



BUILDING APPLICATION GUIDE

Ministry of Local Government and Community Development
Local Planning Authorities

D EVELOPMENT means the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land (Town & Country Planning Act section 5 [2]). Since development includes building where the Planning Act is appropriate Planning Permit is also required. Under the Building Act, permission is required for any of the following :

- 1. Construction/Erection of building*
- 2. Demolition of building*
- 3. Additions/alterations and external repairs*
- 4. Temporary building & Farm House*
- 5. Change in use of building from one use class to another e.g. Residential to Commercial*

An application of such nature could take approximately four (4) weeks (for residential single family buildings), while all other application will take approximately 90 working days.

If you are not sure that you require a permit contact your Local Planning Authority!!!

Requirements for Applying

1. Completed Application Form with Prescribed

Fees: Consult the Local Planning Authority near you for required building fees (other fees will be accrued such as inspections etc.). Additional fees will be charged by NWA and NEPA in instances where the proposed development requires permit/reviews by the relevant agencies.

2. Proof of Ownership: Certified Copy of Registered Title, Certified Copy of Will, Certified Copy of Sales Agreement, Certified Copy of Deed of Gift/Conveyance. If you are not the owner of the land, a Letter of Authorization from the owner, stamped and signed by a Justice of the Peace or a Notary Public should be presented.

3. Certificate of Tax Payment

4. Location Map

5. Surveyor's Report/Diagram

6. Detailed Construction Drawings for proposed development including: Site Plan (showing building layout and footprint; access and exit), Elevation, section, electrical, sewage, roof etc.

Single Family Dwelling House	3-4 sets
Multi-Family Dwelling House	4-9 sets
Apartment Building	4-9 sets
Commercial Structure	4-9 sets
Change of Use	4-6 sets
Institutional	4-9 sets
Industrial	4-9 sets
Telecommunication	4-9 sets



Consult your Local Planning Authority for required sets of drawings through your Development Application Help Desk.

Where property adjoins main road two additional sets of plans are required.

Other documents may be required to conduct a complete review of the application.

Await approval from your Local Planning Authority before commencing any work!!!

Development Breaches and Penalties

Anyone who is found to be building without a permit may be issued a **Stop Notice and an Enforcement Notice** requesting **IMMEDIATE CESSATION OF WORKS** until the plan is submitted, approved and a permit is issued. Under the TCPA, If individuals fail to obey the notices a fine of up to one million dollars can be imposed and thereafter a fine of \$5,000.00 per day if the development continues. Additional fees are proposed under the New Building Act.

If a building is found to be in breach and the developer has subsequently submitted the plans, the individual will also be penalized.

Refusal of Application

If your application has been refused, the Council is required to write a notification letter to you stating the reason(s) for refusal and guide you as to the process that you can take to appeal this decision.

Approval of Application

You are required to:

- Pick up your approvals. If you are not the owner, he/she must give you a Letter of Authorization, stamped and signed by a Justice of the Peace or a Notary Public.
- Commence construction within time specified by your Local Planning Authority or the permit will expire.
- Contact the appropriate departments to carry out inspections during the course of construction.
- Keep a copy of the plans and permits on site.

Validity of Permit Granted

Building Permits are only valid for the time specified by your Local Planning Authority after the date of issuance. If you do not intend to build within the initial time specified after approval has been issued; take the plans back to your Local Planning Authority and get them REVALIDATED. Contact your Local Planning Authority for Revalidation Fee.

Criteria for Drawings

Location Map at required scale and showing where the development is located in relation to surrounding areas. Usually in : Urban Areas – 1:2000, 1:2500, 1: 4800, 1:5000, or 1:10000 metric / Rural Areas – 1: 12500 metric (1: 50,000 and written details where map scale is not available).

Site Plan: must be drawn to a minimum scale of 1: 500 (depending on the size of the site).

- Define all survey pegs to the lot (s) involved. Show and calculate all areas of impermeable site coverage showing all trees over 6m in height and/or 600mm girth.
- The length and bearing of all boundaries.
- Dimensions must be shown for parking spaces, where applicable car parking spaces and vehicular maneuvering on the property.
- Any existing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings (setback).

Site Plan Cont.....

- Contour lines for Gradient 15 degrees (1:4) and over where the land is susceptible to flooding and landslide (existing land contours at a maximum of 3m increments or as required by your Local Planning Authority).
- Road Alignment (Center Line) and significant features such as poles, hydrants
- Access and egress
- The north point (Orientation)

Construction Drawings: must be drawn to a minimum scale of 1:100 (1:75 for complex drawings, where a building is too large to fit on a 24" x 36" paper). All legends & drawings are required to be visible and accurately labeled.

- **Floor plan**-The entire floor layout including existing as well as proposed floor plans (use of rooms, doorways, windows, openings etc.)
- **Foundation plan** -shows all structural members including stiffeners, column pad footings etc.

Construction Drawings Cont.....

- **Roof plan**-shows all structural members (sizes, spacing, types, roof pitch, drainage etc.)
- **Electrical Plan**-layout of all electrical components; electrical outlets, lighting fixtures etc.
- **Sections**-a minimum of 2 (1 longitudinal & 1 cross-sectional) sections through a critical part of the building depicting interior details and showing ground and finish floor levels
- **Elevations**-label all exterior finishes (Walls, roof material), highlighting ground levels both existing and final (All elevation details for new development, alterations or extensions).
- **Structural Details** - Include details of all structural components; foundations, columns, beams, footing, lintel, stiffeners , staircase plan (reinforce and section), roof vent detail, etc.
- **Drainage Details** -must include grease trap, trap gully basin, septic tank, absorption pit, tile field, manhole etc.

Construction Drawings Cont.....

Drainage Plan - The existing and proposed storm water drainage and Plumbing layout. Position of existing and proposed features such as sanitary drains, septic tanks, absorption pit, soak away pit, tile field, surface/storm water collection, containment and final disposal point etc.

Site Section - Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary. Slope sites of more than 1:10 gradient



Who Should Design Plans



It is required that all buildings be designed to **Jamaica Building Code standards**.

Buildings greater than 300m² must be designed and stamped by registered professionals (architects/Engineers).

Buildings less than 300m² can be designed by other qualified practitioners (Licensed Draughtsman). However, buildings that are considered to be complex structures and or requiring complex services whether < or > 300m² should be designed by registered professionals.

Standards to Adhere to

Building Setback- Buildings should be setback from lot boundaries so as to afford space for maintenance, to create privacy and to allow sufficient space for natural light and air to penetrate all windows and to provide useful outdoor living and amenity space.

Amenity Area — *Single/Semi Family Detached*: all new residential areas in excess of 10 lots usable land must be reserved for the community non-residential needs at a minimum rate of 1 hectare to every 100 dwelling units.

Multi Family (Town Houses and Apartments) the minimum common amenity area for each unit should be provided at: Studio Unit 15 sq. M, One bedroom unit 30 sq. M, Two or more bedroom unit 60 sq. M (Development and Investment Manual).

Density – Single Family; urban & sub urban not less than 279 sq. m for corner lots/372 sq. m for internal lots and 743 sq. m in rural area. Multi Family development maximum density allowed is 30 habitable rooms per acre.

Standards to Adhere to Cont.....

Public Buildings — All Commercial and Institutional development must provide Parking areas and public sanitary convenience.

Ramps, rails and other amenities must be provided for the disabled which should include disabled friendly public sanitary convenience and parking. Public Buildings should have provisions which allow ease of access by persons in wheel chairs. The Planning Authorities will examine the plans for new public facilities to ensure that adequate provisions have been made for physically disabled individuals.

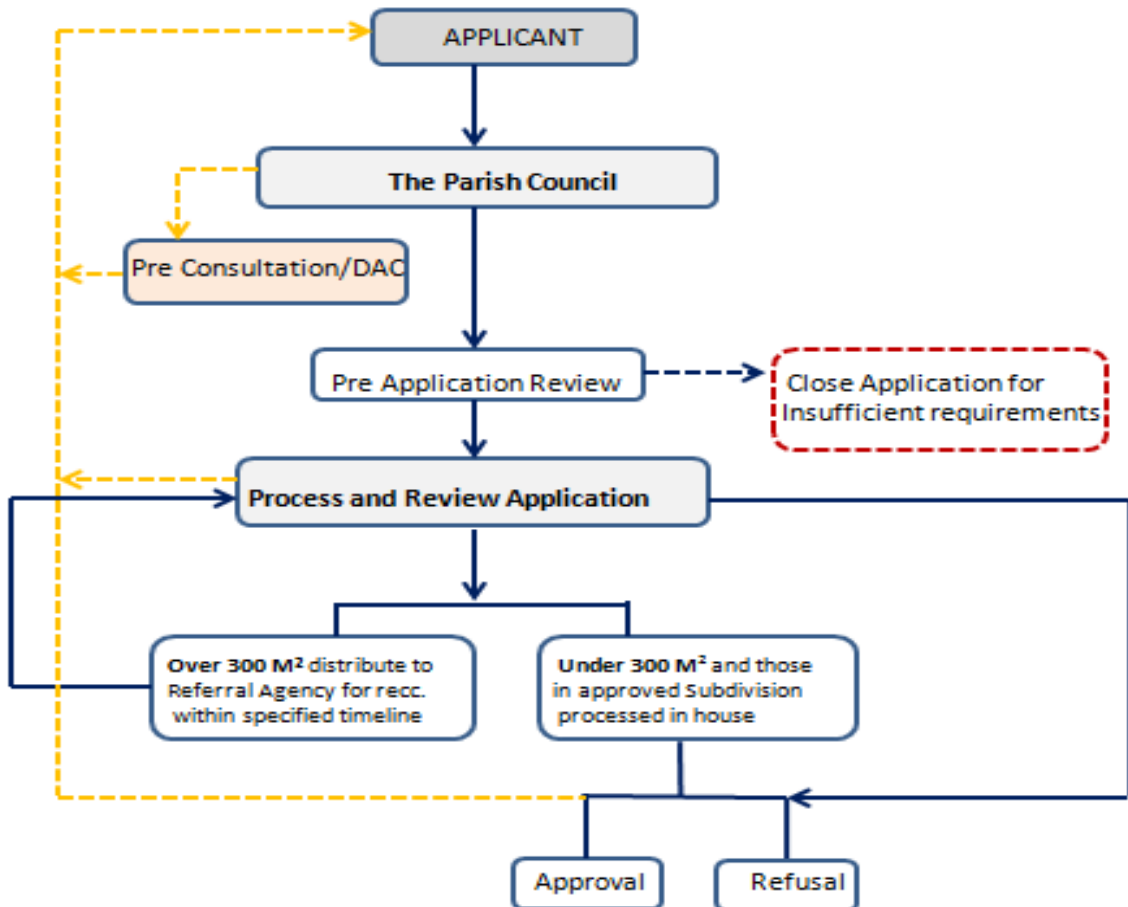


Water and Sewage -Provision of potable water and sewage facilities should be to the satisfaction of the Environmental Health Unit (Ministry of Health) and the National Water Commission respectively.

Drainage (Storm Water) – Refer to National Works Agency (NWA) Standards

To determine requirements for your development refer to Development and Investment Manual and other regulatory documents

TYPICAL BUILDING APPLICATION PROCESS



Critical referral agency: The Ministry of Health Environmental Health Unit.

Additional referral agencies may be required to comment on Complex development whether greater than or less than 300 M² e.g. Fire, National Works Agency (NWA), National Environment and Planning Agency (NEPA), the National Water Commission (NWC), Ministry of Agriculture-Rural Physical Planning Division etc.

Consult your Local Planning Authority for further information on building permits and other matters in relation to the Building Process through your Development Application Help Desk.

Applications can be tracked online via AMANDA @

http://amandaweb.nepa.gov.jm:9080/AMANDA5/eNtraprise/Jamaica/public/public_query.jsp

Local Planning Authorities' Website

Kingston and St. Andrew Corporation - www.ksac.gov.jm/

St. Catherine - www.stcatherinepc.gov.jm

St. James - www.stjamespc.gov.jm

Manchester - www.mpcouncil.com

Trelawny - www.stcatherinepc.gov.jm

Portmore Municipal Council- www.stcatherinepc.gov.jm

St. Thomas - No website at this time

Westmoreland- No website at this time

Hanover- No website at this time

St. Mary- No website at this time

St. Ann- No website at this time

Portland- No website at this time

Clarendon- No website at this time

St. Elizabeth- No website at this time

NOTE: Building Application Guide subject to change with the implementation of the NEW BUILDING CODE