



20__-14016- _____

PORTMORE MUNICIPAL COUNCIL
APPLICATION FOR BUILDING & OR PLANNING PERMISSION



The Parish Council Building Act 1952(by-law), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Development Order (1964) parish/coast

DATE: DayMonth.....Year.....

The Chief Administrative Manager
Portmore Municipal Council
Shop 82-86 Portmore Pines Plaza
Greater Portmore
St. Catherine
Jamaica

Dear Sirs/Madam:

I submit herewith for your consideration (Insert Number of Plans) plans for (State type of Application)
_____ situated (Location) _____

Yours faithfully,

.....
Name in Block Capitals

.....
Signature of Applicant/Agent

.....
Date

APPLICATION FEE/ASSESSMENT
(For Official Use Only)

Date of Receipt: _____ Receipt No. _____

Estimated Cost of Development

Construction cost: \$ _____ (Labor Cost: \$ _____) & (Material Cost: \$ _____)

Swimming pool cost: \$ _____

Application fee:

Square Meter of Bldgs. Space: _____ X Rate Applied: _____ = Sub Total Fee \$: _____

Sewer Fee \$: _____ Drainage Fee: _____

Inspection Fee \$ _____ (Number of Inspections: _____ X Base Fee\$ = _____)

Other Fee \$ _____ **Total Fee (\$):** _____

Name of Officer Assessing Application: _____ Signature: _____

Amount Paid \$ _____ Other Notations _____

Name of Cashier _____ Signature _____

I. APPLICATION TYPE

- PLANNING AND BUILDING PERMIT CHANGE OF USE
 RENEWAL/REVALIDATION OF BUILDING PERMIT OUTLINE APPLICATION
 ENQUIRY DEMOLITION
 RETENTION/USE OF STRUCTURE OTHER _____
 BUILDING PERMIT ONLY*

* Areas not covered by development order

II. APPLICANT DETAILS

TITLE: MR MRS MS
 FULL NAME OR COMPANY NAME: _____
 POSTAL ADDRESS: _____ POSTAL DISTRICT: _____
 CONTACT NUMBER(S): (TEL) _____ (CELL) _____ (FAX): _____
 EMAIL: _____ TAX REGISTRATION NUMBER (TRN): _____
 Is the applicant the owner of the land? YES NO
 If no, Specify agent* _____
 Has the permission of the owner or any other person entitled to give permission for the use of the property been obtained and furnished? YES NO

III. PROFESSIONAL INFORMATION
(Architects, Engineers, Building Practitioners, Urban Planners etc.)

TITLE: MR MRS MS
 PROFESSION _____
 FULL NAME OR COMPANY NAME: _____
 POSTAL ADDRESS: _____ POSTAL DISTRICT: _____
 CONTACT NUMBER(S) :(TEL) _____ (CELL) _____ (FAX): _____
 EMAIL: _____
 REGISTRATION NUMBER: _____ EXPIRY DATE (OF REGISTRATION) _____
 CODE(S) TO WHICH BUILDING IS DESIGNED _____
 DESIGN METHOD: ENGINEERED TRADITIONAL
 SECTION(S) OF PLAN / DESIGNED DRAWN _____

TITLE: MR MRS MS
 PROFESSION _____
 FULL NAME OR COMPANY NAME: _____
 POSTAL ADDRESS: _____ POSTAL DISTRICT: _____
 CONTACT NUMBER(S) :(TEL) _____ (CELL) _____ (FAX): _____
 EMAIL: _____
 REGISTRATION NUMBER: _____ EXPIRY DATE (OF REGISTRATION) _____
 CODE(S) TO WHICH BUILDING IS DESIGNED _____
 DESIGN METHOD: ENGINEERED TRADITIONAL
 SECTION(S) OF PLAN / DESIGNED DRAWN _____

Applicant Signature _____

IV. PROPERTY'S LEGAL INFORMATION

CIVIC ADDRESS/LOT/APT No. _____ STREET _____ TOWN/CITY _____
PROPERTY NAME _____ SHOP No. _____ AREA OF LAND _____ (Hectares / sq. m)

a) PROPERTY REGISTRATION

VOLUME _____ FOLIO _____ VALUATION No. _____ OTHER* _____

NAME OF OWNER (S) * _____

SURVEYORS REPORT/ID No. _____ CERTIFICATE OF TAX PAYMENT _____

Are there any existing structure(s) on site? YES (To be reflected on Plan) NO

If yes state amount _____ and existing use (s) _____

Is the land part of an approved subdivision? YES NO

If yes, state the name of the development/developer. _____

b) DESCRIPTION OF LOCATION

(Description of Location should include a description of adjoining properties to the north, south, east and west of the property; these descriptions should include the land use of these properties etc.)

N _____ S _____

E _____ W _____

V. TYPE OF DEVELOPMENT (PROPOSED USE)

RESIDENTIAL DEVELOPMENT
Specify _____

RESORT DEVELOPMENT
Specify _____

COMMERCIAL DEVELOPMENT
Specify _____

MIXED USE DEVELOPMENT
Specify _____

INDUSTRIAL DEVELOPMENT
 LIGHT INDUSTRIAL (Specify) _____
 HEAVY INDUSTRIAL (Specify) _____

TELECOMMUNICATION
Specify _____

RECREATIONAL DEVELOPMENT
Specify _____

OTHER
Specify _____

INSTITUTIONAL DEVELOPMENT
Specify _____

VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)

- NEW STRUCTURAL REPAIR EXTENSION
- ALTERATION / MODIFICATION RETENTION CONVERT OR REPLACE ANY ELECTRICAL, GAS, MECHANICAL OR PLUMBING SYSTEM
- OTHER (Briefly describe the scope of work) _____

a) FLOOR AREA

Building Foot Print*: _____ Floor Area: Existing _____ Proposed _____ (Acres/Hectares/Sq. M)

Number of Floors: Existing _____ Proposed _____ **TOTAL COMBINED FLOOR AREA:** _____

Habitable Rooms* Existing _____ Proposed _____
(Bedroom, Living Room, etc. see Building Application form guide)

Restroom: Existing _____ Proposed _____ Shops/Offices: Existing _____ Proposed _____

Other Rooms: Existing _____ Proposed _____

Applicant Signature _____

b) AMENITIES

Amenity Space: Required _____ Provided _____ Density: Required _____ Provided _____ (Sq. M)
Parking Bays: Required _____ Provided _____ Disabled Parking: Required _____ Provided _____
Boundary Distance (Setback): Front _____ Back _____ Side/L _____ Side/R _____

c) ACCESS*

Does the proposed development require new or altered access to the main/parochial/reserved road? YES NO
Vehicular: YES NO Pedestrian: YES NO Disabled: YES NO

d) SEWAGE TREATMENT AND DISPOSAL

Sewage will drain to: Public or other sewer (State Provider), Name of Mechanical System _____
 Absorption Pit Septic Tank and (Specify) _____ Tile Field and (Specify) _____
 Other (specify): _____

e) SURFACE WATER: Surface water will drain to:

NATURAL: Water Course Relief Drains Sinkhole/Depression Other _____
MAN-MADE: Soak Away Catchment Drains (specify) _____ Other _____
 OTHER (specify) _____

f) ENVIRONMENTAL ISSUES

Do you intend to destroy any trees with a trunk diameter exceeding 25 cm? YES NO
Will the development impede on any water way / natural drainage feature (e.g. sinkholes)? YES NO
Is the Development located in a protected area? YES NO
If yes, please specify _____
Will the development affect endemic flora and/or fauna? YES NO

g) MATERIALS TO BE USED IN CONSTRUCTION (Dominant type)

BRICK CONCRETE BLOCKS TIMBER INSITU CONCRETE OTHER _____
Roofing: Metal Slab Shingle Wood Other _____

h) BUILDING SYSTEMS

PRE-FABRICATION PRECAST BLOCK AND STEEL (Traditional) TIMBER FRAME
 METAL FRAME (Specify) _____ OTHER _____

VII. COVENANT*

Would covenant be breached as a result of the proposal? YES NO
If yes, please specify the covenant (s) that will be breached _____

ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFORM THE APPLICATION

Applicant Signature _____

NOTE

1. FOR ANY ADDITIONAL INSPECTION, FEES WILL BE INCURRED BY THE APPLICANT
2. THE COUNCIL RESERVES THE RIGHT TO REQUEST ANY OTHER INFORMATION AT ANYTIME DURING THE REVIEW OF THE APPLICATION. PLEASE NOTE, IF THE REQUESTED INFORMATION IS NOT FORTH-COMING WITHIN TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

DECLARATION

I declare that:

1. I hereby agree that information submitted is accurate to the best of my knowledge
2. I hereby agree to conform to the Building Law, Planning Act/Bylaws and Regulations in every respect and acknowledge responsibility for the act of my Builder or any other person I employ to do my work if permission is granted.
- 3 (a). I will erect the **“intention to build” card in a conspicuous area** immediately on the proposed site. I understand that failure to do so as specified would result in penalty imposed by the Local Planning Authority. I will notify the authority of the date of the erection of the intention to build card. I further agree to display on the land the notice of my intention to develop the said land for a minimum of 28 days.

(b) I understand that **this (intention to build card) is not a permit to erect any structure** and that I must await a response from the Local Authority.
4. I will notify the Local Planning Authority of each construction stage and admit building official or other authorized person to inspect the building or building work. I understand that failure to do this will result in the cessation of construction works, and any further unauthorized construction works would result in legal actions.
5. I understand that if I carry out any development works before a permit is issued I will be subjected to fines as set out in the Building by-laws and the Town & Country Planning Act 1957 (Amended 1999). A Stop Notice and an Enforcement Notice can be served on owner/occupier and if said owner/occupier fail to obey the notices a fine up to one million Dollars (\$1M) 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.

Yours faithfully,

.....
Signature of owner or (Agent Authorized in writing)

.....
Signature of applicant

.....
Date

BUILDING APPLICATION FORM GUIDE

This is a guide to assist in filling out the Building Application Form for consideration of approval. Be accurate as falsifying or providing inadequate information will prevent your application from being processed.

II. Applicant Details

An Agent could be one of the following: Architect, Engineer, Lessee, Developer, Prospective Purchaser, Building Practitioner, Urban Planner, and Agent for Contractor etc. (*power of Attorney must be given if application is submitted by agent*)

IV. Property's Legal Information

- a) Other proof of ownership include but not limited to; Common Law Title, Probated Will, letter from attorney or Govt. Agency (HAJ/NHT/etc.,) for land Settlement or Authorization letter from Owner, Tax Certificate etc.
- b) All Individuals having vested interest in the land must be listed.

V. Type of Development (Proposed Use)

- **Residential:** Single Family, Multi-Family, Townhouse, Row House, Apartments, Duplex etc.
- **Institutional:** Community Center, School, Library, Fire Station, Nursing Home, Church, Court, Airport, Police Station, Hospital etc.
- **Commercial:** Shopping Area/Plaza, Restaurant, Markets, Office, Retail/Distribution, Barber Shops, Service Station etc.
- **Recreational:** Horseback Riding, Game/Arcade Rafting Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinema, concert Hall, swimming bath etc.
- **Resort:** Guest House, Hotel, Boarding House, Motel, Residential Club, Resort Cottage, Villa (s) etc.
- **Industrial:** Light- Cottage Industry, Noxious Strata, Furniture, Garment, Bakery, Manufacturing, Timber Yard, Garage Repair Shop, Upholstery Shop, Shoe Making etc. Heavy - Mining, Oil Refinery, Sugar Factory, Power Station and other uses generating much noise, smoke, fumes, dust or traffic.
- **Mixed Use:** Residential/commercial, Institutional/Commercial, Resort/Residential, Other uses which includes more than one category

VI. Nature of Development

Note that alteration/modification is simply adjustment of structure that does not necessarily affect the original building area while extension is where the resulting structure would exceed the original building area.

- a) **Building Footprint** is the entire area of the ground covered by permissible structure; that is the area under the horizontal projection of the roof.

Habitable Room include bedroom, living room, lounge room, television room, dining room, study, family room etc. but excludes bathroom, laundry, corridor, hallway, lobby and other spaces of a specialized nature occupied neither frequently nor for extended periods

- b) Ramps, rails and other amenities shall be provided for the disabled which should include disabled friendly public sanitary convenience and parking. Parking should be a minimum of 5.48 x 3.95 in size. Public Buildings should have provisions which allow ease of access by persons in wheel chairs. (International Building Code, 2006)

NB. The Planning Authorities will examine the plans for new public facilities to ensure that adequate provisions have been made for physically disabled individuals.

- All Commercial and Institutional development must provide public sanitary convenience.

d.) Sewage Treatment & Disposal

- Septic Tanks are usually a part of a system and include any of the following: Tile Field & Absorption Pit.

e.) Surface Water

- Natural drains include Rivers, Seasonal Streams, sea etc. Man-Made drains include Gullies, Gutters, and Relief Drains etc.
- Catchment is catching or collecting water

f.) Protected areas include but not limited to National Parks, Marine Parks, Forest Reserves, National Monuments/Natural Landmarks, Ramsar Sites, Heritage Sites, Nature Reserve etc.

VII. Covenant

Please be guided by covenant on title. Ensure that if proposal will breach covenant it be modified by the court.

For more information and assistance please contact the Portmore Municipal Council.



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