



# Sindh Building Control Authority

**DIRECTOR GENERAL SECRETARIAT**

No: SBCA/Secy to DG/2021/18  
Dated: 28.01-2021

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Gulshan-e-Iqbal, Karachi-5(Pakistan)  
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## NOTIFICATION

No: SBCA/CE-PS/2021/18 : In supersession of earlier orders in this behalf and in exercise of powers conferred under Section 21-A, Sub-section 2(b) of SBCO, 1979, and to grant construction permits on faster track for the Projects of ABAD falling in Category-IV buildings, and improve the Standard Operating Procedures with the Checklist for the operations of One Window Cell, established to grant "NOCs / Construction Permits" for the Public Sale Projects, the following is notified:

Sr. No.	Responsibility	ACTIVITY	Days
<b>ARCHITECTURAL PLAN APPROVAL</b>			
	IT Section	Submission of proposal shall be made through Licensed Professional Portal. Scrutiny Invoice shall be issued after Prescreening as per checklist. Acknowledgement shall be issued after e-Payment and handing over of hard copy of Proposal.	
1(a)	IT Section	Issuance of request to concerned land owning agency / MPD (where ever required) shall be through e-Construct Portal, online for Verification of Land Title and Land Development Permit Layout Plan.	7
(b)	Town (Concerned)	There shall be a checking of site status, court, NAB, ACE cases, water reservation, R.O.W., encroachment, etc (on prescribed pro forma).	=
(c)	Town Planning Section	There shall be a checking of submitted drawings to verify conformity of outline, podium height level, heritage status, and evacuee status of such plot in accordance with KB&TPR, 2002 (on prescribed pro forma).	=
(d)	Design Section	The status of previous NOC, etc. (if any) shall be checked (on prescribed proforma).	=

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(e)	Town Planning Section	Scrutiny of the case in accordance with checklist and provisions of KB&TPR and issuance of objections (if any) shall be performed.	=
Pre-scrutiny activities listed above from 1(a) to 1(f) are all parallel activities and shall be completed within 7 days.			
2	OWC members	(a) After compliance of objections issued by Town Planning Section and clearance from concerned Town and Design Section, the matter shall be placed before DG, SBCA, by the Director, Town Planning, for its disposal through Additional Director General (Technical), SBCA Headquarter. Note: Title verification from the lessor shall be responsibility of the owner which must be complied with before issuance of construction permit.	3
3	DG SBCA/CE	Architectural Plan, so placed before the Authority shall be disposed within 48 hours.	2
4	Town Planning Section	Architectural approval letter shall be issued with copy to Director (Structure), Director (Design), SMPA and respective Town.	1
5	IT Section	(a) Uploading of Architectural letter / plan at e-Construct Portal along with corresponding file shall be completed. (b) The Original Architecture NOC / Plan shall be couriered at the designated address of the applicant along with SMS and email notification. (Delivery charges shall be borne by the applicant upon receipt of document).	2
<b>STRUCTURAL NOC AND CONSTRUCTION PERMIT APPROVAL</b>			
6	IT Section	Pre-vetted or Post-vetted structural design and drawings shall be submitted through Licensed Structure Engineer before issuance of scrutiny invoice. Acknowledgment of receipt shall be issued after e-payment and handing over of hard copy. Thereafter the case to Structure Section shall be forwarded to the Structure Section.	1
7	Structure Section	(a) The Structure Section shall process the case for vetting as per prescribed procedure laid down in KB&TPR, 2002. In case of Pre-vetted structural drawings by licensed vetting / proof engineers, further vetting shall not be required. (b) After receipt of complete vetted documents / drawings, etc. (as per prescribed list) submitted by the Proof Engineer in accordance with KB&TPR and ACI Code, the case shall be placed before the Authority for its approval through Additional Director General (Technical), SBCA Headquarter. (c) On the basis of earlier approval of Architectural plan duly approved	6

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		by the Competent Authority and after compliance of objections (if any), Director (Structure) will issue the NOC from structure point of view after obtaining approval from the Authority.	
8	IT Section	Structure NOC and Drawings along with Original Final Construction Permit shall be couriered at the designated address of the applicant. Charges shall be borne by the applicant upon delivery.	1
9	Town Planning Section	On receiving Structural NOC, Final Construction Permit shall be issued by Town Planning Section (OWC) after ensuring that the required NOCs and title verification are submitted and that the observations so recorded are complied with. Further provided that clearance of the title of land shall be the responsibility of the applicant, builder, owner and professional. In case, any litigation / dispute arises and in case of defective title of the land, all Permits / NOCs shall be cancelled as withdrawn at the risk and cost of the applicant / builder / owner.	3
10	IT Section	Final Construction Permit shall be uploaded through <i>e-Construct</i> portal to applicant along with SMS / Email notification.	1
<b>DESIGN/SALE NOC APPROVAL PROCESS</b>			
<b>For Multistorey / High Rise Buildings and Bungalows Schemes</b>			
11	IT Section	(a) After Architectural Approval, case of Sale NOC with complete documents as per checklist will be submitted at IT Section through portal of Licensed Builder. Then, the Scrutiny Fee Challan will be generated by the IT Section. (b) After payment of Scrutiny Fee through e-payment, acknowledgement will be issued and case forwarded to Design Section.	
12	Design Section	(a) Scrutiny of Sale NOC shall be made by the Assistant Director and Deputy Director of Design Section for conveying objections (if any). (b) After compliance of objections and receipt of final Construction Permit, case will be placed before the Authority for its disposal.	
13	IT Section	After approval, challan for Advertisement charges and Demand Note for Security Deposit will be generated by IT Section.	
14	Design Section	After payment of Advertisement Challan and submission of Security Deposit, Dy. Director (Design Section) will issue the NOC for Sale and Advertisement through IT Section after insertion of QR code.	
15	IT Section	Public notice of NOC will be uploaded at SBCA's Website, with couriering hard copy to owner (charges to be borne by owner / recipient) along with SMS and email notification.	

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16	Information Section	Public notice of NOC will be published in Newspapers.	
17	Concerned Town	Approved Information Board with QR Code will be installed at Site at the cost of builder.	
<b>For Open Plots Housing Schemes</b>			
18	IT Section	(a) Submission of Application for Sale NOC after issuance of Land Development Permit / Layout Plan by concerned Authority shall be made through portal of Licensed Developer. Scrutiny Fee invoice shall be generated, and after e-payment, the acknowledgement shall be issued on submission of hard copy of documents. (b) The case shall be forwarded to Design Section.	
19	IT Section	Issuance of request to concerned land owning agency / SMPA / Development Authority for verification of land title and validity of Land Development Permit / Layout Plan and letters to Utility Agencies for NOCs shall be done.	
20	Town Concerned	Site status, Court Cases, NAB, ACE Cases, Encroachment, etc., shall be checked.	
21	Design Section	After receiving the title verification, validity of Layout Plan and site report from concerned Town and Utility NOCs and SEPA NOC as per KB&TPR, 2002, scrutiny of the case in accordance with the notified checklist, provisions of Section-5 of SBCO, 1979 and Chapter 4 and 5-2 of KB&TPR, 2002 and issuance of objections shall be carried out.	
22	Design Section	After compliance of all the objections, Director (Design) will put up the case of Sale NOC for the approval by the Authority – Director General / CE, SBCA.	
23	IT Section	After approval of Director General / CE, SBCA, Invoice for Advertisement charges will be generated and acknowledgment will be issued after e- payment.	
24	Design Section	Letter for Mortgage Deed of 15% plots as Security Deposit shall be issued.	
25	Design Section	Mortgage Deed will be executed before concerned Property Registrar.	
26	IT Section	NOC letter will be printed with QR Code and sent back to Design Section.	
27	Design Section	NOC letter will be signed and issued by Dy. Director (Design) Section.	

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28	IT Section	Public notice of NOC will be uploaded at SBCA's Website.	
29	Information Section	Public notice of NOC will be published in Newspapers.	
30	Concerned Town	Information Board with QR Code will be got installed at Site	

### Checklist/List of Documents/Requirements

- i. Documentary Proof of abandonment of previous project on the said plot (if any).
- ii. Demolition Permission in case of old structure existing at site.
- iii. ZP-I Form duly signed by owner and builder & professionals.
- iv. ZP-II Form (Undertaking).
- v. Valid Builder License.
- vi. Valid ABAD membership certificate.
- vii. Firm Registration Certificate / Form 29 / Partnership Deed wherever applicable.
- viii. NTN Certificate.
- ix. CNIC Copy (Owner or Attorney and Builder).
- x. Two Passport Size Pictures (Owner or Attorney and Partners).
- xi. Current Pictures of Site.
- xii. Allotment Order where applicable.
- xiii. Possession Order where applicable.
- xiv. Acknowledgement of Possession where applicable.
- xv. Site Plan.
- xvi. Change of Land Use Plan, if applicable.
- xvii. Sub-Division / Amalgamation, if applicable.
- xviii. Lease Deed, if applicable.
- xix. Mutation/ Transfer Order / Extract / Form-II.
- xx. Registered General Power of Attorney (if any).
- xxi. Six Sets of Drawing.
- xxii. Agreement with Contractor (For G+20 PEC Registered Contractor).
- xxiii. Agreement with Architect, Structure Engineer and Resident.
- xxiv. NOC from CAA where applicable before issuance of final Construction Permit.
- xxv. NOC from PAF where applicable before issuance of final Construction Permits.
- xxvi. NOC from SEPA where applicable before issuance of NOC for sale and advertisement.

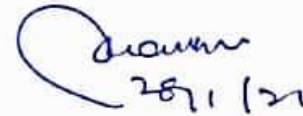
#### Further requirements and conditions:

- 1- Owner and Builder shall submit complete set of above required documents through the Licensed Professional. Original documents will also be produced for verification of photocopies whenever required.



- 2- For public sale projects, applicant should be owner of plot in the capacity of Proprietor / Director / Partner of a builder firm having builder license from SBCA or applicant should be Registered General Power of Attorney of owner having valid Builder License from SBCA.
- 3- For private projects, not meant for Public Sale, exemption from Section 12 of SBCO 1979 (Sale & Advertisement NOC) will be obtained as per the notified policy.
- 4- Registered General Power of Attorney (Not for Sale/Transfer) will not be acceptable for issuance of Sale NOC from SBCA.
- 5- Sale Deed / Conveyance Deed will not be accepted as title document.

Note: To grant speedy approvals, the Town Planning NOC and Structural NOC shall be issued conditionally on submission of an undertaking on Stamp Paper by the builder or attorney or partner. The clearance of the title of plot and required NOC (if any) shall be the responsibility of the builder / owner / applicant / professional. The final construction permit shall be issued only after ensuring that all the codal formalities, NOCs and drawings are submitted and ownership verification has been obtained.



(SHAMSUDDIN SOOMRO, PAS)  
Director General / Chief Executive, SBCA  
(The Authority under the SBCO)

**Copy to:**

1. PS to Chief Minister, Sindh.
2. PS to Chief Secretary, Sindh.
3. PS to Minister, LG&HTP Deptt:
4. PS to Secretary, LG&HTP Deptt:
5. All Directors, SBCA
6. All Regional Directors, SBCA
7. All Deputy Directors, SBCA
8. ABAD.
9. Superintendent, Sindh Govt. Printing Press, Karachi (with request to publish the above in the official gazette of notifications).



Assistant Director (Admn-P-I), SBCA