



Universal Reference Number .20_ _ - _ _ _ _ -PB/BA/PA_ _ _ _ _

BUILDING APPLICATION CHECKLIST

1. Proof of Ownership

Certified copy of Registered Title

In the absence of Registered Title Certified Copy of any of the following:

Probated Will Sales Agreement Deed of Gift/Conveyance

Letter from Attorney or Government Agency for Land Settlement

Letter of Authorization from the owner, stamped and signed by a Justice of the Peace or a Notary Public

2. Other Requirements

Current Certificate of Property Tax Payment Surveyor's Report/Diagram TRN

Planning Report for development proposals over 500M2 and subdivisions 10 lots and over (excl. single fam. Residential) Other (specify)

3. Plan Detail Requirements (All legends and drawings are required to be visible and accurately labeled)

Location Map; at required scale and shows where the development is located in relation to surrounding areas. Usually, **Urban Areas** – 1:2000, 1:2500, 1: 4800, 1:5000, or 1:10000 metric / **Rural Areas** – 1: 12,500 metric (1: 50,000 and written details where map scale is not available).

Site Plan: Drawn to a minimum scale of 1:500 (1:100 & 1:200 also accepted)

- ✓ Define all survey pegs to the lot (s) involved. Show and calculate all areas of impermeable site coverage showing all trees over 6m in height and/or 600mm girth.
- ✓ The length and bearing of all boundaries.
- ✓ The existing and proposed method of storm water draining, containment and final disposal point/facility etc...
- ✓ Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary.
- ✓ Contour lines for gradient 15 degrees (1:4) and over where the land is susceptible to flooding & landslide (existing land contours at a maximum of 3m increments or as required).
- ✓ Any existing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings (setback).
- ✓ Road Alignment (Center Line) and significant features such as poles and hydrants.
- ✓ Access and egress
- ✓ Dimensions must be shown for parking spaces, where applicable car parking spaces and vehicular maneuvering on the property.
- ✓ North Sign (Orientation)

4. Required Construction Drawings/Plans drawn to a minimum scale of 1:100 (1:75 for complex drawings, where a building is too large to hold on a 24"x 36" paper).

Certified drawings: Drawings over 300m2 certified by a registered professional/under 300m2 complex proposals also certified by a registered professional (signed and stamped).

Floor Plans; The entire floor layout including existing as well as proposed floor plans (use of rooms, doorways, windows, openings etc.)

Sections; a minimum of 2 (1 longitudinal & 1 cross-sectional) depicting interior details and showing ground and finish floor levels.

Elevations; Exterior finishes labeled (Walls, roof material), highlighting ground levels both existing and final (All elevations details for new development, alterations or extensions).

Structural Details; Include details of all structural components; foundations, columns, beams, footing, lintel, stiffeners, staircase plan (reinforce and section), roof vent detail, retaining walls, walls, section through slab etc.

Roof Plan; showing all structural members (sizes, spacing, types, roof pitch, drainage etc.); section through eave, ridge, roof wall connection, parapet, valley, gutters etc...

- 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Technical information presented and adhered to	Environmental Permit and or License Required/Obtained	
<input type="checkbox"/> Technical information not received		
5. Decision	Yes	No
<input type="checkbox"/> Accept: The application meets all requirements for acceptance		
<input type="checkbox"/> 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		
<input type="checkbox"/> Accept: The application now meets all requirements for acceptance.		
<input type="checkbox"/> 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



CLARENDON 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: DayMonth.....Year.....

20__-__-__-PB/BA/PA__-__-__

The Chief Executive Officer
 Clarendon Municipal Corporation
 3 Sevens Roads, May Pen
 Clarendon
 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) _____
 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 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

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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 assist 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 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 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

- 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.



Clarendon Municipal Corporation
3 Sevens Roads, May Pen
Clarendon
Jamaica

Tel: (876) _____