



**PORTMORE MUNICIPAL COUNCIL**  
*Planning and Development Guidelines*

Keeping you INFORMED

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**Did you Know That . . .**

**You need permission to:**

- Erect a Building
- Make additions/alterations and repairs
- Temporary Buildings and Farm House
- Change of use of Building from one use to another e.g. Residential to commercial, or commercial to industrial etc.
- Demolition of Building

*N.B.: see Town & Country Planning Act (St. Ann Dev. Order) 1999*

**Requirements for Applying**

In accordance with the St. Catherine Building Bylaws and Town & Country Planning Act (St. Ann Development Order 1999), you are required to:

- *Submit plans for proposed development including:*
  - (a) Site plan (showing layout and footprint of building on land, access to property and exit from property on main or Parochial or reserved road;
  - (b) Location Plan (how to find the site) at a scale of 1:12,500;

(c) Elevation details, foundation sections, electrical, sewage details, roof details, etc.

- *Pay the necessary submission fees;*
- *Submit certified true copy of title or other form of proof of ownership;*
- *Copy of up to date property tax receipt;*
- *Surveyors Report*
- *Await approval from Council before commencing any works*

To apply please submit the following:

- Four (4) sets of plan as outlined above for single family residential development & addition or renovation
- Eight (8) sets of plan for multifamily apt
- Eight (8) sets of plan for Commercial development
- Four (4) sets for change of use of the building
- **The approximate approval time for residential plans is 6 to 8 weeks and 3 to 6 months for commercial plans.**
- **\*\* Approval time for Commercial Plans depend on the number of agencies that need to give recommendations on the plan.**

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**Application Fees**

Residential Building	\$200 per sq m
Commercial Building	\$300 per sq m
Resort (Hotel, Villas, Guest Houses)	\$250 per sq m
Inspection of Plans (Residential)	\$500 each (3)
Inspection of Plans (Hellshire)	\$600 each (3)
Inspection of Plans (Commercial)	\$3000 each (3)

*NB: Other Government agencies such as NWA and NEPA, etc. also impose a fee where their recommendations are required.*

**What if You Do Not Submit an Application but Proceed to Build? You Will Be:**

- In Breach of the Town & Country Planning Act and the Portmore Municipal Council Building Bylaws
- Liable to penalties

**What are these Penalties?**

In respect of the Town & Country Planning Act 1957 (Amended 1999) a Stop Notice and an Enforcement Notice can be served on owner/occupier and if he or she fails to obey the notices a fine up to one million dollars (\$1,000,000.00) can be imposed and thereafter a fine of five thousand dollars (\$5,000.00) per day if the development continues and in the event of a Court conviction your property could be forfeited to the crown.

**Pictures of Belt Beam done on site, Foundation layout, Steel work done at SAB Market**

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## What are some of the Required Standards to Adhere To?

- *Minimum Building Setback* from property boundaries
  - (a) 15-20 feet minimum from front property boundary (*or check requirement on title of the property*)
  - (b) 5 feet from side boundary for single story buildings only. For other buildings above single story the requirement varies. Checks should be made with the Council
  - (c) 5-10 feet from back property boundary (*or check incumbrances on title of property*)
- **Density** – the amount of habitable rooms (all rooms in house except bathroom and kitchen) per acre. Minimum 30 habitable rooms per acre.
- **Amenity Area** – For multifamily buildings i.e. apartment buildings, space must be set aside for recreational and landscaping purposes including swimming pools, communal lounges, etc. for general recreational purposes at the following rates: studio unit 150 sq ft/unit; one bedroom unit 300 sq. ft./unit; two bedroom unit 600 sq. ft./unit; three bedroom unit 1000 sq. ft./unit; four bedroom unit 1300 sq. ft./unit
- *Parking Space*
- *Facilities/Amenities for the disabled* for public/commercial buildings
- Commercial buildings and sanitary facilities for use by the public

Examples of parking spaces, access ramp, bathroom, and disabled parking sticker

## Affiliated Agencies

- National Environmental and Planning Agency
- Ministry of Health
- Fire Department
- National Works Agency
- National Water Commission
- Ministry of Commerce, Science, and Technology (Electricity Division)
- Ministry of Land and Environment
- Factories Inspectorate

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**Pictures of various types of Development**  
 Community Centre Unit under construction  
 St. ann's Bay Transportation Centre  
 Hotel Construction underway at RIU Ocho Rios, Mamee Bay  
 Congratulations! A finished product by adhering to guidelines

