



APPLYING FOR A RESIDENTIAL BUILDING PERMIT CAN BE VERY SIMPLE

1) COMPLETE THE APPLICATION FORM (AVAILABLE ON THE WEBSITE)

2) SUBMIT FOUR (4) SETS OF DETAILED DRAWINGS SIGNED AND STAMPED BY AN ARCHITECT OR ENGINEER

(NOTE - ENGINEERING STAMP IS REQUIRED FOR PLANS EXCEEDING 300 M²)

3) PROOF OF OWNERSHIP WHICH CAN BE EITHER:

- *Letter from National Housing Trust (NHT)*
- *Letter from Attorney/Government Agency for Land Settlement*
- *Deed of Gift/Conveyance*
- *Probated Will*
- *Copy of Registered Land Title*
- *Signed Sales Agreement*

4) CERTIFICATE OF PAYMENT OF PROPERTY TAX

5) SURVEYOR'S REPORT (Up to one (1) year)

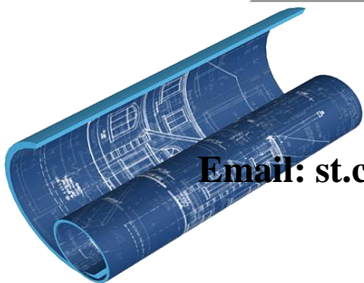
NOTE—APPLICANT(S) MUST SIGN EVERY SHEET OF THE FOUR (4) SETS OF PLANS.

PERMITS ARE APPROVED BETWEEN SIX (6) TO EIGHT (8) WEEKS.

St. Catherine Municipal Corporation
Emancipation Square, St. Catherine

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APPLYING FOR A COMMERCIAL BUILDING PERMIT IS SO SIMPLE

1) COMPLETE THE APPLICATION FORM (AVAILABLE ON THE WEBSITE)

2) SUBMIT EIGHT (8) TO TWELVE (12) SETS OF DETAILED DRAWINGS SIGNED AND STAMPED BY AN ARCHITECT OR ENGINEER

3) PROOF OF OWNERSHIP WHICH CAN BE EITHER:

- *Copy of Registered Land Title*
- *Letter from Attorney*
- *Signed Sales Agreement*

4) CERTIFICATE OF PAYMENT OF PROPERTY TAX

5) SURVEYOR'S REPORT (Up to one (1) year)

NOTE—APPLICANT(S) MUST SIGN EVERY SHEET OF THE PLANS AND PRECONSULTATION IS RECOMMENDED FROM BOTH THE BUILDING AND PLANNING DEPARTMENTS.

PERMITS ARE APPROVED BETWEEN SIX (6) TO TWELVE (12) MONTHS DEPENDING ON THE NUMBER OF AGENCIES THAT IS TO GIVE RECOMMENDATIONS ON THE PLAN.

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