



## PORTMORE CITY MUNICIPALITY

### BUILDING PLAN SUBMISSION

When submitting Building drawings to the Municipality for approval, the following documents are to be included with the completed application form:

- **Four (4) sets of plans (Residential Buildings)** - All sheets signed by owner(s) or authorized agent, (*stamped by registered Architect/Engineer if floor area is 300m<sup>2</sup> or more*).
- **Ten (10) sets of plans (Commercial, Industrial, Institutional Buildings)** - All sheets signed or stamped by owner(s) or authorized agent, (*stamped by Registered Architect/Engineer*).
- **Proof of Ownership (one of the following options)** - Certified copy of property title (from National Land Agency) or a copy accompanied by the original, Sales Agreement (copy accompanied by the original, not older than 1 year), Letter from Mortgagee i.e. NHT/Bank/Credit Union etc. (original document), Probated Will (copy accompanied by the original).
- **Surveyors Identification Report** (Copy accompanied by the original)
- **Property Tax Certificate** - (Original or a copy accompanied by the original)
- **Structural Engineer's Report (only if requested)** - Original document only (copies will not be accepted), must be certified by a registered Structural or Civil Engineer with official stamp/seal and signature affixed on all pages.
- **Letter of Authorization (for Agents only)** - Must be an original letter signed by the property owner(s) and certified by a Justice of the Peace or Notary Public, specifically granting the agent permission to submit the plans for approval and/or collect the approved plans on the owner's behalf (copies will not be accepted).

**NB.** All other miscellaneous documents must be copied prior to submission and accompanied by the original for verification or the copy without the original must be certified by a justice of the peace or Notary Public (i.e. Death Certificate, Power of Attorney etc.).

#### **Plans submitted should indicate:**

- The type of building
- The location of the building
- Method of construction
- System of drainage and water supply

**Standard processing time for the approval of Building Applications is 90 days.**

**\* Processing time for Commercial, Industrial and Institutional building applications will depend on the number of agencies that need to give recommendations on the application.**

**For more information contact the Office of the Municipality**

**Tel: 740-7440-2 Fax: 740-7521 Email:pmc@j2ltd.net**