



ST.CATHERINE MUNICIPAL CORPORATION BUILDING PLAN SUBMISSION

When submitting a building plan to the Municipal Corporation for approval, the following documents are to be included with the application.

- Four (4) sets of plans for residential buildings
- Eight (8) to twelve (12) sets of plans for commercial/ institution/ industrial buildings
- Proof of Ownership from Housing Agency of Jamaica Limited (HAJ), National Housing Trust (NHT), Deed of Gift/Conveyance, Probated Will, Registered Land Title or Sales Agreement, Letter from Attorney (with copy of title)/ Government Agency for Land Settlement
- Up-to-date Surveyor Report
- Property Tax Certificate
- Authorization letter notified by a JP or Notary Public from the owner if an agent will be submitting the request
- Photocopies of ID for the owner(s) and agent

All applicant/s must sign all sheets of the plan

N.B: For ALL modifications the HCV claim number is required.

Residential	Commercial	As per built
Submission includes:	submissions include	Submission include
<ul style="list-style-type: none"> • The type of building • A detailed location of the building • Method of construction • System of drainage and water supply 	<ul style="list-style-type: none"> • Project brief/ engineer report • Sewage treatment disposal • Storm water measure brief 	<ul style="list-style-type: none"> • Engineer report

Building Application Fees:

• Single family Residential	0.25%	or	\$225.00 per m ²
• As per Built structure	0.375%	or	\$337.50 per m ²
• Multifamily Residential	0.33%	or	\$297.00 per m ²
• Commercial/ Institutional/ Industrial/Resort	0.40%	or	\$360.00 per m ²

Commercial/ Institutional/ Industrial/ Resort and Multi-family application should make provision for adequate parking spaces, facilities for the specially challenged, and green spaces where necessary

NB: -Construction consisting of 300m² is required to have an engineer report/stamp

NB: - The base fee includes four (4) site inspections. Should additional inspection be required, a fee of \$5000.00 for residential inspection will be applied and \$10,000.00 for commercial, recreational, industrial and resort inspection.

The application approval processing time is Ninety days (90), however we facilitate Residential plans at Six (6) to Eight (8) weeks and Three (3) to Six (6) months for Commercial plans.

Approval time for commercial plans depend on the number of agencies that that the application is referred for recommendation.

For further information contact the St. Catherine Municipal Corporation.

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