



Universal Reference Number : 2 _____ -06006-BA/PB/PA/EN _____

SAPC: B/11/ _____

BUILDING APPLICATION CHECKLIST

1. Proof of Ownership

Certified copy of Registered Title

In the absence of Registered Title, Certified Copy of a combination of the following;

Probated Will

Stamped Sales Agreement

Deed of Gift/Conveyance

Letter from Attorney or Government Agency for Land Settlement

Letter of Authorization from the owner, stamped and signed by a Justice of the Peace or a Notary Public.

2. Other Requirements

Certificate of Property Tax Payment

Surveyor's Report & Diagram

3. Plan details Requirements (All legends and drawings are required to be visible and accurately labeled)

Location Map; at required scale and shows where the development is located in relation to surrounding areas. Usually in: **Urban Areas** – 1:2,000, 1:2,500, 1: 4,800, 1:5,000, or 1:10,000 metric ; **Rural Areas** – 1: 12,500 metric (where map scale is not available, 1: 50,000 and written details

Site Plans: Drawn to a minimum scale of 1: 500 (1:100 & 1:200 also accepted)

- 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.
- The existing storm water drainage and the proposed method of storm water drainage to be shown, containment and final disposal point/facility etc.
- Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary.
- Contour lines for gradient 15 degrees (1:4) and over where the land is susceptible to flooding & landslides (existing land contours at a maximum of 3m increments or as required).
- Any existing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings (setbacks).
- Setbacks of building from eave to property boundary and to centerline of roadway and significant features such as poles, hydrants etc
- Plumbing layout and position of sanitary drains, septic tanks, absorption pit, soak away pit, tile field etc.
- Provide details of vehicular ingress/egress and where applicable car parking spaces and vehicular maneuvering on the property. Dimensions must be shown for parking spaces.
- The North point.

Required Construction Drawings/Plans drawn to a minimum scale of 1:100 (1:75 for complex drawings, where a building is too large to hold on 24" x 36" paper).

Floor plans; The entire floor layout including existing as well as proposed floor plans, use of rooms, doorways, windows, openings etc

Sections; a minimum of 2 (1 longitudinal & 1 cross-sectional) depicting interior details and showing ground and finish floor levels.

Elevations; Exterior finishes labeled (Walls, roof material), highlighting ground levels both existing and final. All elevation details for new development, alterations/extensions.

Structural Details; Include details of all structural components—foundations, columns, beams, footing, lintel, stiffeners, staircase plan (reinforce and section), roof vent detail, retaining walls, walls, section through slab etc (at 1:25).

Roof plan; showing all structural members (sizes, spacing, types, roof pitch, drainage etc.); section through eave, ridge, roof-wall connection, parapet, valley, gutters etc

Foundation plan; show all structural members including stiffeners, columns location etc

Drainage Details must include plan & section of grease trap, trap gully basin, septic tank, absorption pit, tile field, manhole etc. (plan and section)

Electrical Plan - layout of all electrical components, electrical outlets, lighting fixtures etc

Drainage Plan: collection, containment & final disposal point for storm water drainage and plumbing layout of all facilities (septic tanks, absorption pit, tile field etc)

Structural Calculations: (3-9 copies); commercial, industrial and residential (3 storey and multi-family) will require structural drawings by a Registered Engineer.

Site Section - permanent site datum; finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary; slopes sites of more than 1:10 gradient

Landscape Plan

- Show existing Tree/Vegetation Details including species, mature height, pot size and number planted
- Show proposed Landscaping including species, mature height, pot size and number to be planted
- Show existing and proposed ground surfaces (paving, turf etc. to be consistent with site plan)
- Show finished ground levels
- Show retaining wall location, height and materials
- Show Contact Details of the Landscape Designer



Fire Concept (For all commercial, institutional, Industrial & Multi family –town houses/ apartments)

Other (specify): _____

4. Submission of proposal to the Development Assistance Centre at NEPA :

Technical Information presented and adhered to

Technical Information not yet received

5 . Plans that are to be transmitted to the Town & Country Planning Authority/ NEPA—signature & stamp of locally registered professional affixed

Yes

No

No Applicable



6. Decision

Accept—The Plan meets all requirements for acceptance

Reject—The plan does not meet the requirement for acceptance because

.....
.....is/ are missing and / or information given in relation to
.....
.....is inadequate.

.....
for Chief Engineering Officer

.....
Date of Signature

.....
for Director of Planning

.....
Date of Signature

Amendment

Accept: The Plan meets all requirements for acceptance.

Reject: The plan does not meet the requirement for acceptance because

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