



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 (Issued by RDA).
4. Sub-Division Letter and Approved Sub-division Plan (In case the plot is sub-divided).
5. BR-Forms 1, 2, 3, 4, 6, 10, 11 & 17 (attached in RDA Building Regulation).
6. Undertaking for Damages at Rs.1000/- E-Stamp Paper (BR-5).
7. Proposed Building Plans (04 Ammonia Prints 02 Cloth Mounted) Stamped by Registered Architect & Structure Engineer.
8. Structure Stability Certificate from Structure Engineer (RDA Registered).
9. Structural Drawings in case of Multi-storey Building (04 sets).
10. Vetting Certificate in Case of Multi-storey Building (RDA Registered Vetting Engr.).
11. MEP Drawings and Certificate (Signed by PEC Registered Engineer).
12. Soil Investigation Report (Signed by PEC Registered Engineer).
13. Agreement of Builder with Resident Engineer, Structure Engineer and Architect on E-stamp paper Rs.1200/-.
14. Extra High charges above 38 feet (For apartment Rs.100/- Per Sq Ft & For Commercial building Rs. 60/- Per Sq Ft).
15. NOC form CAA / RDA (Regarding Height clearance).
16. TIA if applicable.
17. EIA if applicable.

RDA Controlled Area

1. Owner's CNIC (Attested Copy).
2. Registry (Attested Copy).
3. Fard Malkiyat For Map (Original).
4. Inteqal (Original).
5. Aks Shajra (Original).
6. BR-Forms 1, 2, 3, 4, 6, 10, 11 & 17 (attached in RDA Building Regulation).
7. Undertaking for Damages at Rs.1000/- E-Stamp Paper (BR-5).
8. Proposed Building Plans (04 Ammonia Prints 02 Cloth Mounted) Stamped by Registered Architect & Structure Engineer.
9. Structural Drawings in case of Multi-storey Building (04 sets) Stamped by Registered Structure Engineer & Vetting Engr.
10. Structure Stability Certificate by Structure Engineer.
11. Vetting Certificate in Case of Multi-storey Building (RDA Registered Vetting Engr.).
12. MEP Drawings and Certificate (Signed by PEC Registered Engineer).
13. Soil Investigation Report (Signed by PEC Registered Engineer).
14. Agreement of Builder with Resident Engineer, Structure Engineer and Architect on E-stamp paper. Rs.1200/-.
15. Extra High charges above 38 feet (For apartment Rs.100/- Per Sq Ft & For Commercial building Rs.60/- Per Sq Ft).
16. NOC form CAA / RDA (Regarding Height clearance).
17. TIA if applicable.
18. EIA if applicable.

Note: Traffic Impact Assessment Report is required in case of 04 Kanal and above.



Plan Scrutiny Fee

Apartment = Rs.20/-PerSft.

Commercial = Rs.30/-PerSft.



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

Apartment & Commercial Building Plan

Note: BR Form Fee Rs.500/-