\_\_ Date \_\_\_\_\_

S.NO	REQUIREMENTS	CHECK LIST	
		YES / NO	REMARKS
01	Ownership / Title Documents i. Registry ii. Intiqal iii. Fard iv. Aks -e- Shajra		
02	Building plan approval Application on Form form 1		
03	Owner (s) CNIC copy/copies		
04	Submission Drawing as per Building Regulations		
05	Scrutiny fee		
06	Malba Security		
07	R.O.W NOC		
08	Provision of Parking as per rules		
09	Floor Area Ratio (FAR)		
10	Height of the building (as per CAA/PAF/PDA) NOC		
11	Irrigation NOC (where applicable)		
12	Railway NOC (Where applicable)		
13	Consultant Architect (PCATP Regitereg) seal / signature along with "Form-2"		
14	Structure Engineer (PEC Registered) seal / signature along with structure stability certificate & "Form-2"		
15	Soil investigation report		
16	Fire Fighting System Diagram/plan		
17	Sewerage/ System		
18	Undertaking by the owner on stamp paper on the prescribed format.		
19	Power of attorney / authority letter (If Applicable).		

**ADDITIONAL REQUIREMENTS FOR CNG / PETROL FILLING STATIONS BEFORE SANCTION OF PLAN**

01	NOC from Environmental Protection Agency (EPA)		
02	NOC from OIL And Gas Regulatory Authority (OGRA)		
03	NOC from DC Peshawar		
04	NOC from Inspector explosive		
05	A.I.G Traffic Police		

SDM (BCA) PDA

Asstt: Director (BCA) PDA



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**INTERNAL PROCESS (BCA) FOR APPROVAL OF COMMERCIAL BUILDINGS ON G.T. ROAD / JAMRUD ROAD / N-5/RING ROAD.**

<b>S.NO</b>	<b>INTERNAL PROCESS</b>	<b>NO. OF DAYS</b>	<b>REMARKS</b>
01	Submission of application at One window section / Online portal	01-Day	
02	One window section shall submit application where all pre-requisite as per attached list is fulfilled.	01-Day	
03	Verification of Ownership documents by PDA Patwari	01-Day	
04	Site visit report	01-Day	
05	Scrutiny of Plans by SDM and AD	03-Days	
06	Observation (if any) communicated to Owner	01-Day	
07	Issuance of fee deposit slips, verification of payments	01-Day	
08	Case forwarded to Deputy Director (concerned)	01-Day	
09	Commercial Committee meeting arranged every 15 days.		
10	Committee observations (If Any) communicated to owner by Assistant Director	01-Day	
11	Signature / stamp / Sanctioning of approved drawings	03-Days	
12	After issuance the case shall be forwarded to online section for uploading	01-Day	
	<b>TOTAL DAYS</b>	<b>15- Working Days</b>	

**Note:** The Time Line can only be achieved when all pre-requisite documents are Provided and are correct under the law.



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**CHECK LIST FOR BCA, (PDA) RESIDENTIAL BUILDING APPROVAL.**

Owners Name \_\_\_\_\_

Plot No. \_\_\_\_\_ Street No. \_\_\_\_\_ Sector \_\_\_\_\_

Phase \_\_\_\_\_

Application Submission No \_\_\_\_\_ Date \_\_\_\_\_

S.NO	REQUIREMENTS	CHECK LIST	
		YES / NO	REMARKS
01	Ownership / Title Documents. i. PDA Transfer / Allotment PDA possession certificate copy		
02	Building Application on Form 01		
03	Valid Copy of National Identity Card		
04	Submission Drawing 4-copies		
05	Signature and Stamp of PCATP Architect on Forms and Plans		
06	Signature of owners on forms / plans		
07	Scrutiny fee		
08	Malba Security		
09	Power of attorney / authority letter (If Applicable)		
10	Undertaking by the owner on stamp paper on the prescribed format.		

**INTERNAL PROCESS (BCA) FOR APPROVAL OF RESIDENTIAL BUILDINGS IN HAYATABAD.**

S.NO	INTERNAL PROCESS	NO. OF DAYS	REMARKS
01	Submission of application at One window section / Online portal	01-Day	
02	One window section shall submit application where all pre-requisite as per attached list is fulfilled.		
03	Site visit report	01-Day	
04	Scrutiny of Plans by SDM and AD	02-Days	
05	Observation (if any) communicated to Owner	01-Day	
06	Issuance of fee deposit slips, verification of payments	01-Day	
07	Case forwarded to Deputy Director (concerned)	01-Day	
08	Signature / stamp / approval No of approved drawings	01-Days	
09	After issuance the case shall be forwarded to online section for uploading on online system	01-Day	
	<b>TOTAL DAYS</b>	<b>07- Working Days</b>	

**Note:** The Time Line can only be achieved when all pre-requisite documents are provided and are correct under the law.