



SINDH BUILDING CONTROL AUTHORITY
(AUTHORITY UNDER SIND BUILDING CONTROL ORDINANCE 1979)



Required Documents for Approval of Proposed Building Plan:

1. Copy of valid CNIC of Owner / Attorney.
2. Two passport-sized Photographs.
3. Property Ownership Documents;

Sr.#	AGENCIES		REMARKS
1.	KDA/LDA/MDA (Development Authorities)	Scenario –1 Pre-Lease	
	Allotment		
	Possession		
	Acknowledgement of Possession		
	Site Plan		
	Transfer Order (if required other than 1 st allottee)		
	Lease Sale Deed Mutation	Scenario –2 Post Lease	(Additional requirements)
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.		
	Lease Mutation Forwarding letter confirming title from concerned authority / land owning agency and the land use.	Scenario –3	
2.	KMC	Pre-Lease & Post Lease	
	Mutation / Extract		
	Site Plan		
	Lease / Sub-Lease (if applicable)		
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.		
	Lease A or Lease B (FORM A) Mutation Forwarding letter confirming title from concerned authority / land owning agency and the land use.	Scenario –3	
3.	KCHS Union 28 Societies & PECHS	Scenario –1 Pre-Lease	
	Allotment		

	Possession		
	Site Plan		
	Transfer Order (if required)		
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.		
	Acknowledgement of Possession Lease Sale Deed Mutation	(Additional requirements)	Scenario –2 Post Lease
	Lease A or Lease B Mutation Forwarding letter confirming title from concerned authority / land owning agency and the land use.		Scenario –3
4.	Other Private Societies		
	Allotment		
	Possession		
	Acknowledgement of Possession		
	Site Plan		
	Transfer Order (if required)		
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.		
	Lease Sale Deed Mutation	(Additional requirements)	Scenario –2 Post Lease
	Lease A or Lease B Mutation Forwarding letter confirming title from concerned authority / land owning agency and the land use.		Scenario –3

Sr.#	AGENCIES		REMARKS
5.	B.O.R		
	Extract		
	Site Plan		
	Lease / Sub-Lease (if applicable)		
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.	Pre-Lease and Post Lease	
6.	Katchi Abadis - KMC, SKA		
	Lease	Post Lease	
	Site Plan		

	Possession Order	No Pre-Lease allowed to be accepted	
	Forwarding letter confirming title from concerned authority / land owning agency.		
7.	SITE		
	Allotment		
	Site Plan		
	Possession Order		
	Sale Deed / Lease Mutation if required		
	Forwarding letter confirming title from concerned authority / land owning agency.		
8.	KPT		
	Lease Agreement / Tenancy / Extract		
	Site Plan		
	Possession Order		
	Verification letter from lessor / concerned authority / land owning agency.		
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.		
9.	Federal Agencies: Export Processing Zone, Port Qasim Authority, Pakistan Steel Ltd, Pakistan Railway, etc.		
	Allotment		
	Site Plan		
	Possession Order		
	Sale Deed		
	Transfer if required		
	Forwarding letter confirming title from concerned authority / land owning agency.		
10.	Other Category: Lines Area Redevelopment Project (LARP), Orangi Pilot Project (OPP), etc.		
	For Completion Certificate:		
	Approved Architectural Building Plan		
	Allotment		
	Possession		
	Lease		
	Site Plan		
	Mutation		
	Forwarding letter confirming title from concerned authority / land owning agency and the land use.		
*	Documents related to Sub-Division / Amalgamation / Extra Land / Attorney / Sub-Attorney / Approved layout plan / change of land use details etc will also be submitted additionally in such cases.		