

Universal Reference Number .20PB/BA/PA	

## 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				
	Recent Certificate of Tax Payment Surveyor's Report/Diagram TRN				
	Planning Report for development proposals over 500M2 and subdivisions 10 lots and over (excl. single fam. Residential)				
3.	Plan Detail Requirements (All legends and drawings are required to be visible and accurately labeled)				
	<b>Location Map;</b> at required scale and shows where the development is located in relation to surrounding areas. Usually, <u>Urban Areas</u> – 1:2000, 1:2500, 1:4800, 1:5000, or 1:10000 metric / <u>Rural Areas</u> – 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 (1:100 & 1:200 also accepted)				
4	<ul> <li>✓ 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.</li> <li>✓ The length and bearing of all boundaries.</li> <li>✓ The existing and proposed method of storm water draining, containment and final disposal point/facility etc</li> <li>✓ Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary.</li> <li>✓ Contour lines for gradient 15 degrees (1:4) and over where the land is susceptible to flooding &amp; landslide (existing land contours at a maximum of 3m increments or as required).</li> <li>✓ Any existing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings (setback).</li> <li>✓ Road Alignment (Center Line) and significant features such as poles and hydrants.</li> <li>✓ Access and egress</li> <li>✓ Dimensions must be shown for parking spaces, where applicable car parking spaces and vehicular maneuvering on the property.</li> <li>✓ North Sign (Orientation)</li> <li>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).</li> </ul>				
	Certified drawings: Drawings over 300m2 certified by a registered professional/under 300m2 complex proposals also certified by a				
	registered professional (signed and stamped).				
	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.				
	<b>Elevations;</b> Exterior finishes labeled (Walls, roof material), highlighting ground levels both existing and final (All elevations details for new development, alterations or extensions).				
	<b>Structural Details;</b> 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.				
	Roof Plan; showing all structural members (sizes, spacing, types, roof pitch, drainage etc.); section through eave, ridge, roof wall connection, parapet, valley, gutters etc cation for Planning & or Building Permission in accordance with the Town and Country Planning Act (1957), Confirmed Development Order, the Building Act (saved By-Laws), and the Building Code (2009)				

<b>]</b>	Foundation Plan: show all structural members inclu	ding, stiffeners, column location etc.
	<b>Drainage Details:</b> must include plan & section of gre	ease trap, trap gully basin, septic tank, absorption pit, tile field, manhole etc.
⊒	<b>Drainage Plan:</b> collection, containment & final dispositile field etc)	osal point for storm water drainage and plumbing layout of all facilities (septic tanks,
	Electrical Plan: layout of all electrical components; e	lectrical outlets, lighting fixtures etc.
	<b>Site Section</b> Permanent site datum, finished levels of boundary. Slope sites of more than 1:10 gradient.	ground and floors related to datum boundary levels sufficient to check height to
	Landscape Plan  ✓ Show existing tree/vegetation details  ✓ Show existing and proposed landscaping include  ✓ Show existing and proposed ground surfaces (power surfaces)  ✓ Show finished ground levels  ✓ Show retaining wall location, height and material surfaces  ✓ Show Contact details of the Landscape Designer	ials
	Fire Concept (For all commercial, institutional, Indus	trial & Multifamily –town houses/apartments)
	Other (specify):	
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	I	INTERNAL USE
4. 9	Submission of Proposal to the Development Ass	istance Centre at NEPA Yes No
		nt for acceptance becauseare missing and / or information given in relation to
	Superintendent of Roads & Works	Date of Signature
	Director of Planning	Date of Signature
Am	endment	
	Accept: The application now meets all requirements for	or acceptance.
		t for acceptance because/ are missing and / or information given in relation to
		is inadequate.
	Superintendent of Roads & Works	Date of Signature
 for	Director of Planning	Date of Signature