



- ☐ **Foundation Plan:** show all structural members including, stiffeners, column location etc.
- ☐ **Drainage Details:** must include plan & section of grease trap, trap gully basin, septic tank, absorption pit, tile field, manhole etc.
- ☐ **Drainage Plan:** collection, containment & final disposal point for storm water drainage and plumbing layout of all facilities (septic tanks, tile field etc..)
- ☐ **Electrical Plan:** layout of all electrical components; electrical outlets, lighting fixtures 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 & Multifamily –town houses/apartments)
- ☐ Other (specify):

INTERNAL USE

4. Submission of Proposal to the Development Assistance Centre at NEPA

☐ Yes

☐ No

☐ Technical information presented and adhered to

☐ Technical information not received

5. Decision

☐ **Accept:** The application meets all requirements for acceptance

☐ **Reject:** The application 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*.....  
.....  
*for Director of Planning*.....  
  
Amendment  

☐ **Accept:** The application now meets all requirements for acceptance.

☐ **Reject:** The application 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*.....  
.....  
*for Director of Planning*.....

NOTE:  
Checklist subject to change with the implementation of the NEW BUILDING CODE and completion of building regulations

Application for Planning & or Building Permission in accordance with the Town and Country Planning Act (1957), Confirmed Development Order, the Building Act 2018 (saved By-Laws), and the Building Code (2009)

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