

A **BUILDING** is any structure, temporary or permanent that is placed or erected on land.

A **BUILDING PERMIT** is a formal approval from your Local Planning Authority (Parish Council) (L.P.A.) to construct, modify, extend, renovate or change the use of any structure.

A **TEMPORARY PERMIT** is required when placing a temporary structure (a trailer, shipping container, zinc or wooden structure), on your property.

WHAT DO I NEED TO TAKE TO THE COUNCIL?

1. No. Of Plans Needed:

Residential	Four (4) Sets
Commercial	Seven (7) Sets
Institutional	Seven (7) Sets
Hotels, resorts etc	Eight (8) Sets
Industrial	Seven (7) Sets

2. Documents Required:

- a. Completed Application Form with prescribed fee.
- b. **Proof of Ownership which can be:**
 - i. Certified Copy of Registered Title
 - ii. Certified Copy of Sales Agreement with Surveyor's diagram
 - iii. Certified Copy of Will *

iv. Certified Copy of Deed of Gift*

- * Accompanied by a letter from a Lawyer or Justice of the Peace 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.

c. Certificate of Tax Payment

- d. Other documents may be required to conduct a complete review of the application, where necessary.

WHAT DRAWINGS DO I NEED TO TAKE TO THE COUNCIL?

- ❖ **Location Map** with the site indicated (Scale 1:12,500) with two coordinate points.
- ❖ **Site Plan (Scale 1:100)**
- ❖ **Floor Plan (Scale 1:50)**
- ❖ **Foundation Plan (Scale 1:50)**
- ❖ **Drainage Plan (Scale 1:50)**
- ❖ **Roof Sheet (Scale 1:50)Plan**
- ❖ **2 Elevations & Sections (Scale 1:50)**
- ❖ **Electrical Plan (Scale 1:50)**

WHAT ARE THE FEES REQUIRED FOR PROCESSING PLANS?

- Residential - \$120.00 per sq.m.
- Commercial - \$250.00 /sq.m.
- Hotels, resorts - \$250.00 / sq.m.
- Institutional - \$125.00 /sq.m.
- Industrial - \$250.00 /sq.m.

➤ Site Inspection Fees- floor area

Greater than 300m2 = \$5000.00

Less than 300m2 = \$2500.00

WHAT IF I ERECT A BUILDING WITHOUT AN APPROVED PERMIT?

Anyone who is found to be building without a permit may be issued a Stop Notice requesting **IMMEDIATE CESSATION OF WORKS** until the plan is submitted, approved and a permit is issued. Failure to comply renders you liable to a fine of \$25,000 to \$1,000,000 or in default of payment a term of imprisonment not exceeding six (6) months.

Where a Stop notice is served, the Local Planning Authority must serve an Enforcement Notice within fourteen (14) days of the Stop Notice.

Failure to adhere to an Enforcement Notice can result in a fine of \$25,000.00 or twelve (12) months maximum in jail. If the use is continued, it is a further offence subject to a fine not exceeding \$5000.00 per day on which the use is continued. Default in payment of this fine can result in the land being forfeited to the Crown.