

## HOW LONG DOES THE PROCESS TAKE?

Approximately **four (4) weeks**, however other departmental and agency approvals may affect the timeline.

## WHAT DO I DO AFTER THE PLAN HAS BEEN APPROVED?

You are required to:

1. Pick up your approvals. If you are not the owner, s/he must give you a Letter of Authorization, stamped and signed by a Justice of the Peace or a Notary Public.
2. Commence construction within two (2) years of the issuance of the permit.(renewable every six (6) months) then after which this permit will lapse unless an extension of the period had in the meantime being approved by the Parish Council.
3. Notify the Superintendent, Roads and Works in writing of the date on which it is proposed to commence construction . Keep copies of the plans and permits on site for inspections by various agencies.

***N.B.*** For temporary buildings, the permit is to be renewed yearly.

## WHAT HAPPENS IF MY APPLICATION HAS BEEN REFUSED?

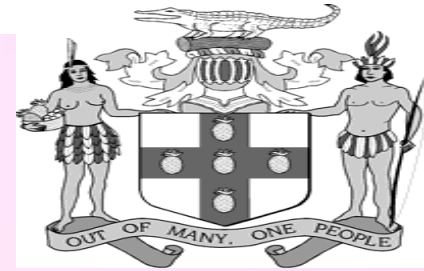
If your application has been refused, the Council is required to do the following:

1. Write a notification letter to you stating the reasons for refusal and guide you as to the process that you can take to appeal this decision or to re-apply.

If the appeal process is unsuccessful, to give a refund not exceeding 50% of the total fees payable.

Contact your Local Planning Authority for more information.

Trelawny Parish Council  
Watersquare  
Falmouth  
Trelawny  
Tel: 954-3228,4838  
Fax: 954-5592



**TRELAWNY**

**PARISH COUNCIL**

## BUILDING PLAN SUBMISSION



