



202_ – 14014 – BA_ _ _ _ _

ST. CATHERINE MUNICIPAL CORPORATION
APPLICATION FOR BUILDING & OR PLANNING PERMISSION



The Building Act 2011, the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Development Orders (1964)

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

The Chief Executive Officer
St. Catherine Municipal Corporation
Emancipation Square
Spanish Town
St. Catherine
Jamaica

Dear Sirs: (Insert Number of Plans) (State type of Application)

I submit herewith for your consideration plans for

(Location)

_____ situated _____

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 Inspection Fee \$ _____)

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

Name of Officer Assessing Application: _____ Signature: _____

Amount Paid \$ _____ Other Notations _____

Name of Cashier _____ Signature _____

I. APPLICATION TYPE

202_ – 14014 – BA_ _ _ _ _

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

* Areas not fully covered by development order

II. APPLICANT DETAILS

TITLE:

☐MR

☐MS

☐MRS

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* _____

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

TITLE:

☐MR

☐MS

☐MRS

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

☐MS

☐MRS

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

Applicant Signature_____

IV. PROPERTY’S LEGAL INFORMATION

CIVIC ADDRESS/LOT/APT/_____ 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 ☐ NO
If yes (To be reflected on Plan), 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.)

V. TYPE OF DEVELOPMENT (PROPOSED USE) *

<input type="checkbox"/> RESIDENTIAL DEVELOPMENT Specify _____	<input type="checkbox"/> INSTITUTIONAL DEVELOPMENT Specify _____
<input type="checkbox"/> COMMERCIAL DEVELOPMENT Specify _____	<input type="checkbox"/> RESORT DEVELOPMENT Specify _____
INDUSTRIAL DEVELOPMENT <input type="checkbox"/> LIGHT INDUSTRIAL (Specify) _____ <input type="checkbox"/> HEAVY INDUSTRIAL (Specify) _____	<input type="checkbox"/> MIXED USE DEVELOPMENT Specify _____
<input type="checkbox"/> RECREATIONAL DEVELOPMENT Specify _____	<input type="checkbox"/> TELECOMMUNICATION Specify _____
<input type="checkbox"/> OTHER Specify _____	

VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)

<input type="checkbox"/> NEW	<input type="checkbox"/> STRUCTURAL REPAIR	<input type="checkbox"/> EXTENSION
<input type="checkbox"/> ALTERATION / MODIFICATION	<input type="checkbox"/> RETENTION	<input type="checkbox"/> CONVERT OR REPLACE ANY ELECTRICAL, GAS, MECHANICAL OR PLUMBING SYSTEM
<input type="checkbox"/> 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 _____ Restroom: Existing _____ Proposed _____
Shops / Offices: Existing _____ Proposed _____ Other Rooms: Existing _____ Proposed _____

b) AMENITIES*

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

Applicant Signature _____

c) ACCESS*

Does the proposed development require a 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_____

☐ Tile Field ☐ Absorption Pit ☐ Septic Tank and (Specify) * _____ ☐ other (specify): _____

e) SURFACE WATER: Surface water will drain to:

☐ NATURAL: ☐ Water Course ☐ Relief Drains ☐ Sink Hole/Depression, (Specify) _____

☐ MAN-MADE DRAINS: ☐ SOAK AWAY ☐ CATCHMENT* ☐ Drains, (specify) _____

☐ 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_____

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 covenants 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 CORPORATION 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 DAYS, 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 will erect the **“Intention to build” card in a conspicuous area** on the proposed site. I understand that failure to do this will attract a penalty of two hundred and fifty thousand dollars (\$250, 000) *(proposed penalty under the Building Bill*

3. I understand that **this is not a permit to erect any structure** and that I must await a response from the Local Authority and display on the land a notice of my intention to develop the said land a minimum of 28 days.

4. 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.

5. I will notify the Municipal Corporation of each construction stage and admit building official or other authorized person to inspect building or building work. I understand that failure to do this will attract a penalty of two hundred and fifty thousand dollars (\$250, 000) *(proposed penalty under the Building Bill)*.

6. I understand that if I carry out any development works before a permit is issued I will be subject to a fine not less than two hundred and fifty thousand dollars **(\$250, 000.00)** *(penalty under the Building Bill)*. *(to be consistent with fees set out in the New Building Act)* (AND/OR) In respect of 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

DEVELOPMENT APPLICATION FORM GUIDE

This is a guide to assists in filling out Development Application form for consideration of approval. Be accurate as falsifying or providing inadequate information will prevent your application from being process. Please be advised that for certain complex development additional supplementary forms will have to be completed.

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 is 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 & surveyors report with diagram, or letter from attorney or Govt. Agency (HAJ/NHT/etc.,) for land Settlement or Authorization letter from & Tax Certificate and letter from JP.
- b) All Individuals having vested interest in the land must be listed.

V. Type of Development (Proposed Use)

- **Residential:** Single Family, Multi-Family less than 10 units, Multi-family more than 10 units, Townhouse more than 10 units, Townhouses less than 10 units, Row House, Apartments, Duplex etc.
- **Institutional:** Community Centers, Schools, 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, Games/Arcade Rafting Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinemas, concert Hall, swimming bathetc.
- **Resort:** Guest House, Hotel, Boarding House, Motel, Residential Club, Resort Cottages, 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) Habitable Room include bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom and family room but excludes bathroom, laundry, corridor, hallway, lobby and other spaces of a specialized nature occupied neither frequently nor for extended periods
- b.) Amenities / c.) Access
 - **Building Footprint** is the entire area of the ground covered by permissible structure; that is the area under the horizontal projection of the roof.
 - **Amenity area** is space set aside for recreational and landscaping purposes but it does not include land reserved for car parking, driveway, foot paths and building.
 - Ramps, rails and other amenities shall be provided for the disable which should include disable 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 are natural water Courses and includes 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 Reserve, National Monument/Natural Landmark, Ramsar Sites, Heritage Sites, and 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 St. Catherine Municipal Corporation.



Urban Planning Department
Tele: Planning 876-984-3111/2
Fax: 1-876-984-2528
Email: scpcplanning@gmail.com
Website: stcatherinemc.gov.jm
Emancipation Square
Spanish Town P.O
St. Catherine
Jamaica