



Universal Reference Number .20__-_____-_____-PB_____

BUILDING APPLICATION CHECKLIST

1. Proof of Ownership

Certified copy of Registered Title

In the absence of Registered Title Certified Copy of any of the following;

Probated Will

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 Tax Payment

Surveyor's Report/Diagram

3. Plan Detail 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 – 1:2000, 1:2,500, 1: 4800, 1:5000, or 1:10000 metric / Rural Areas – 1: 12,500 metric (1: 50,000 and written details where map scale is not available)

Site Plan: Drawn to a minimum scale of 1: 500 (depending on the size of the site)

- 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.
- Contour lines for Gradient 15 degrees (1:4) and over where the land is susceptible to flooding and landslide (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 (setback).
- Road Alignment (Center Line) and significant features such as poles, hydrants,
- Access and egress
- Dimensions must be shown for parking spaces, where applicable car parking spaces and vehicular maneuvering on the property.

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 a 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 elevations details for new development, alterations or extensions).

Structural Details; Include details of all structural components; foundations, columns, beams, footing, lintel, stiffeners , staircase plan (reinforce and section), roof vent detail, etc.

Roof Plan; showing all structural members (sizes, spacing, types, roof pitch, roof wall connection, ridge, drainage etc.)

Foundation Plan: show all structural members including, stiffeners, column location etc.

Drainage Details must include grease trap, trap gully basin, septic tank, absorption pit, tile field, manhole etc.

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

Drainage Plan The existing and proposed storm water drainage and Plumbing layout. Position of existing and proposed features such as sanitary drains, septic tanks, absorption pit, soak away pit, tile field, surface/storm water collection, containment and final disposal point etc.

Site Section Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary. Slope sites of more than 1:10 gradient.

Landscape Plan

- Show existing tree/vegetation details
- Show existing and 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 received

5. Plans that are to be transmitted to the Town & Country planning Authority/NEPA—

Signature & Stamped of locally registered professional/Architect affixed.

Yes

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 Superintendent of Roads & Works Date of Signature
 or Director of Planning

Amendment

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
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.....
 for Superintendent of Roads & Works Date of Signature
 or Director of Planning

NOTE:
 Checklist subject to change with the implementation of the NEW BUILDING CODE