



- ☐ **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

Environmental Permit and or License Required/  
Obtained

5. Decision

Yes

No

☐ **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 Chief Engineering Officer**

.....  
Date of Signature

.....  
**for Director of Planning**

.....  
Date of Signature

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 Chief Engineering Officer**

.....  
Date of Signature

.....  
**for Director of Planning**

.....  
Date of Signature

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



**MANCHESTER MUNICIPAL CORPORATION**  
**APPLICATION FOR PLANNING & OR BUILDING PERMISSION**



The Town and Country Planning Act 1957, The Building Act 2018 (saved by-laws), the Building Code 2009, Confirmed Development Order (.....)

DATE: Day .....Month.....Year.....

20\_\_-\_\_\_\_-\_\_\_\_\_-PB/BA/PA\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Chief Executive Officer  
Manchester Municipal Corporation  
32 Hargreaves Avenue, Mandeville  
Manchester  
Jamaica

Dear Sir/Madam:

I submit herewith for your consideration \_\_\_\_\_ plans for \_\_\_\_\_  
situated at \_\_\_\_\_  
\_\_\_\_\_

**Disclaimer** - The application is subjected to reassessment if there are discrepancies with documents submitted. The applicant will be contacted to re-submit additional or updated information. **This will result in a delay in processing your application.**

Sincerely,  
  
.....  
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 (labour/material/transport etc.) \_\_\_\_\_

Application fee:  
Square Meter of Bldgs. (M2) \_\_\_\_\_ X Rate Applied: \_\_\_\_\_ = Sub Total Fee \$: \_\_\_\_\_  
Additional Inspections (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  
☐ REVALIDATION OF BUILDING PERMIT  
☐ PLANNING  
☐ RETENTION/USE OF STRUCTURE  
☐ BUILDING PERMIT ONLY\*
- ☐ CHANGE OF USE  
☐ OUTLINE APPLICATION  
☐ DEMOLITION  
☐ OTHER \_\_\_\_\_

\* Areas not covered by development order

II. APPLICANT DETAILS

TITLE: ☐MR ☐MRS ☐MS

FULL NAME OR COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_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 / PRACTITIONER INFORMATION  
(Architects, Engineers, Building Practitioners, Urban Planners etc.)

TITLE: ☐MR ☐MRS ☐MS

PROFESSION \_\_\_\_\_

FULL NAME OR COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_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: \_\_\_\_\_

ADDRESS: \_\_\_\_\_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.  
Are there any existing structure(s) on site? YES (To be reflected on Plan) NO  
If yes state amount and existing use (s)

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  
Community Name

V. TYPE OF DEVELOPMENT (PROPOSED USE)

- ☐ RESIDENTIAL DEVELOPMENT  
Specify
- ☐ RESORT DEVELOPMENT  
Specify
- ☐ COMMERCIAL DEVELOPMENT  
Specify
- ☐ MIXED USE DEVELOPMENT  
Specify
- INDUSTRIAL DEVELOPMENT
- ☐ LIGHT INDUSTRIAL (Specify)
- ☐ TELECOMMUNICATION  
Specify
- ☐ HEAVY INDUSTRIAL (Specify)
- ☐ RECREATIONAL DEVELOPMENT  
Specify
- ☐ OTHER  
Specify
- ☐ INSTITUTIONAL DEVELOPMENT  
Specify

VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)

- ☐ NEW
- ☐ STRUCTURAL REPAIR
- ☐ EXTENSION
- ☐ ALTERATION / MODIFICATION
- ☐ RETENTION OF USE
- ☐ 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 in appendix)  
Bathroom: Existing Proposed Shops/Offices: Existing Proposed  
Other Rooms: Existing Proposed

Applicant Signature

b) SITE INFORMATION

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

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: Central 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) BUILDING SYSTEMS

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

MATERIALS TO BE USED IN CONSTRUCTION (Dominant type)

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

g) 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  
Is the proposed area susceptible to flooding, landslide, rock fall, storm surge etc.. YES NO

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

THE BASE APPLICATION FEE INCLUDES FOUR INSPECTIONS. ADDITIONAL INSPECTIONS WILL INCUR ADDITIONAL FEES.

THE AUTHORITY 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 THE TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

DECLARATION (COPY TO BE RETAINED BY THE LOCAL AUTHORITY)

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 **the (intention to build) card is not a permit to erect any structure** and that I must await a response from the Local Authority before commencing any work. I am also aware that failure to display this notice will cause this application for a building permit to be treated as incomplete. This **Notice** should remain displayed until a decision on the application has been determined by the Authority.
3. I hereby agree to conform to the Building Act (2018)/saved Bylaws, Planning Act (1957) & Regulations and the Building Code (2009) in every respect, and acknowledge responsibility for the act of my builder or any other person I employ to carry out work if permission is granted.
4. Once approval is granted, I will notify the Local 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 payment of a fixed penalty in the amount of \$1,000,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment.
5. I understand that if I carry out any development works before a permit is issued or carry out work contrary to the conditions of building approval, Stop and Enforcement Notices will be served on me under the Building Act (2018). Failure to comply with a Stop Notice may be discharged by payment of a fixed penalty in the amount of \$1,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment. Failure to also comply with a subsequent Enforcement Notice may result in discharge by payment of a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment.
6. I also understand that if I carry out any development works before a permit is issued or carry out work contrary to the conditions of planning approval under the Town & Country Planning Act (1957), Stop Notice and an Enforcement Notice can also 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.
7. I am also aware that I must **request a Certificate of Occupancy** from the Local Authority once the structure is complete or partially complete and can be occupied.
8. The Local Authority will not be held accountable for any substandard materials used during construction that was not approved by the Bureau of Standard.

Disclaimer - The application is subjected to reassessment if there are discrepancies with documents submitted. The applicant will be contacted to re-submit additional or updated information. **This will result in a delay in processing your application.**

Sincerely,

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

.....  
Signature of applicant

Date .....

NOTE

- THE BASE APPLICATION FEE INCLUDES FOUR INSPECTIONS. ADDITIONAL INSPECTIONS WILL INCUR ADDITIONAL FEES.
- THE AUTHORITY 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 THE TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

DECLARATION (COPY IS TO BE RETAINED BY APPLICANT/AGENT)

1. I hereby agree that information submitted is accurate to the best of my knowledge
1. I will erect the **“intention to build” card in a conspicuous area** on the proposed site. I understand that **the (intention to build) card is not a permit to erect any structure** and that I must await a response from the Local Authority before commencing any work. I am also aware that failure to display this notice will cause this application for a building permit to be treated as incomplete. This **NOTICE** should remain displayed until a decision on the application has been determined by the Authority.
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Sincerely,

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

.....  
*Signature of applicant*

*Date* .....



APPENDIX - BUILDING APPLICATION FORM GUIDE

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

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 or letter of authorization from the owner signed and stamped by a Justice of the Peace 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 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, and 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.
- b) **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

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)

c) 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 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, 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 Clarendon Parish Council.



Manchester Municipal Corporation  
32 Hargreaves Avenue, Mandeville  
Manchester  
Jamaica  
Tel: (876) \_\_\_\_\_  
\_\_\_\_\_