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CHAPTER-I

(PRELIMINARY)

1. **Company**

a) This Regulation may be called "***Apex Builders & Real Estate Developers (Pvt.) Ltd. Building Control Regulation, 2026***".

b) It extends to all residential and commercial plots/buildings in the Model Town Kohat.

c) These bylaws supersede all the previously published bylaws.

d) They shall come in to force w.e.f 01 January 2026.

e) The Apex Builders & Real Estate Developers (Pvt.) Ltd. is empowered to change or make amendments in these regulations as and when required.

2. **Definitions**. In this Regulation and in the subsidiary instructions that may be issued from time to time, frequently referred terms have the meanings as indicated. Where any term is not defined it shall have ordinary meanings or such as the context may apply.

I. **Addition/Alteration/Revision in Plan**. Means changes in already existing building or in approved building plan.

II. **Amenity Plot.** Plot allocated exclusively for the purpose of amenity uses, such as government offices, health, welfare, education, worship places, burial grounds, parking and recreational areas

III. **Amalgamation** The joining of two or more adjoining plots into a single plot in accordance with these bylaws.

IV. **Ancillary Building**. Means a building subservient to the principal building on the same plot e.g. servant quarters, garages, etc.

V. **Apartment**. Means an independent residential unit in a building consisting of at least one bedroom, a living room, a bathroom, a kitchenette and a store.

VI. **Arcade** A covered walk-way or a verandah between the shops and the road or street on which the shops abut.

VII. **Area.** Means the area under jurisdiction of the Apex Builders & Real Estate Developers (Pvt.) Ltd. and/or the area shown in the Master Plan of Model Town Kohat and including any extension or modification affected therein from time to time.

VIII. **Balcony**. Means an outside projection from a building overlooking a compound, road or courtyard and projecting in front of a room and not used for sitting purpose.

IX. **Basement**. Means a structure wholly or partly below natural ground level/ approach road level.

X. **Building /House Line**. Means a line beyond which the outer faces of any building except boundary wall, porch and projection may not extend.

XI. **Building Works.** Means site excavation, erection or re-erection of a building or making addition/alteration to existing building.

XII. **Building Plan.** Means a plan showing detailed arrangements for intended building to be constructed on allotted plot.

XIII. **Bylaws**. Means the laws and regulations approved by Board/Competent Authority of Apex Builders & Real Estate Developers (Pvt.) Ltd.

XIV. **Carpet Area**. The net floor area with in a habitable, rent-able or saleable unit excluding the area of peripheral walls but including the area of internal walls and columns**.**

XV. **Corner plot.** Means a plot situated at the intersection of two vehicular streets.

XVI. **Commercial Area**. Means the area where shops, show-rooms, stores/go-downs, ware-houses, other market centres, hotels, club, petrol and gas filling stations etc are to be constructed.

XVII. **Commercial Building**. Means a building having shops, show rooms, offices, hotel, restaurant or apartments on upper storeys.

XVIII. **Company**. Means Apex Builders & Real Estate Developers (Pvt.) Ltd. Builders and Developers (Pvt) Ltd., or concerned officer empowered by the Board (CEO/ MD, Administrator of Model Town Kohat) to approve the plans and to control building activity.

XIX. **Covered Area**. Means (for the purpose of determining the floor area) the sum of the gross horizontal areas of the floor/floors, including, verandas, 25 percent of the area covered by pergolas, but excluding shades/projections (not exceeding the maximum permissible limits).

XX. **Existing Building**. Mean a building already existing on the ground on the date of commencement of alteration/ addition plan.

XXI. **Extra Land** Any price of land that is non-convertible into a plot and has been left vacant adjacent to any plot/s would be the property of Apex Builders & Real Estate Developers (Pvt.) Ltd. which reserves the right to allot it any member on payment or keep it for its own use.

XXII. **Flats**. Mean a block/blocks of buildings consisting of a number of residential units built in a horizontal or vertical manner exclusively designed for human habitation in the Residential/ Commercial Area.

XXIII. **Floor Area Ratio**. (F.A.R) Means the total covered area of a building or buildings on a plot divided by the total area of that plot.

XXIV. **Footprint** The portion of a plot of land covered, at any level, by a building or part thereof other than basement.

XXV. **Foundation**. Means a structure designed to bear and distribute the load of building onto the ground through RCC columns, pillars, beams or walls.

XXVI. **Frontage of Corner Plot**. Frontage of plots opening on more than one road will be with reference to the street no as per the possession/site plan.

XXVII. **Height of Building**. Shall be taken as vertical measurement from the crown of front approach road to the highest part of building.

XXVIII. **Licensed Architect**. Means a person registered with P.C.A.T.P (Pakistan council of Architects and Town Planners) and on panel of Apex Builders & Real Estate Developers (Pvt.) Ltd.

XXIX. **Licensed Engineer**. Means a person registered with P.E.C. (Pakistan Engineering Council).

XXX. **Master Plan**. Means the plan showing layout of the area with schedule and supported by written statement of goals and objectives and financial implications.

XXXI. **Mumty**. A structure with a covering roof over a main staircase and its landing built to enclose the stairs for the purpose of providing protection from weather.

XXXII. **Non-Conforming Use**. Means the use of a plot or structure thereon not conforming to the purpose authorised or permitted under this regulation.

XXXIII. **Open Stair Case**. Means a staircase of which the roof must be fully open to the sky and of which at least two sides must be fully open and clear of any adjoining walls of any other building.

XXXIV. **Pergola.** Means a structure of which the roof must be at least 75 percent open to sky.

XXXV. **Party Wall**. Means a common wall between two adjacent buildings on independent plots.

XXXVI. **Parapet**. Means a wall, whether plain, perforated or panelled, protecting the edge of a roof, balcony, veranda or terrace.

XXXVII. **Plinth**: The height of finished floor level of the ground floor, measured from the top of finished surface of the road serving the plot, taken from the centre of the property line of

the plot along the road. In case of more than one road serving the plot, the plinth will be measured from the reference road providing principal access

XXXVIII. **Projection**. Means an outer side projection from the building line to provide protection from weather and sun.

XXXIX. **Property Line** For the purposes of byelaws means that part of plot boundary which separates private property from the public property or a private property from another private property

XL. **Possession**. Means handing over of a plot to the member with demarcation of four corners.

XLI. **Public Buildings**. Mean a building designed for public use such as hospital/dispensary, post office, police station, town hall, library, recreational buildings and club etc.

XLII. **Residential Building**. Means a building authorised for residential occupancy by one or more families.

XLIII. **Residential Plot**. Means a plot allotted exclusively for residential purpose.

XLIV. **Set Back/Compulsory Open Space.** Means a space compulsorily required to be left open between the building and the plot line without any obstruction

XLV. **Storey**. Means the space between the floor and the ceiling of a building.

XLVI. **Structural Alteration**. Means any change in the structure of a building i.e. supporting members of a building such as load bearing walls, columns, beams, slabs etc.

XLVII. **Shop–Cum-Flats**. Means provision of shops on the ground floor and flats /offices on the subsequent floors in commercial area.

XLVIII. **Sector Shops/Convenient Stores**. Means a row of shops in residential area for routine utility requirements.

XLIX. **Stores/Go-downs**. Means a building /buildings meant for storage of material. Those goods are not of inflammable or objectionable character.

L. **Septic Tank**. Means a tank in which sewage is collected and decomposed before its discharge into a public sewer or Soakage Pit.

LI. **Soakage Pit**. Means a pit filled with aggregate, boulders or broken bricks and intended for the reception of wastewater or effluent discharged from a Septic Tank.

LII. **Trapped Land**. Land which is not accessible/approachable by the Company.

LIII. **TP&BC Dept**. Town Planning & Building Control Department.

3. **Application of Bylaws**

a) Every person who, within the limits of Model Town Kohat, intends to carry out addition or alteration to existing building or demolish the existing building or erects or re-erects a building shall comply with the requirement of theses bylaws.

b) A building plan shall be approved only for the specified purpose of the plot mentioned in allotment letter.

4. **Exemptions.** Application of these bylaws can be relaxed by competent authority provided there is sound justification from engineering, town planning, architecture and all other relevant aspects.

CHAPTER-II

GENERAL RULES

1. **General**. These rules have been framed with a view to facilitate construction by the members. Due relaxation has been ensured while specifying covered area and other details. The designers have been extended leverage to contribute such designs which add to the overall complexion of a healthy environment/development:-

a) Anyone who intends to carry out building works within the boundary of Model Town Kohat should strictly comply with the requirement of these BYLAWS.

b) The plot shall be strictly utilized for the purpose it has been allotted. To preserve the sanctity of planning, ***NO DEVIATION SHALL BE PERMITTED***.

2. **Size of Plots**

a) **Residential** Size of different categories of residential plots is as under:-

Sr. No.	Plot Size	Area in sq. feet
1	5 Marlas	1250
2	10 Marlas	2450

b) **Commercial.** Size of different categories of commercial plots is as under:-

Commercial Name	Standard Size	Category
Commercial	30’ x 40’	6 Marla

3. **Corner Plot**. The owner of corner plot will be required to pay additional (10% of original total) cost as laid down by Apex Builders & Real Estate Developers (Pvt.) Ltd.

4. **Over/Under Size Plots**. Plots measuring less area as above-mentioned will be remitted cost of land only. Similarly those, measuring more, shall be required to pay for the extra/additional area as per the rates decided by Apex Builders & Real Estate Developers (Pvt.) Ltd.

5. **Annexation of Adjacent Extra / Trapped Land**. In case where extra land is available adjacent to the plot, it may be purchased by the member. Rates and permission of such cases is subject to approval by Apex Builders & Real Estate Developers (Pvt.) Ltd. Construction on extra land is not allowed. However, swimming pool can be constructed in the rear/side set-back.

6. **Sub-division of Plots**

a) **Residential** Sub-division is not allowed for 500 sq. yards and below, however, 1000 sq. yards plot can be divided into two units provided that 1000 sq. yards plot lies in the line of 500 sq. yards plots.

b) **Commercial** Sub-division is not allowed.

7. **Amalgamation of Two Plots**. With specific permission, adjacent plots may be combined to form a single unit provided that both the plots have single ownership. Such unit when constructed will not be sub-divided unless complete building is dismantled. Such unit will follow BUILDING BYLAWS as applicable to it.

8. **Levelling of Plots**.

a) **Residential** Apex Builders & Real Estate Developers (Pvt.) Ltd. is not responsible for levelling of plots.

b) **Commercial.** The Company shall not be responsible for levelling the plot in case of any ditch, unevenness or abnormality in the plot.

9. **Chamfering of Corner.** For smooth flow of traffic at turning, the corner of a plot bounded by two roads shall be tapered/chamfered by a standard i.e. 6’ x 6’ on either side from the corner for all categories except commercial plots.

10. **Services**. The Company will provide roads including all services and the members are required to plan extension of these services to their buildings accordingly. Further extension of the services to other users is strictly disallowed. Defaulting members are liable to disconnection of services and financial penalties.

11. **Water Supply**

a) Application for water connection shall be made on the prescribed form to the Apex Builders & Real Estate Developers (Pvt.) Ltd.

b) The consumer shall pay for the supply of water as per meter reading or flat rates as decided by Apex Builders & Real Estate Developers (Pvt.) Ltd.

c) No person is permitted to install motor/pump on the water supply line. Only one connection shall be provided for each building.

d) **Residential**

1) No water point/ tap will be left outside the boundary wall.

2) Construction of underground water tank is mandatory but not on the slope side and be so located / designed that bowsers filling is facilitated.

3) Member found violating the instructions on water supply will be asked to pay violation charges as per Company policy.

4) Washing of car on the road is not allowed.

5) Flow of water through porch on the road is not allowed.

e) **Commercial**

1) Over Head water tank must consist of two portions, one for fire-fighting and other for storage purpose.

2) G.I pipe of 2.5 dia should run from top to basement.

f) It will be obligatory to make the underground water tank.

g) Boring of any type for the purpose of water, sewerage etc is strictly prohibited in the territory of Model Town Kohat except where found necessary.

12. **Sewerage/Manhole** Bylaws regarding house connection to main sewer are as under:-

a) W.C discharge is to be connected with the Model Town Kohat manhole through septic tank.

b) Wash room and kitchen drainage shall be connected direct to the over flow manhole of septic tank. It shall not be connected to the septic tank.

c) Rain water/storm water is to be disposed-off in open drains or on the adjacent roads as per design. It should not be connected to the sewer lines.

d) Members are required to construct proper main holes and septic tanks (only RCC construction). However, Company can assist them by providing standard designs.

e) Members are required to get their septic tanks inspected before covering their tops.

f) Connection to the main sewer line shall be provided by Company on completion of house/building and member will not tamper with main sewer line. Defaulters will be charged as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy issued from time to time.

g) Where a resident/member excavates basement as per his requirement and decides to have bath rooms/toilets, the sewerage disposal will be through mechanical pumps by the resident.

13. **Gas/Telephone/Electric**. The services have been laid by Apex Builders & Real Estate Developers (Pvt.) Ltd. and individual connection to houses be obtained from respective departments in accordance with respective departmental rules/regulations.

14. **Damages**. Nobody is permitted to damage roads and services laid by Apex Builders & Real Estate Developers (Pvt.) Ltd. In case of extension of services; if any damage is likely to be caused to road, sewer line, rain water line etc, such work shall not be undertaken without

prior approval of Apex Builders & Real Estate Developers (Pvt.) Ltd.. In case of damages, the Company will impose penalties and cost of repair work will be recovered from member.

15. **Bearing Capacity Test**. Bearing capacity tests will be arranged by the member through a Apex Builders & Real Estate Developers (Pvt.) Ltd. approved laboratory. The approved list is available in TP&BC Section.

16. **Termite Proofing**. As there is a positive evidence of the presence of termite in Model Town Kohat, members will ensure termite-proofing treatment during construction stage.

17. **Blockage of Street**

a) No part of any street shall be used in connection with the construction, repair or demolition of any building without prior written permission of Apex Builders & Real Estate Developers (Pvt.) Ltd. However, street will not be blocked under any circumstance.

b) No excavation shall be made in any street for utility without prior permission from Apex Builders & Real Estate Developers (Pvt.) Ltd.

c) Defaulters will have to pay charges as per Apex Builders & Real Estate Developers (Pvt.) Ltd. bye-laws.

18. **Lighting and Ventilation**

a) **Size of External Openings**

1) Every room, other than rooms used predominantly for the storage of goods, shall be provided with natural light and natural ventilation by means of one or more openings in external walls. These openings shall have a combined area of not less than 10% for habitable rooms and 7.5% for other rooms of

the floor space of such opening and the whole of such openings shall be capable of allowing free and uninterrupted passage of air.

2) Area for openings in case of warehouse, go-down, storage places etc. shall not be less than 5% of the floor space unless the space is mechanically ventilated.

b) **Size of Internal Openings.** Unless the light and ventilation requirements are met by an air well or ventilation duct, all internal habitable rooms must have openings in internal air wells in addition to door openings not less than 7.5% of the floor area of such room. Access for maintenance of shaft be provided at level from where the shaft commence.

c) **Internal Air Wells**

1) Habitable rooms may receive daylight and natural ventilation from internal air wells which shall conform to the following minimum sizes:-

(a) For buildings up to 2 storeys, 20 sft with minimum width of well 5ft.

(b) For buildings with 3 to 5 storeys, 100 sft with minimum width of well 8 ft.

(c) For buildings higher than 5 storeys, 100 sft plus 10 sft for each additional floor over storeys and minimum width of well 10 ft.

2) Where only kitchens, W.C and bathrooms receive daylight and ventilation from air wells, their sizes shall conform to the following as minimum:-

(a) For building up to 2 storeys, 25 sft with minimum width of well 3ft.

(b) For buildings with 3 to 5 storeys, 50 sft with minimum width of well 5ft.

(c) For building higher than 5 storeys, 50 sft plus 5 sft for each additional floor with minimum width of well 5ft.

d) **Permanent Openings in Kitchen.** Every kitchen shall have openings for permanent ventilation into the external air space not less than 15 % of its floor area.

e) **Water Closet, Bath Room & Ablution Places**. Every water closet, urinal stall and bath room and ablution area shall be provided with natural lighting and ventilation by means of one or more openings in external walls having a combined area of not less than 2sft per water closet, urinal or bathroom except where adequate and permanent mechanical ventilation is provided and which discharges into an open space.

f) **Garages**. Every garage shall be provided with opening of not less than 5% of the floor area for ventilation and lighting incorporated in a wall or in the door.

g) **Staircase**. All staircases which are enclosed shall be provided with adequate lighting and ventilation from openings not less than 7.5% of the staircase area.

h) **Mechanical Ventilation and Central Air Conditioning Waiver - Minimum Requirement**

1) Where undertaking for central air conditioning and permanent mechanical ventilation is provided, the relevant clauses of these regulations dealing with natural ventilation, lighting and heights of rooms may be waived.

2) Where permanent mechanical ventilation in respect of lavatories water closets, bath rooms or corridors has been provided for and maintained in accordance with the following clauses, conditions relating to natural ventilation and natural lighting under these Regulations shall not apply to such lavatories water closets bathrooms or corridors.

20. **Blasting.** Blasting is not allowed for any type of work in Model Town Kohat area.

21. **Disputes.** No member (by virtue of one's status) is allowed to stop the construction activity of other members. Any dispute/interpretation of bylaws shall be referred to Apex Builders & Real Estate Developers (Pvt.) Ltd.

22. **Possession of Plots**. Following procedure is laid down: -

a) On clearing of all dues members should apply for possession of plots on prescribed form.

b) A site plan indicating details **(gate, man hole and water point location)** shall be provided to the member.

23. **Preparation of Building Plans**. For preparation of building plans (new or alteration) the member should engage a licensed architect and structural engineer on the panel of Apex Builders & Real Estate Developers (Pvt.) Ltd..

24. **Submission of Drawings** Member shall submit along with the application, three sets of drawings (in ammonia prints) along with the soft copy covering following details: -

a) Size of sheet should be 30"x 40" and all details be given at a minimum scale of 1/8" on same sheet.

b) The plans of basement, ground floor and first floor, if any and the roof along with mumty.

c) Front elevation, longitudinal section passing through stairs and site plan /key plan showing width of the road. In case of corner plot 2xelevations are required.

d) Elevation and section of boundary wall, gate, ramp and water channel with respect to adjoining road/street.

e) External dimensions of building.

f) Internal dimensions of all rooms.

g) The position and dimensions of all projections beyond the walls of the building.

h) Roof plan showing the location/dimension of overhead water tank, mumty.

j) Total height of building with reference to reference point including level of finished floor, and split-levels (levels be indicated on plans also).

k) Location of reference svc manhole and its invert level and location of water connection shall be clearly shown on submission drawing.

l) Thickness and X-section of RCC structures.

m) Location and size of overhead and underground tank,

n) The sewerage line, waste water/soap line and drainage line should be laid independently and marked properly on the plan. The soap water should not be connected directly to the septic tank. It should be connected to the over flow manhole (constructed within the plot line) of septic tank .The drainage line should be disposed-off directly on to the road/drain. A typical plan is attached for guidance.

o) Schedule of open / covered areas.

p) Schedule of doors and windows.

q) Covered area calculation block plan.

r) Signature of Owner and the Architect on drawings along with required Apex Builders & Real Estate Developers (Pvt.) Ltd. forms.

s) Drawings must be of acceptable Architectural standards.

t) Attested copy of ID Card, Allotment letter, Possession form, Site Plan, NOC form duly verified from Transfer & Record Department and Finance Department, 3x set of submission drawings (ammonia print), soft copy of drawing (in CD), bearing capacity report, duly signed undertaking by the architect and structural engineer on a prescribed form and Prescribed dues (scrutiny fee water charges) as decided by Apex Builders & Real Estate Developers (Pvt.) Ltd. from time to time.

u) Soil test report along with 1xset of structural drawings on A3 sheet duly signed by the Apex Builders & Real Estate Developers (Pvt.) Ltd.'s approved structural engineer along with the certificate on letter head that the structure is safe. These

drawings showing layout and sectional details of foundations, beams columns, lintels, slabs, underground, and overhead water tanks. This set of drawing is only for Apex Builders & Real Estate Developers (Pvt.) Ltd. Kohat record and Apex Builders & Real Estate Developers (Pvt.) Ltd. Kohat has no responsibility regarding the stability / safety of the structure. In case of commercial drawings, the structure should be duly vetted by the Apex Builders & Real Estate Developers (Pvt.) Ltd. Kohat approved vetting engineer.

v) Security charges as per Apex Builders & Real Estate Developers (Pvt.) Ltd.'s approved rates. These will be refunded at the time of issuance of completion certificate after deduction of charges / penalty (if any) imposed on violations during the course of construction.

25. **Scrutiny of Drawings**. Following procedure will be followed:-

a) Member will submit the plans with Apex Builders & Real Estate Developers (Pvt.) Ltd. for approval as per Apex Builders & Real Estate Developers (Pvt.) Ltd. Bye-laws.

b) Plans not conforming to Apex Builders & Real Estate Developers (Pvt.) Ltd. bye-laws will be returned to the architect along with reasons by mail/may be collected by hand, otherwise member can collect approved drawing with permission letter and SOP for demarcation check within 07 days.

26. **Oversight in Scrutiny of Drawings.** Any oversight in the scrutiny of documents and drawings at the time of approval of the building plan does not entitle the member to violate the Bye-laws.

27. **Demarcation of Plot.** Demarcation of plot will be done when the submission drawings have been approved by building control section of TP & BC Department.

28. **SOP for Demarcation Check** Members are advised to follow steps given below for demarcation of plot before taking over construction and thereafter for confirmatory check by survey team of Apex Builders & Real Estate Developers (Pvt.) Ltd.:-

Step-I:

Member to deposit the inspection chart with Town Planning Section of TP&BC Department and also provide the following items at the site on the time of demarcation:-

a. 4 pieces of PVC 4" Dia pipe 2-½' length each.
b. Cement, aggregate / sand / water etc.
c. Required labor with pick, shovel etc.

Pillars will be grouted / installed by the survey team in the presence of the owner / contractor which should not be disturbed or removed till the final demarcation of boundary wall up to DPC level.

Step-II:

Inspection Chart will be forwarded to Building Control Section for inspection of building construction activities after completion of initial demarcation. Building control section has to ensure that the member gets the 2nd demarcation on lean after excavation of the boundary wall before starting of any construction activity on the inner building in case of no basement. However, in case of houses with basement member has to ensure demarcation on lean & DPC level of boundary wall whenever the basement is completed.

Step-III:

Before taking over the construction of boundary wall, member must intimate TP Section for final demarcation on lean / DPC level. Town Planning as well as Building Control Section will also ensure that the plot is finally demarcated on lean / DPC level of boundary wall before taking any further construction.

Note:

a. The subject SOP is laid down for the convenience of members / contractors in order to avoid any violation / embarrassment at later stage. Please follow these SOP strictly otherwise members will be held responsible of any violation.

b. Rs 1,000.00 (one thousand) and Rs 500.00 (five hundred) will be charged on revision of initial demarcation on the disturbance of pillars and issue of new Inspection Chart in case of loss respectively.

c. It is primarily the responsibility of member to ensure the inspection of work on each stage of construction as per Inspection Chart and signature of building inspector of Apex Builders & Real Estate Developers (Pvt.) Ltd. If any anomaly occurs on later stage, member will be responsible.

29. **Approved Drawings**. The member/contractor must keep one set of approved drawings on site, which may be made available to Apex Builders & Real Estate Developers (Pvt.) Ltd. staff during inspection. In case of non-availability of approved drawings; fine would be imposed as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy

30. **Inspection during Construction**. Inspection stages are listed as under: -

a) Demarcation check:-

(1) Before excavation.

(2) After leaning of boundary wall

b) In case basement is to be constructed then: -

(1) On ground demarcation of area to be dug in.

(2) Foundation.

(3) Roof level before pouring roof.

c) Ground floor at finish floor level including boundary wall.

d) On attaining roof height of Ground Floor before pouring in of roof.

e) On raising first floor and upper floors structure one foot above floor.

f) On attaining roof height of first floor and upper floors.

g) On attaining roof height of water tank and mumty, whichever is higher (if applicable).

h) On completion of Septic Tank prior to putting their cover.

j) Structural Engineer has to submit quality control proformae on different stages during the course of construction so that Apex Builders & Real Estate Developers (Pvt.) Ltd. can give the go ahead for next step (proformae are available with Apex Builders & Real Estate Developers (Pvt.) Ltd.).

k) Members who are found violating the bye-laws of Apex Builders & Real Estate Developers (Pvt.) Ltd. during the course of construction, will be charged as approved by Apex Builders & Real Estate Developers (Pvt.) Ltd. from time to time and these charges will be deducted from security deposit.

31. **Addition/Alteration.** No construction, addition or alteration shall be allowed unless drawings are approved by APEX BUILDERS & REAL ESTATE DEVELOPERS (PVT.) LTD. However, minor changes in the building drawing, not in contravention with the Bylaws will be allowed after proper permission from Apex Builders & Real Estate Developers (Pvt.) Ltd. The changes shall be regularized through submission of revised drawings for approval.

32. **Construction without Approval.** Any construction started/ carried out without prior approval of Apex Builders & Real Estate Developers (Pvt.) Ltd. shall be liable to be demolished (partly/wholly) with or without notice at risk and cost of owner.

33. **Revised Submission Drawing.** After issuance of completion certificate if any change (demolition or addition) in the constructed building is required, the revised drawing should be submitted for approval before making any change/s.

34. **Duplicate Copy of Documents.** Copy of submission drawing/ completion drawing/ CD/ soil test report may be given to owner (if available in record) by charging PKR 5,000 for each document.

35. **Completion Plan**. The member should obtain a completion certificate within 3 years from the approval of submission drawings. Any member not submitting completion drawing within 3

years from the approval of submission drawing will be liable to a penalty of PKR 1,000 per month. The documents to be attached with completion plan are as under. -

a) 3x set of drawings (ammonia print).

b) Prescribed dues as decided by APEX BUILDERS & REAL ESTATE DEVELOPERS (PVT.) LTD. from time to time.

c) Inspection Chart duly signed by the concerned Officer during construction along with respective proformae signed by the architect (Form # 2 & 3) & structural engineer (Form#4) for adherence to bylaws & quality control in construction respectively.

d) Soft copy of drawing.

e) After the receipt of completion drawing, Apex Builders & Real Estate Developers (Pvt.) Ltd. technical staff shall arrange to inspect such work and after inspection either approve or disapprove or regularize minor deviations with penalty, at rates as approved by the Apex Builders & Real Estate Developers (Pvt.) Ltd. from time to time.

f) In case of no violation; completion case shall be put up to the Apex Builders & Real Estate Developers (Pvt.) Ltd. Board for final approval.

g) In case of violation the member shall be asked either to pay the prescribed penalty against minor deviations or completion plan shall be returned unsanctioned with an order for demolition of the subject un-authorized construction.

h) In case member intends to construct the building in phases, the sequence of construction in phases duly numbered shall be indicated on the submission drawing. For purpose of obtaining NOC of a building, the minimum requirement is completion of ground floor in all respect.

j) If member wants to occupy the building partially/completely then he should submit an application for occupation of house. If member occupies the building without getting approval from Apex Builders & Real Estate Developers (Pvt.) Ltd. penalty/fine

would be imposed as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy. Member can apply for completion certificate after occupying his house but completion certificate must be obtained within 3 years from date of approval of submission plan failing which penalty would be imposed as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy.

k) Membership of Apex Builders & Real Estate Developers (Pvt.) Ltd. club will be subject to completion certificate.

l) Illegal occupants and violators will not be entertained with social & civic facilities of Apex Builders & Real Estate Developers (Pvt.) Ltd. (i.e. Community Centre, Water bowsers, Ambulance, Car stickers and provision of cable network etc).

36. **Revised Completion Plan**. If at any stage after the completion plan of building has been approved any additions and alterations are made within the same building, according to approved building duly approved by Apex Builders & Real Estate Developers (Pvt.) Ltd. for such additions, revised completion shall be mandatory.

37 **Cancellation of Completion Plan.** If at any stage after getting completion a member found violating Apex Builders & Real Estate Developers (Pvt.) Ltd. In the light of bye laws of Model Town Kohat, he will be issued three notices in a spam of three months and completion will be cancelled after issuance of final notice. The fine of PKR 5,000 per month will be imposed starting one month after issuance of final notice till the removal of violations and applying for revised completion.

CHAPTER III

SPACE REQUIREMENT FOR BUILDINGS

1. **Residential Building Standards**. All residential houses shall comply with following standards

Area of Plot sq. ft.	Allowable Covered Area (G.F)	Allowable Covered Area (F.F)	Front (ft.)	Rear (ft.)	Side (ft.)	Side (ft.)
Residential 1001 to 1500	80% (including car porch)	F.P of G.F Area less Car porch	5	5	Nil	Nil
Residential 1501 to 2500	70% (including car porch)	F.P of G.F Area less Car porch	7	7	3	Nil

☆☆ For Internal Ventilation, Duct Must be provided.

☆ Along porch side.

☆ Changes agreed by **BOD** of Apex Builders & Real Estate Developers (Pvt.) Ltd. on **01.01.2026**

☆ In case anyone wants to increase the covered area of the plot, Rs. 6,000/- extra charges must be paid on drawing approval fee.

The compulsory open spaces mentioned in Para – I will not be applicable for smaller size plots falling the category of large size plot and owner of such plots will get written approval from Apex Builders & Real Estate Developers (Pvt.) Ltd. regarding COS.

2. **General Conditions**

a) **Covered Area**

1) Ground Floor shall comprise an area of building block plan by excluding all the set-backs/compulsory open spaces.
2) Basement and, shades shall not be counted in covered area.
3) In case of pergola, 25% of its area shall be counted for calculation of covered area. However, pergola shall not be permitted within the set-backs/compulsory open spaces.
4) Maximum permissible basement area is 100 % of ground floor area less car porch.
5) Structures such as fiber glass, steel structure would be taken in the covered area.

b) **Basement** Generally open / closed basement is allowed to all members irrespective of topography of plots but with following conditions:-

1) Additional charges i.e. Rs.1/sq. ft. will be levied on the covered area of basement exceeding 2/3rd of the ground floor area and total lower basement area.
2) In case of open basement an NOC is required from the neighbor who has an existing structure so that the area can be dug in till the boundary wall of this neighbor. No such NOC is required in case of closed basement.
3) Frontal set back will be left untouched.
4) Remaining setbacks can be dug till the boundary lines of the neighboring plots.
5) In case of any damage to the adjacent building, the owner of the plot and Structural Engineer/Architect shall be jointly responsible for such damages and shall have to use proper engineering techs in order to avoid damage to neighboring buildings. Apex Builders & Real Estate Developers (Pvt.) Ltd. in no way shall be held responsible for such damages.
6) The basement shall not be exposed more than 3'-6" from crown of the abutting road/zero level.

7) The side setbacks in open basement may be covered but there level should not be more than the porch level.

8) Construction of ramp, stairs/steps leading to the basement is permitted within in the side and rear set back without any super structure over them.

9) Clear height of the basement shall not be less than 8 feet 6 inches and more than 10 feet.

10) In all cases, the building should look like two stories and the total height of building from the reference point shall not be more than 35 feet.

11) Basement walls adjacent to completed houses should be completed within 15 days from the date of commencement of excavation.

12) All the retaining walls of the open/closed basement should be of RCC.

13) In case of open basement member can excavate 2 feet in to the adjacent plot with the permission of the owner/Apex Builders & Real Estate Developers (Pvt.) Ltd. Building Control section by acquiring NOC but the backfilling should be done with sand. In case of adjacent house is constructed, the member would not be allowed to excavate.

14) If services, such as bath and kitchen etc. are provided in the basement, the owner must provide mechanical disposal from the basement to the upper level in all cases (irrespective of levels of mains), so that there is no possibility of back flow in case of choking of the sewer lines. Apex Builders & Real Estate Developers (Pvt.) Ltd. will not be responsible for the consequences in any case.

15) Cost of additional services work shall be borne by the member.

16) The entry to the basement from rear and side set-back is allowed.

17) In no case the basement shall be allowed in the minimum prescribed set-backs. .

18) Closed Basement, vaults, cellars and other structures, wholly or partly below the ground level/approach road level, shall be allowed by the authority provided minimum 1x emergency exit should be provided.

c) **Reference Point** Reference point shall be the intersection of gate centre line & reference road crown. However reference point for construction from one street to another may be approved on case to case basis.

d) **Finish Floor Level**. Finish floor /Plinth level of ground floor should not be more than 4'-6".

e) **Set Back Level.** The level of setbacks should not be more than 2' but corner side set back level may be raised up to level of adjacent road.

e) **Height of the Building & Height of Floors**. Maximum height of the building including water tank/mumty or any structure should not exceed 37 feet from the reference point. In exceptional cases where site permits increase in height, Rs. 15,000.00 will be charged per additional one foot to a maximum up to 1 ft. will be allowed after payment of PKR 15,000/- and approval from Company.

f) **No of Storeys**. Maximum two storeys (ground + first) are permitted. Number of storeys will be counted from the reference street/road.

g) **Under Ground Water Tank and Septic Tank**. These should be constructed with their own RCC walls and should have a distance of 3 ft from front boundary wall. Any other boundary wall should not be used for construction of these tanks. These should be located in such a way that bowsers filling for water tank and cleaning of septic tank using sludge pump is facilitated from outside.

h) **Projection/Shade** Sun shades to be kept as under:-

1) In front set-back not more than 3 feet.

2) In side set-backs not more than 2' 6" for plots of 4000 sq ft and above and not more than 1' 6" for plots below 4000sq ft.

3) In rear set-back not more than 3 feet for plots equal to or larger than 4000 sq ft and 2' for plots below 4000 sq ft.

4) Fiber glass coverage on window top to avoid direct sun or rain will be allowed only till width of window. Depth of such projection shall not be more than 2'-6" in side set back and 3 in front/ rear setback for 4500 sq. ft. and above plots. For plots less than 4000 sq ft side shade width should not be more than 1'-6".

5) No room shall be constructed on the projections/ shades projecting beyond the building line.

6) No ornamental pillars / construction of any type on shades and in COS is allowed.

7) Maximum fall of shade shall not be more than 3ft.

8) no projection beyond these limits whether temporary or permanent will be allowed in these set back.

9) No other structure of any type is allowed in compulsory offsets.

j) **Open Stair Case**

a) Spiral steel stairs of 4 ft. 6 inch dia or straight steel stair of 2 ft 6 inch width allowed in rear setback starting from building line for plots of 4000 sq ft and above having rear set back minimum 7 ft and above (mumty cannot be constructed on these stairs).

b) In no case open stairs allowed inside setbacks.

k) **Mumty.** Mumty should be above primary or secondary stair case. Mumty area may be used for storage, habitable including bathroom etc. No window will be allowed on sides of neighboring plot. Height of mumty will not be more than allowed on the roof

of mumty. Width of mumty should not be more than half of width of plot. The detail of mumty area allowed is:-

1) Plots of 4000 sq. ft. and above - 400 sq. ft.

2) Plots from 2251 sq. ft. to 3999 sq. ft. - 300 sq. ft.

3) Plots 2250 sq. ft. and below - 250 sq. ft.

No structure of any kind will be allowed on the roof except mumty and 1 x O.H.W.T.

l) **Entry Gates**.

1) Position of the gate will be kept as per Apex Builders & Real Estate Developers (Pvt.) Ltd. approved format. For plots having level difference of 7feet or above in frontage of 50 feet can change the main gate location after the approval from Company, however no services such as transformers, DBs etc will be shifted.

2) Two gates shall only be allowed in case of corner plots or in case of plots having roads on any two sides. Non-corner plots having frontage 70 ft and above can have two gates on the same side only. Non corner plots having frontage of 70 feet and above can have two gates on front side. No services will be shifted for second entry/ gate. Charges for second gate on one side will be same as opening on two road changes. Member will have to pay additional dues as per APEX BUILDERS & REAL ESTATE DEVELOPERS (PVT.) LTD. policy for all above mentioned cases.

3) Standard width of main gate including wicket gate and excluding pillars should not be more than 15ft and for corner plots width of second gate shall not be more than 10 feet. The width of Gate Pillars should not be more than 1'-6" (width of pillar will be inclusive of boundary wall)). However, if member increases width of main gate up to 25ft he/ she has to pay an amount of 3000/ft as one time measure but no services such as transformers, DBs etc

would be shifted. In case of measurement in inches width will be taken as one foot one the higher side.

4) Provision of any kind of arch / design element over the gate is not allowed.

m) **Ramp** Drive way is to have four minimum 6" dia independent conduits for laying services like telephone/gas/water supply etc under it. This should be indicated in the plan of the house. The slope of ramp should be as under:

1) Where no footpath exists, the ramp may be extended maximum up to the outer edge of drain kerb stone/plot line. The height of ramp at start of property line should be maximum 12" or in a slope of 1:7.The height of ramp would be taken from intersection of gate centre line & reference road crown.

2) Where footpath exists, the ramp start point may be taken from inner edge of footpath. The height of ramp at start of property line should be maximum 12" or in a slope of 1:7. The height of ramp would be taken from intersection of gate centre line & reference road crown.

n) **Size of Rooms.** The minimum area of a room meant for human habitation shall not be less than 80 sq. ft.

o) **Car porch.** Sizes of car porches for different category of plots are as under.

Area of plots (Sq-fts)	Maximum Sizes (including side set-back)	
4499 & 2250	17'-0" x 14'-0" 10'x0" x 13'x0" (2nd porch for corner plots only)	1) 2 x car
2249 & 1200	10'-0" x 13'-0" 10'-0" x 10'-0" (2nd porch for corner plots only)	

porches shall be allowed for corner plots, plots with two entries as well as for non-corner plots having frontage 70 ft and above.

2) Second car porch shall fall within the permissible projection/shade i.e. 2'-0" but with side porch columns resting over the boundary wall.

3) The covered area of porch falling in the permissible building block shall be counted in the total covered area, irrespective of its size/shape etc.

4) Roof of porch may be of pergola type; however, there shall be no relaxation in area of porch due to the type of roof.

5) For the plots having area more than 1800 sq-fts; porch columns shall have a clear distance of at least 8 feet from the outer edge of the front boundary wall; however projection of 3'-wide towards front only is allowed.

6) For 1800 & 1100 sq-fts; porch columns shall not extend beyond the front building line; however, projection from porch column towards front only can extend by 2'-6".

7) Construction is not allowed above the car porch. However construction above/under the second porch may be allowed after leaving the COS.

8) if porch / porches are constructed after leaving compulsory open space then construction is allowed above/ under the porch.

9) The larger size porches can be constructed after leaving the COS.

9) Storm water from the roof of porch shall be drained within the plot.

10) High car porch is not allowed with columns resting over the boundary wall. They can however be permitted if kept clear of the COS.

11) Provision of false wall / design element up to 3 feet from building line above the car porch excluding the side set back will be allowed only for aesthetic improvement after the approval from Company.

p) **Boundary Wall**.

1) Member can construct a boundary wall within his property line. If the boundary wall of 41/2 inches is constructed then pillar of 9'*9" at 10ft distance must be provided. If member wants to construct a common boundary, approval of both neighbours should be necessary and an affidavit in this regard from both neighbours to Apex Builders & Real Estate Developers (Pvt.) Ltd. should be mandatory.

2) Both neighbours shall have shall have full right to use it on their respective sides/top. However, no space from right of way of road/street shall be utilized for this purpose. Maximum height of boundary wall from inside level of setback i.e. +1 from reference point should not be more than 6ft and not less than 5ft. The boundary wall should be an RCC or brick masonry wall. A 1'-6" high safety grill can be provided above the boundary wall.

q) **Bay Windows.** For Plots equal to or more than 4500 sq. ft. 2'-6" wide bay window and length 10' can be provided in frontal set back and side set back(only corner plots) at ground floor only. For plots less than 4500 sq. ft. 2'-6" wide bay window can be provided in frontal set back at ground floor only. The area of bay window shall be counted into total covered area.

r) **Parapet.** A maximum 4 feet high parapet wall can be constructed.

s) **Main Stairs.** Every building shall have a clear width of steps of stairs not less than 3'-0", with riser maximum up to 7'-6" and tread minimum up to 10".s

t) **Area of Servant Quarter:** Area for servant quarter should not be less than 80 sq. ft. excluding bathroom.

u) **Drain under Gate** A water channel of 4"x4" would be constructed along the main gate line. This drain would be suitably connected to over flow manhole of septic tank through a 1 inch dia pipe. Steel grating shall be provided to cover it.

v) **Services Area in front of Plot** The services area in front of plots can be developed in to green area by the member by confining the area with edge stones max up to 4" from footpath level and where no footpath the same would be taken from road level. No fencing and tree plantation would be allowed. However flower plants/hatching can be done provide height of these plants should not be more than 3 feet.

w) **Electric Meters** Maximum two electric meters would be provided for each plot.

x) **Two Adjacent Plots.** If member has two adjacent plots and he uses one plot for construction of his house and second as lawn, then he has to follow following procedure:-

1) Both the plots must be owned by the member.
2) If ownership is different than an affidavit on judicial stamp paper of PKR 100/- and a sketch showing detail of boundary wall and gate duly signed by the approved architect will be required from second owner that he/ she has no objection for utilizing his / her plot as green area only.
2) Members to get site plan/possession of the plot to be utilized as green/lawn.
3) Construction of underground water tank and structure using steel, fiber, or wood up till 25'x25' in the plot utilized as green area will be allowed after approval from Company.
4) Combine boundary wall will be erected and second gate is allowed at second plot utilized as green area as per Apex Builders & Real Estate Developers (Pvt.) Ltd. gate layout plan.
5) A passage/ drive way from gate to building line would also be allowed, however no construction of any type such as porch etc. would be allowed.

5) Monthly water charges will have to pay by the owner.

Y) **Extra Land.**

1) Construction is not allowed in extra land without changing its category to constructible land.

2) In case extra land is equal to or more than the respective set-back building line can be extended up to plot line.

3) Provision of Gazebo / covered sitting area using wood / fiber / steel up to 150sqft will be allowed after having compulsory set-back and approval from Apex Builders & Real Estate Developers (Pvt.) Ltd.

4) Member holding extra land 10 Marla and above and maintaining it green will have to pay double water charges. An additional water connection will be provided for green area after payment of dues.

5) Provision of wicket gate in extra land having opening on road will be allowed after approval from Apex Builders & Real Estate Developers (Pvt.) Ltd.

y) **Construction Period**. The member must complete construction on the plot within a period of 3 years from the date building plan is approved. In case of building is not completed within 3 years, action would be taken as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy.

z) **Two Adjacent Plots at Different Levels** If two back to back plots are at different levels and level difference is more than 5 feet then owner of the plot who first construct the house should have to construct a common retaining wall at rear side and foundation of retaining wall should start from the lower road level and top level of retaining wall should be up to higher road level.

aa) **Pools.** Swimming and decorative pools and fountains may be allowed after approval from Company. However Company is not responsible for supply of water in case of swimming pool.

bb) **Under Ground and Over Head Water Tank Sizes.**

Maximum size of Under Ground and Over Head Water Tank will be as follows:

1) **Under Ground Water Tank Sizes:**

(a) 1500 gallons for plots up to 1 Kanal

(b) 2000 gallons for more than 1 Kanal

2) **Over Head Water Tank Sizes**

(a) 900 gallons for plots up to 1 Kanal

(b) 1200 gallons for more than 1 Kanal

aa) **Misc.** In exceptional cases due to peculiar site condition/shape of plot, the Apex Builders & Real Estate Developers (Pvt.) Ltd. may allow deviations and following is laid as guide lines

1) Only one overhead water tank (permanent / temporary) will be allowed. However internal partitioning of tank in allowed.

2) Maximum height of overhead water tank from top of 1st floor slab will be 7 ft.

3) Finish floor level of set-backs should not be more than 2'.

4) Earthing pit should be constructed inside the plot boundary.

5) Only one underground water tank is allowed.

6) Construction of water fall / gazebo/ cage/ tandoor / flower pot etc not allowed in rear and side setbacks. However for corner plots having front setback 13ft and above rockery/ water fall (at corner side only) may be allowed after approval of Company but its height should not be more than height of boundary wall.

7) Maximum width of stairs in side set back leading to ground floor only should not be more than half width of setback.

8) In case of violation, charges will be calculated across full length and not for a specific portion of violation.

9) Development / protection of plot (retaining wall etc) within boundary line include extra land is sole responsibility of owner.

10) Construction of boundary wall without construction of houses and using it as green area / plantation of trees or any other purpose is not allowed except with prior approval of Company.

3. **COMMERCIAL BUILDING STANDARDS.** Commercial plots shall observe the following standards

Area of Plot sq. ft.	Allowable Covered Area (G.F)	Allowable Covered Area (F.F)	Front (ft.)	Rear (ft.)	Side (ft.)	Side (ft.)
2501 to 5000	65% (excluding car parking)	F.P of G.F Area less Car parking	10	Nil	Nil	Nil

4. **General Conditions for Commercials**

a) **Height**

1) **Main Commercial up to 5400 sq fts.** Maximum height of the building may be increased to 77 feet from reference point including machine room for lift, water tank and stair mumty

2) **Sector Commercial up to 5400 sq fts.** Maximum height of the building may be increased to 55 feet from reference point including machine room for lift, water tank and stair mumty

3) For larger commercial plots Apex Builders & Real Estate Developers (Pvt.) Ltd. will give separate approval depending on nature of commercial project.

b) **Height of floor and Area of Shops** The height of floor should not be less than 9 feet. Minimum area of the shop should not less than 100 sq. ft.

c) **Basement.** Basement is allowed to all members irrespective of topography of plots but with following conditions

1) In case of open basement an NOC is required from the neighbor who has an existing structure so that the area can be dug in till the plot line of this neighbor. No such NOC is required in case of closed basement. In case of any damage to the adjacent building, the owner of the plot and Structural Engineer/Architect shall be jointly responsible for such damages and shall have to use proper engineering techniques in order to avoid damage to neighboring buildings. Apex Builders & Real Estate Developers (Pvt.) Ltd. In no way shall be held responsible for such damages.

2) The basement shall not be exposed more than 4 feet from crown of the abutting road/zero level.

3) Clear height of the basement shall not be less than 8 feet 6 inches.

4) Basement walls adjacent to any constructed plot should be completed within 15 days from the date of commencement of excavation.

5) If services, such as bath and kitchen etc., are provided in the basement, the owner must provide mechanical disposal from the basement to the upper level in all cases (irrespective of levels of Apex Builders & Real Estate Developers (Pvt.) Ltd. mains), so that there is no possibility of back flow in case of choking of the sewer lines. Apex Builders & Real Estate Developers (Pvt.) Ltd. will not be responsible for the consequences in any case.

6) Cost of additional services work shall be borne by the member.

7) Construction of R.C.C retaining wall (as per structural design) at building line shall be compulsory.

d) **Reference Point.** Reference point shall be the intersection of building center line & reference road crown.

e) **Projection/Shade**

1) Maximum 3 ft beyond plot line at front and rear (if site permits) after height of 14 feet from the adjacent road.

2) Conversion of projections into habitable area only at front. However, rear may be used for balconies only.

3) Minimum height above street/road level from center of adjacent street/road to projection, balconies and sunshades 14 ft.

4) Corner plots or plots having opening on two roads would be allowed construction on shade at front and side/rear after the height of 14feet, provided that dues for corner/ opening on two roads are paid. Plots which have openings on three sides the construction on shade at 3 sides shall be allowed after paying double the charges for corner plots.

f) **Mumty**. Maximum up to 30% of the plot area can be utilized for mumty. Mumty area may be used for machine room, lift room, generator room, living area or bathrooms.

g) **Arcade**

1) A 6 feet wide arcade at front is compulsory for all plots irrespective of the size / use of plots.

2) Minimum clear open space between columns inner edge to wall is 4'-6" for all plots.

3) Level difference between arcade and shop may not be more than 6".

4) Lighting in the arcade shall be the responsibility of back shop owner.

5) Clear height shall not be less than 8'-6".

6) Spill over from the shops is not allowed in the Arcade.

h) **Entrance Steps.** Entrance steps shall not protrude after the plot line..

j) **Septic Tank**. A septic tank can be constructed aadjacent to the entrance stairs in the parking area. To maintain the Septic Tank and to keep it clean and workable is the responsibility of the plot owner.

k) **Shops/Offices/Apartments Numbering**. Shop/Office/apartment number will be shown on submission drawing for reference. The numbers will be in clockwise direction A,B,C,D,E, and so on.

l) **Finish Floor Level**. Finish floor /Plinth level of ground floor should not be more than 4'-0

m) **Hoardings**

1) The content of display has to be approved by Apex Builders & Real Estate Developers (Pvt.) Ltd. before hand and payment of fee as prescribed by Apex Builders & Real Estate Developers (Pvt.) Ltd. from time to time.
2) Fixing arrangement like hooks etc. should be planned adequately.
3) On the facia of shop 2' wide space be provided to fix hoardings.
4) For the visual display hoardings large screen TV has to be in such a place so that attention of the drivers is not distracted.
5) Sound is not allowed in advertisement.
6) Electrical & Structural responsibility of Neon signs shall be of the owner.
7) The name of the owner, mobile number and address has to be displayed on the side of his/her hoarding.
8) Any hoarding at any time can be dismantled by Apex Builders & Real Estate Developers (Pvt.) Ltd.
9) The size, shape, weight, look, structure stability and electrical safety, to be submitted to Apex Builders & Real Estate Developers (Pvt.) Ltd. for approval, of the large hoarding are the responsibility of Civil / Mechanical Engineer.

n) **Stair Hall**

1) The clear width of stairs shall not be less than 3'-0". The riser shall not be more than 7 inches and the tread shall not be less than 10 inches.

2) Not to be constructed with inflammable material.

3) All stair cases should be of R.C.C.

4) Walls to be made in RCC and with fire rated doors having fire rating of 3 hours.

5) All stair halls have to be connected with the basement and the roof top.

6) The minimum clear head room under beams and stair landing shall be 7ft.

o) **Lightening Protection** For all commercial buildings lightening protection should be provided

p) **Façade Code**

1) Maximum effort to make the elevation in uniformity.

2) Module of pillars/column with equal openings and the size of columns are the same.

3) Drainage of storm water will not be through spouts but through down pipes.

4) No sanitary pipes services for kitchen as well as bath rooms be allowed on the face of the shop.

5) AC heat exchangers, services pipes, electrical cables, telephone cables and dish cables are not allowed on the face.

6) Passages for all the above services have to be provided in design.

7) Advertising hoardings has to be designed and uniformity has to be observed.

8) If the face is glass cleaning trolley and trolley rail has to be provided.

9) Services not to be exposed.

10) False ceiling, night lighting, cleaning in front of the shop in the corridor or arcade is the responsibility of the shop owner.

q) **Commercial Signage**

1) Width – Complete from face of shop

2) Depth – Standard 1ft.

3) Height – up to 3ft.

4) Corner shop with exterior side face shall be allowed signage over the window width with height not exceeding 5 ft.

5) Placement of any other Temporary / Permanent materials outside the shopping center is strictly prohibited.

6) Safety of signboard to avoid any incident / injury to any visitor will be sole responsibility of owner / member.

r) **Provision for Special Persons**

1) Minimum one toilet for handicapped equipped with special fixtures.

2) Minimum one lift in all commercial and public buildings which can accommodate a wheel chair.

3) Ramp from foot path level to entrance of the building.

s) **Generator**

1) On the roof top or in the basement along with ATS panel.

2) The standby generator for complete building load will be encouraged.

t) **Toilets**

1) Be provided in each commercial block

2) Separate arrangement for ladies is mandatory. One WC for the disabled is encouraged.

3) Cleaning and maintenance of the toilets is the responsibility of the owner.

u) **Lifts.** Lifts / Escalator shall be provided in building where the climb is more than four storeys (Ground Floor + 3) & shall conform to the technical provision of BS5656 or latest.

v) **Swimming Pool** No swimming pool can be provided for plots up to 5400 sq. ft. for Plots more than 600 sq. yds. The swimming pool can be constructed after the approval of the Company.

w) **Installation of Antenna Tower & Lightening Conductor**

1) Permission will be valid for one year which may be renewed every year with prescribed fee

2) The position of the tower has to be incorporated in design of the building the weight and placement has to be taken care of in the building structure.

x) **Tandoor and Flour Grinding Machine**

1) Permission for fixing is essential from Apex Builders & Real Estate Developers (Pvt.) Ltd.

2) No wood as fuel will be used.

3) Flour grinding machine is not allowed also industrial and semi industrial activities are not allowed.

y) **Fire Safety and Security System**

1) Width of stair flight shall not be less than 3'-6".

2) Stair hall shall have concrete walls.

3) Stair hall doors shall have fire rating of 3 hours.

4) All building shall be equipped with fire hose and GI/C.I exposed pipes painted in red with firefighting wall cabinets on each floor covering a distance of 150' on each side.

5) Separate fire motor shall be installed in the basement.

6) Steel structure shall have a fire safety of 3 hours and ½ hour for nonstructural members.

7) State of the alert security system, approved by the Company shall be mandatory for all building constructed in Model Town Kohat.

y) **Parameters for Educational Institutions**

1) Parking Space. All educational institutions shall leave 20 feet wide parking space in addition to the space (ROW) on all the side of their leading roads. Parking shall also be provided in the basement for vehicles of the staff as approved by the Company.

2) Clear Space. All educational institutions shall leave 30 feet clear space at front whereas 10 feet space at other three sides between the compound wall and the building directions.

3) Ventilation Each classroom should have at least two doors, one on each end for better and free ventilation. Adequate cross/forced ventilation shall be provided at opposite directions.

4) Lavatories. An adequate number of lavatories should be provided at each floor.

5) Water Points. Electric water cooler shall be provided on as required basis.

6) Residential Accommodation. No residential accommodation shall be built for the staff in the premises allocated for institute. However, guardrooms may be constructed in the premises with the approval of the Company.

7) Height of Rooms. Minimum of 12 feet clear height shall be provided for main rooms such as classrooms, laboratories, etc. The clear height of these rooms may be 10 feet if air-conditioning is proposed and implemented.

8) Master Plan. School administration shall submit a Master Plan of the use of space even if they may not be interested to construct the total area initially. The Master Plan shall clearly indicate the playing areas, which shall never be

utilized for construction purposes. The assessment of such areas shall be made keeping in the view the standard sizes of playground for various games.

9) Minimum Height. Minimum height of the educational institutions shall be restricted to 44 ft. with three stories if it is constructed in area other than residential area, whereas it shall be 30 ft. with two stories in residential area.

10) MI Room A room for medical treatment shall be provided

z) **Structures on Roof**. Only the following structures of permanent nature may be constructed on roofs provided they are designed and built to the satisfaction of the Company: -

1) Chimneys/air conditioning and other ducts, vents and wind catchers.
2) Water tank suitably designed.
3) Radio and television antenna post.
4) Parapet walls of 3 feet high. In case of accessible roof, the provision of railing parapet wall would be compulsory.
5) Stair tower/mumty.
6) Lift rooms, Sky light, etc.
7) Other structure, which the Apex Builders & Real Estate Developers (Pvt.) Ltd. may permit by general or specified order.
8) No mobile phone antennas and billboards are allowed on roof of house for residential plot, however, allowed for commercial subject to approval of Company.

aa) **For Amenities and Commercial**

1) On completion of construction and before main electrical connection is provided to the building/house, the member shall submit test report of electrical system issued by a government/WAPDA approved wiring Inspector.

2) An independent earth pit will be provided in the building/house. The earth resistance of the pit must be less than 5 ohms

bb) **Instructions for Shop Owners**

1) Garbage shall not be thrown in front of houses / shops / public buildings. Shopkeepers shall place dustbin in front of their shops and place the garbage in dustbin from where it shall be picked up by Company.

2) In order to avoid inconvenience to the customers, air conditioners shall be installed at the height of 8 feet from the level of veranda and proper arrangements shall be made for drainage of water. Preferably split type of air conditions may be installed.

3) Wall chalking, writing on walls and pasting of posters etc. on the walls shall not be allowed.

CHAPTER IV
HEALTH AND SAFETY GUIDELINES

1. Architect and engineers should make sure safety of the building by practicing proper engineering technique, professional skills and execution procedures as per health and safety standards.
2. Architects, engineers and other professional persons involved in design of building should make sure not to include anything in the design that would necessitate the use of unwarrantably dangerous structural procedures and undue hazards, which could be avoided by design modifications.
3. Every member, contractor and sub-contractor shall make an arrangement during operation, handling, transport, storage of building material to endure the safety and health of the labour and public.
4. Every member, contractor and sub-contractor shall ensure that all workers are properly informed of the hazards of their respective occupations and the precautions necessary and adequately supervise to avoid accidents, injuries and risk to health, in particular that of young workers, newly engaged workers and illiterate workers.
5. Blasting and use of explosives for excavation/ demolition is not allowed.
6. Debris shall be handled and disposed-off by a method, which will not endanger workers and public safety and health.
7. No youth under the age of 14 is permitted on the Habitat construction site.
8. Use of ladders is not allowed during poor weather or on windy days.
9. Safety of worker, labour and visitor will be sole responsibility of member/ owner.

CHAPTER V
ADMINISTRATIVE ASPECTS

1. **Commercial Activity:** No commercial / semi commercial activity is permitted in the residential areas.

2. **Messes/ Guest Rooms:** Residential accommodation cannot be used / rented as Mess, Guest House, Guest Room or Hostel Etc.

3. **Utilization of Vacant Plots:** Vacant plots/ open area cannot be used for any function/ gatherings except funeral gathering.

4. **Fire Works/ Discharge of Arms:** To guard against any untoward incident, display of fireworks (Atish-Baazi) and discharge / testing of arms is prohibited in residential area.

5. **Distinctive Marking / Flags:** Flags / banners which show political / religious / Sectarian affiliations are not allowed on both residential and commercial buildings.

6. **Grave Yard:** Apex Builders & Real Estate Developers (Pvt.) Ltd. policy on graveyard will be followed strictly.

7. **Noise Pollution:** No person shall make, cause or permit to be made any noise or sound which disturbs or tends to disturb the serenity, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity. Apex Builders & Real Estate Developers (Pvt.) Ltd. considers the acts listed below cause noises or sounds which are objectionable:-

   a. Playing or operating any radio, stereophonic equipment, television receiving set or other instrument or any apparatus for the production or amplification of sound, where the noise of sound is clearly audible at a point of reception in a residential area.
   b. Harbouring or keeping any animal or bird which persistently cries, barks or howls.
   c. Idling running of a machine for more than 15 minutes.

8. **Hiring of House:** Any tenant hiring the house will get an NOC from Security Department of Apex Builders & Real Estate Developers (Pvt.) Ltd.

9. **Security Check Post:** Security check post within plot line up to maximum 5’ x 5’ will be allowed after approval from Company. No check post will be allowed outside.

10. **Vehicle Stickers:** All the members residing in Model Town Kohat are bound to get their vehicle stickers from Security Department of Model Town Kohat after filling requisite forms (available with security department).

11. **Rash / Unsafe Driving:** All the residents are requested to drive within allowable limits in Model Town Kohat. Driver caught over speeding / unsafe driving will be liable to traffic laws. Underage driving is strictly prohibited. Similarly driving a motorbike without safety helmet is not allowed with Model Town Kohat.

12. **Servant Passes:** Member should get passes for all servants from Security Department.

13. **Hazardous Materials / Chemicals:** Storage of any kind of hazardous materials / chemicals in residential / commercial buildings is strictly prohibited.

CHAPTER VI
CONSTRUCTION BYLAWS

The following construction bylaws should be followed during entire period of construction.

1. The temporary store would be constructed within the plot or in the adjacent plot without tempering the plot and with the permission of the owner/Apex Builders & Real Estate Developers (Pvt.) Ltd. building control section.
2. The construction material would be placed within the plot area or in the adjacent plot without tempering the plot and with the permission of the owner/Apex Builders & Real Estate Developers (Pvt.) Ltd. building control section.
3. Every person undertaking building work shall provide adequate readily accessible sanitary conveniences for all persons engaged on that work. The sanitary convenience provided shall be sited in such a position as not to create a nuisance or cause offence to persons, either in a public place or to persons residing or working in any premises adjacent to or near the site where building work is being undertaken. The sanitary convenience provided would be disposed-off to Model Town Kohat sewer through septic tank. No direct disposal of sewage to main sewer would be allowed.
4. In case of open basement 2 feet excavation in the adjacent plot can be done with the permission of owner / Apex Builders & Real Estate Developers (Pvt.) Ltd. building control section provided the backfilling would be done with sand and the retaining wall would be constructed within 15 days from the commencement of excavation.
5. Any dust produced as a result of construction must be kept to a minimum by damping down with water. Stockpiles of materials must be kept damp to prevent windblown dust.
6. Screen the whole site to stop dust spreading. Cover piles of building materials like cement, sand and other powders, regularly inspect for spillages, and locate them where they will not disturb the adjacent constructed house/s.

7. Collect any waste/water generated from site activities in settlement tanks, screen, discharge the clean water, and dispose of remaining sludge at appropriate location.
8. No burning of materials on site.
9. Nobody would be allowed to wash any type of vehicle on road or ramp outside the building. If anybody violate it, fines would be imposed as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy.
10. No noise emitting equipment such as wood/steel cutting machines, marble cutters/grinders can be placed in porch/lawn or outside the building.
11. Provide, fix and maintain suitable screens or awnings to screen the building and scaffold so as to effectively minimize dust and debris from falling or being blown over the boundaries.
12. During the construction activities like cutting/grinding of marble, cutting of wood, steel etc., cover the outer openings such as doors, windows ventilators etc. with polythene sheet to avoid spreading of dust in to the adjacent houses.
13. Debris shall not be allowed to accumulate so as to constitute a hazard.
14. All roads, sidewalks and the thoroughfares bordering on or running through any excavation site shall be provided with substantial guard-rails or board fences.
15. Under-ground water tanks shall be covered/ bounded by a 4’ high safety grill/ parapet during construction.
16. During darkness, all public sidewalks shall be adequately illuminated and warning lights or flares shall be placed upon property to ensure safety of pedestrians and vehicular traffic.
17. The working hours for construction activities would be as under:-
    a) up to 1900 hrs in winter
    b) up to 2100 hrs in summer
18. If anybody violate these bylaws action will be taken as per Apex Builders & Real Estate Developers (Pvt.) Ltd. policy.

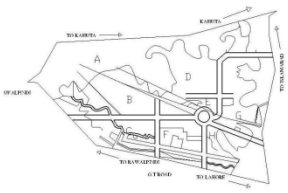
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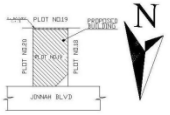


FRONT ELEVATION
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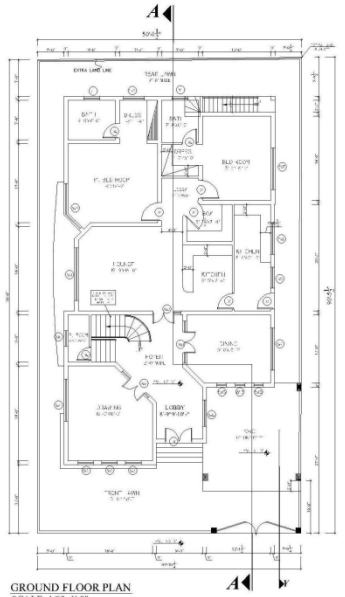
SECTION A-A
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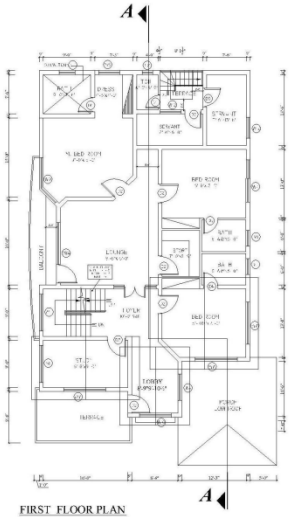


KEY PLAN
N.T.S

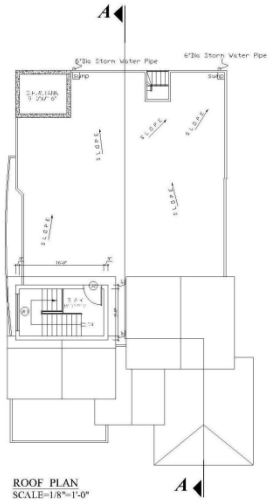
AREA PLAN
N.T.S



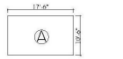
GROUND FLOOR PLAN
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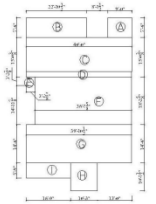
FIRST FLOOR PLAN
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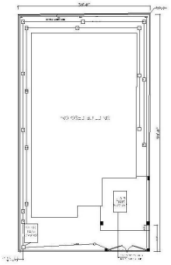
ROOF PLAN
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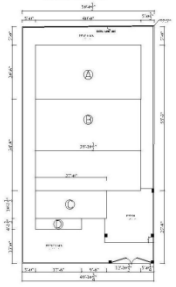
MUMTY BLOCKPLAN
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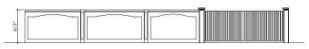
FIRST FLOOR BLOCK PLAN
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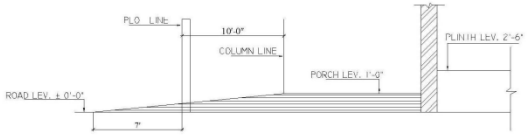
SITE PLAN
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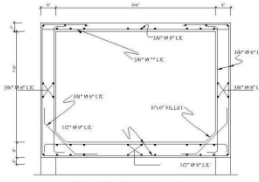
GROUND FLOOR BLOCK PLAN
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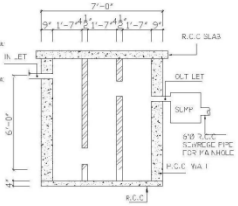
ELEVATION OF BOUNDARY WALL
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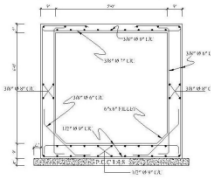
DETAIL OF DRVVE WAY
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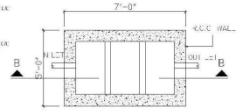
SECTION O.H.W.TANK



SECTION B-B



SECTION U.G.W.TANK



SEPTIIC TANK PLAN

SCHEDULE OF OPENINGS

TYPE	SIZE	TYPE	SIZE
D01	8'-0" x 7'-0"	W6	6'-0" x 3'-6"
D02	7'-0" x 7'-0"	W7	4'-0" x 3'-6"
D03	5'-3" x 7'-0"	W8	4'-0" x 1'-6"
D04	11'-6" x 7'-0"	W9	10'-0" x 3'-6"
D1	5'-0" x 7'-0"	W10	6'-0" x 5'-6"
D2	3'-6" x 7'-0"	W11	7'-0" x 3'-6"
D3	3'-0" x 7'-0"	W12	4'-0" x 3'-6"
D4	2'-6" x 7'-0"	W13	1'-10" x 6'-0"
W	10'-0" x 5'-6"	V1	3'-0" x 2'-0"
W2	6'-0" x 5'-6"	V2	3'-0" x 2'-0"
W3	5'-0" x 5'-6"		
W4	5'-0" x 5'-6"		
W5	3'-0" x 3'-6"		

SCHEDULE OF AREA

TOTAL AREA OF PLOT WITH EXTRA LAND = 4509.01 SFT

COVERED AREA OF GROUND FLOOR :

A	= 40'-0" x 20'-6"	=	820.000 SFT
B	= 39'-10 1/2" x 32'-9"	=	1305.656 SFT
C	= 27'-0" x 10'-7 1/2"	=	286.875 SFT
D	= 17'-6" x 4'-1 1/2"	=	72.167 SFT
TOTAL AREA OF G/F		=	2561.718 SFT

COVERED AREA OF FIRST FLOOR :

A	= 9'-0" x 7'-6"	=	67.500 SFT
B	= 22'-6 1/2" x 7'-6"	=	171.562 SFT
C	= 40'-0" x 13'-0"	=	520.000 SFT
D	= 39'-10 1/2" x 21'-0 3/8"	=	837.996 SFT
E	= 3'-2 7/8" x 3'-2 7/8" x 2	=	5.257 SFT
F	= 36'-7 5/8" x 18'-2 5/8"	=	667.151 SFT
G	= 39'-10 1/2" x 10'-6"	=	576.167 SFT
H	= 10'-3" x 10'-7 1/2"	=	106.906 SFT
I	= 18'-9" x 5'-9"	=	96.312 SFT
TOTAL AREA OF F/F		=	2296.161 SFT

COVERED AREA OF MUMTY :

A	= 17'-6" x 10'-6"	=	183.750 SFT
TOTAL AREA OF MUMTY		=	183.750 SFT

COVERED AREA OF PORCH :

COMPUTERIZE AREA		=	366.707 SFT
TOTAL AREA OF PORCH		=	366.707 SFT

GRAND TOTAL AREA :
2561.718 + 2296.161 + 183.750 + 366.707 = 5409.336 SFT

CERTIFICATES

PROPOSED DESIGN OF PLOT NO.19
STREET NO.JINNAH BLVD
SECTOR.E, PHASE NO.2
DEFENCE HOUCING AUTHORITY
ISLAMABAD.

OWNER :
MRS.SIDRA HUSNAIN

SUBMISSION DRAWING

Owner Signature :

Architect Signature :

ENGINEER SIGNATURE :

D.H.A.I

Drawn By :	Checked By :
Scale : AS SHOWN	Date : MARCH - 2010
	Drawing No: SU-01

Annex-B

FINES

a.	**Excess Covered Area**: Up to 5% of approved area is to be regularized with a fine of Rs.1000/ sq. ft. Above 5% is to be demolished.	
b.	Fine for starting construction without approval of plans. The building will be demolished at members risk/cost.	Rs.25,000.00
c.	**Excess Building Height**: Up to 37 feet is allowed in By-Laws, 1' additional height can be regularized with fine of Rs.15000. Exceeding this limit will be demolished at owner's risk and cost.	
d.	**Excess Projection of Shades**: Max up to 6" deviation from the By-Laws will be allowed with a fine of Rs.1000/ sq. ft. Exceeding this limit will be demolished at the owner's risk & cost.	
e.	Construction without working drawings.	Rs.15,000.00
f.	Members tempering with main sever line.	Rs.10,000.00
g.	Members tempering water supply line.	Rs.10,000.00
h.	Ramp violation.	Rs.10,000.00
j.	Removal / shifting of demarcation pillars.	Rs.20,000.00
k.	Illegal occupation.	Rs.15,000.00
l.	Damages to Model Town Kohat road / footpath & services. Repair of damage will be carried out at the defaulters risk and cost.	Rs.5,000.00 + Actual cost of repair
m.	Illegal water connection (installation of pump / motor).	Rs.10,000.00
n.	Dumping of material or on road / shoulder and blockage of drain.	Rs.5,000.00 +Shifting charges
o.	Cutting of steel / mixing of mortar etc. on road / street.	Rs.5,000.00 +Cost of repair

p.	Dumping of debris / material on un-auth places.	Rs.5,000.00 +Shifting charges
q.	Cutting of road without the permission of Apex Builders & Real Estate Developers (Pvt.) Ltd.	Rs.10,000.00 +cost of repair work
r.	Commercial activity in residential area.	Rs.200,000.00