List of Required Documents for Approval of Proposed Residential Building Plan



Rawalpindi Improvement Trust (RIT) Schemes

1. Owner's CNIC (Attested copy).
2. Application for verification of ownership and possession from DLD/DDEM, RDA.
3. Allotment / Transfer & Possession Letter (Attested copy).
4. Sub-Division Letter and Approved Sub-division Plan (In case the plot is subdivided).
5. BR-Forms 1, 3, 4, 6, 10, 11 & 17 (attached in RDA Building Regulation).
6. Undertaking for Damages at Rs.1000/-Stamp paper (BR-5) Stamped by Registered Architect & Structure Engineer.
7. Proposed Building Plans (04 Ammonia Prints 02 Cloth Mounted).
8. Certificate from Structure Engineer (RDA Registered).

RDA Controlled Area

1. Owner's CNIC (Attested Copy).
2. Registry (Attested Copy).
3. Fard Malkiyat For Map (Original).
4. Inteqal (Original).
5. BR-Forms 1, 3, 4, 6, 10, 11 & 17.
6. Undertaking for Damages on Rs.1000/-Stamp Paper (BR-5).
7. Proposed Building Plans (04 Ammonia Prints 02 Cloth Mounted)Stamped by Registered Architect.
8. Certificate from Structure Engineer (RDA Registered).

Approved Private Housing Schemes

1. Owner CNIC(Attested Copy).
2. Allotment Letter / Transfer Letter (Society Attested Copy).
3. Possession Letter (Society Attested Copy).
4. NOC from Society (Original).
5. Mortgage Release Letter if applicable.
6. Sub-Division Letter (In case the plot was sub-divided by RDA).
7. BR-Forms 1, 3, 4, 6, 10, 11 & 17 (attached in RDA Building Regulation).
8. Undertaking for Damages on Rs.1000/-Stamp Paper (BR-5).
9. Proposed Buildings Plans (04 Ammonia Prints 02 Cloth Mounted) Stamped by Registered Architect.
10. Certificate from Structure Engineer (RDA Registered)

Plan Scrutiny Fee

Residential = Rs.10 /- per Sft .

Note: BR Form Fee Rs.500/-

30 DAYS

SOP's and Timelines of E-Khidmat & One Window Operation Center

Residential Building Plan