

**KINGSTON & ST. ANDREW CORPORATION**

**APPLICATION FOR BUILDING & OR PLANNING PERMISSION**



#### The Building Act (2018), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Kingston Development Order (1966) & Provisional KSA & Pedro Cays Development Order (2017)

**BUILDING APPLICATION FORM GUIDE**

This is a guide to assists 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 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 must be given if application is submitted by agent)***

##### Property’s Legal Information

1. 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.
2. All Individuals having vested interest in the land must be listed.

##### 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

##### Nature of Development

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

1. **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 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, and Nature Reserve etc.

##### Covenant

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

##### Type of Development (Proposed Use)

**BUILDING APPLICATIONS**

**For more information on the building classification please consult the International Building Code most recent iteration.**

<https://codes.iccsafe.org/content/IBC2021P2/chapter-3-occupancy-classification-and-use>

The following documents must accompany this completed application form:

 [ ]  Proof of ownership [ ]  Copy of Up-to-date Property Tax Payment Certificate

[ ]  Surveyors ID Report [ ]  4 sets of drawings (residential) / 6 sets of drawings (multifamily, commercial, institutional, etc.)

[ ]  Fixed date claim/Affidavit [ ]  no objection letter from NWC for water and sewage connection for multifamily development only

[ ]  Payment of processing fee [ ]  Applicant and Owners TRN

[ ]  **Pictures of the intent to build notice posted on site and at the nearest police station or post office. Also pictures of the road surface in front of the proposed development.**

**Fee Structure Guide**

**Residential single family** $135/m2

**Residential multifamily** $135/m2

**Non-residential application** $180/m2

**AS built** – 3 times the applicable fees

**Breach based application** – 1% of Bill of Quantities for works done before notice was served and applicable building fees for work to be done

**Infrastructure fees** – 1% construction cost from Bill of Quantities example parking areas/lots or any other application that’s parking is a function (non-residential) also storm water collection, sewage treatment plants, site retaining walls, if higher than 3m, any other construction not deemed as a building.

**Revalidation** $10,000.00 (residential) $15,000.00 (none residential)

**Resubmission** same fees as the original approval

**Planning change of use** without a building component (1/4) of applicable building fees

**Building change** of use full building fees

**Minimum building fees** $20,000.00

First 4 inspections are covered by building fess.

Inspection requirements

* One (01) Structural inspection is required per level per building for every 500m2 of building.
* One (01) Inspection per site component to include (sewage treatment system or connection to sewer main, retaining walls etc.).
* One (01) Final inspection is for each building block.

For more information and assistance please contact the Kingston and St. Andrew Corporation

**Planning Department**

Tele: (876) 967-0585/4195 ext.267 - 269, 294

**Building Department**

Tele: (876) 922-4320/8669 ext. 278 – 279

**City Engineer**

Tele: (876) 922-4320/8669 ext. 280 - 281

**Building Registry**

Tele: (876) 922-8647-8 ext. 272

[**www.ksamc.gov.jm**](http://www.ksamc.gov.jm)

24 Church Street Kingston C.S.O. Jamaica



20\_\_\_-02001- \_\_\_\_\_\_\_\_\_\_\_\_\_

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#### The Building Act (2018), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Kingston Development Order (1966) & Provisional KSA & Pedro Cays Development Order (2017)

DATE: Day ………..Month……………Year……………

The Town Clerk

Kingston & St. Andrew Corporation

24 Church Street

Kingston

Jamaica

Dear Sir/Madam:

I submit herewith for your consideration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­plans for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of plans (types of application e.g. residential, commercial or mixed development)

 situated at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the municipality of Kingston & St. Andrew.

Yours faithfully,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name in BLOCK CAPITALS

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of applicant (s) or agent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

**APPLICATION FEE/ASSESSMENT**

**(For Official Use Only)**

Date of Receipt: Receipt No.

**Estimated Cost of Development**

Construction infrastructural cost or Swimming pool cost: $

**Application fee:**

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

1% of construction infrastructural/swimming pool cost ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Base inspection Fee $\_\_\_\_\_\_\_\_\_\_\_ X # of additional Inspections \_\_\_\_\_\_\_)= Sub Total Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of Officer Building Assessing Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_

Name of Officer Planning Assessing Application: Signature: \_\_\_\_

Amount Paid $ Other Notations

Name of Cashier Signature

1. **APPLICATION TYPE**

**Kindly tick below type(s) of application you are applying for**

**PLANNING APPLICATION BUILDING APPLICATION**

[ ]  DETAILED PLANNING PERMISSION [ ]  BUILDING PERMIT

[ ]  OUTLINE PLANNING PERMISSION [ ]  RETENTION STRUCTURE

[ ]  RETENTION OF USE [ ]  RESUBMISSION/REVALIDATION OF BUILDING PERMIT

[ ]  CHANGE OF USE \_\_\_\_\_\_\_\_\_\_\_ STATE PERCENTAGE COMPLETE

[ ]  ENQUIRY [ ]  CHANGE OF BUILDING USE

[ ]  DETERMINATION [ ]  OTHER\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **APPLICANT DETAILS**

TITLE: [ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

CONTACT NUMBER (S): (TEL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CEL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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

## PROFESSIONAL INFORMATION

### (Architects, Engineers, Building Practitioners, Urban Planners etc.)

TITLE: [ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:[ ]  Engineering [ ]  Traditional

SECTION(S) OF PLAN / DESIGN DRAWN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: [ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: [ ]  Engineering [ ]  TRADITIONAL SECTION(S) OF PLAN / DESIGN DRAWN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **PROPERTY’S LEGAL INFORMATION**

CIVIC ADDRESS/LOT/APT No. STREET TOWN/CITY

PROPERTY NAME SHOP No.\_ AREA OF LAND\_ (Hectares / sq. m)

### PROPERTY REGISTRATION

VOLUME FOLIO\_ VALUATION No.\_ OTHER\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF OWNER (S) \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER (S) TRN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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.)

North\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ South \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

East \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ West\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **TYPE OF DEVELOPMENT (PROPOSED USE)**

 **Kindly tick appropriate box/boxes in each section**

 **PLANNING APPLICATION BUILDING APPLICATION**

[ ]  RESIDENTIAL DEVELOPMENT Assembly (See IBC Section 303)

[ ]  Single family Group A-1 [ ]  A-2 [ ]  A-3 [ ]  A-4 [ ]  A-5 [ ]

[ ]  Multifamily Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business (See IBC Section 304) Group B [ ]

 (number of buildings, floors, type(s) of units and number of units)

 Education (See IBC Section 305) Group E [ ]

[ ]  RESORT DEVELOPMENT

Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Factory and Industrial (See IBC Section 306)

 Group F-1 [ ]  Group F-2 [ ]

[ ]  COMMERCIAL DEVELOPMENT

Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High Hazard (See IBC Section 307)

 (number shop/units, finished height of building) Group H-1 [ ]  H-2 [ ]  H-3 [ ]  H-4 [ ]  H-5 [ ]

[ ]  MIXED USE DEVELOPMENT Institutional (See IBC Section 308)

 Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group I-1 [ ]  I-2 [ ]  I-3 [ ]  I-4 [ ]

INDUSTRIAL DEVELOPMENT Mercantile (See IBC Section 309) Group M[ ]

 [ ]  LIGHT INDUSTRIAL (Specify)

[ ]  HEAVY INDUSTRIAL (Specify) Residential (See IBC Section 310)

 Group R-1 [ ]  R-2 [ ]  R-3 [ ]  R-4 [ ]

[ ]  TELECOMMUNICATION

Height \_\_\_\_\_\_\_\_\_m [ ]  Roof top [ ]  Greenfield Storage (See IBC Section 311)

 Group S-1 [ ]  S-2 [ ]

[ ]  RECREATIONAL DEVELOPMENT Specify \_\_\_\_\_\_\_ Utility and Miscellaneous (See IBC Section 312) Group U[ ]

[ ]  INSTITUTIONAL DEVELOPMENT Specify

## 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **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 \_\_\_\_\_\_\_\_\_\_

\*(Building footprint means the perimeter of a building at the outer edge of the outside walls of the building, including cantilevered portions of a building)

Restrooms: Existing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed \_\_\_\_\_\_\_\_\_\_\_\_\_ Shop/Offices: Existing \_\_\_\_\_\_\_\_\_\_\_ Proposed \_\_\_\_\_\_\_\_\_\_\_\_

Other Rooms: Existing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed \_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

### **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 \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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

1. **SEWAGE TREATMENT AND DISPOSAL**

Sewage will drain to: [ ] Public or other sewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Mechanical System\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Absorption Pit (Specify) \_\_\_\_\_ [ ]  Septic Tank and (Specify) \_ \_\_\_\_\_\_ \_[ ]  Tile Field and (Specify) \_\_\_\_\_\_\_\_\_

 (Ø and depth) (length, width and depth) (length, width and depth)

[ ]  Reed Bed (Specify) \_\_\_\_\_ \_\_ \_\_ [ ]  Other\_\_\_\_\_ \_\_\_\_ (Specify) \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 (length, width and depth) (length, width and depth)

1. **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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ENVIRONMENTAL ISSUES Yes No**

Do you intend to destroy any trees with a trunk diameter exceeding 25 cm? [ ]  [ ]

Will the development impede on any water way / natural drainage feature (e.g. sinkholes)? [ ]  [ ]

Is the Development located in a protected area? [ ]  [ ]

If yes, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  [ ]

Will the development affect endemic flora and/or fauna? [ ]  [ ]

### **MATERIALS TO BE USED IN CONSTRUCTION (Dominant type)**

[ ]  Brick [ ]  Concrete [ ]  Blocks [ ]  Timber [ ]  Insitu Concrete [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roofing: [ ]  Metal [ ]  Slab [ ]  Shingle [ ]  Wood [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **BUILDING SYSTEMS**

[ ]  Pre-fabrication [ ]  Precast [ ]  Block and Steel (Traditional) [ ]  Timber frame

[ ]  Metal frame (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## RESTRICTIVE 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

Make reference to any Fixed Date Claims and/or Affidavit to support building 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.

#### 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 have erect the **“ Intent to build” c ar d in a conspicuous area** on the proposed site, as well as the nearest police station and or post office and will have it remain until a decision is made on the application. I have notified 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 or until a decision is made on the application whichever is longer.

(b) I understand that **this (intent to build card) is not a permit to erect any structure** and that I must await a decision from the Local Authority.

#### I will notify the Building Department of the Kingston and St. Andrew Municipal Corporation 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.

1. 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*



20\_\_\_-02001- \_\_\_\_\_\_\_\_\_\_\_\_\_

**Kingston and St. Andrew Municipal Corporation**

Building Application Checklist

1. Proof of Ownership
	* Certified copy of Registered Title no older than 30 days

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

* + Probate Will ☐ Sales Agreement
	+ Deed of Gift/ Conveyance ☐ Letter from Attorney of Government Agency for

Land Settlement

* + Letter of Authorization from owner,

Stamped and signed by a Justice of the Peace or a Notary Public

1. Other Requirements
	* Current Certificate of Tax Payment ☐ Surveyor’s ID Report/ Diagram (no older than 12months)
2. Plan Detail Requirements (All legends and drawings are required to be visible and accurately labelled).
	* Location Map; at required scale and shows where the development is located in relation to surrounding areas. Usually in: 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: Draw a minimum scale of 1: 500 (depending on the size of the site).
		+ Define all survey pegs to the lot(s) involved. Show calculate all areas of impermeable site coverage showing all trees over 6m in height and/ or 600 mm girth.
		+ The length and bearing of all boundaries.
		+ Contour lines for Gradient 15 degrees (1:4) and over where the land is susceptible to flooding and 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 building (setback).
		+ Road Alignment (Center Line) and significant features such as poles, hydrants
		+ Access and egress
		+ Dimensions must be shown for parking spaces, where applicable car parking spaces and vehicular manoeuvring on the property.
		+ North Point (Orientation)

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”\*35” paper).

* + Floor Plans; The entire floor layout including existing as well as proposed floor plan (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 labelled (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, etc.
	+ Roof Plan; Showing all structural members (sizes, spacing, types, roof pitch, roof wall connection, ridge, drainage etc.)
	+ Foundation Plan; Show all structural members including stiffeners, column location, etc.
	+ Drainage details must include grass trap, trap gully basin, septic tank, absorption pit, manhole, etc.
	+ Electrical Plan layout of all electrical components; electrical outlets, lighting and fixtures etc.
	+ Drainage Plan; the existing and proposed storm water drainage and plumbing layout. Position of existing and proposed features such as sanitary drains, septic tanks, absorption pit, soak away pit, rile field, surface

/ storm wastewater collection, containment, and final disposal point 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 and paving, turf, etc. to be consistent with site plan)
		- Show finished ground levels.
		- Show contact details of landscape designer
		- Show retaining wall location, height and material
	+ Fire Concept (for all commercial, institutional, industrial, and Multi-family townhouses/ apartments). Other (Specify)
1. Submission of Proposal to the Development Assistance Centre at NEPA
	* Technical information presented and adhered to
	* Technical information not received

…………………………………………………………………………………………………………………………………………………………………

1. Decision
	* Accepted: The plan meets all requirements for acceptance
	* Rejected: The plan does not meet the requirements for acceptance because …………………………………..............

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…………………………………………………. ………………………………………………

for City Engineer Date of Signature

# AMENDMENT

* + Accepted: The plan meets all requirements for acceptance
	+ Rejected: The plan does not meet the requirements for acceptance because …………………………………..............

……………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………….. is/ are missing and/ or information given in relation to …………………………………………………………………………………………………………………………………………...

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…………………………………………………. ………………………………………………

for City Engineer Date of Signature

NOTE

Checklist is subjected to change with the implementation of the NEW BUILDING CODE

# FOR INTERNAL USE ONLY

REFERRAL AGENCIES

* + National Environmental & Planning Agency [ ]  Town & Country Planning Authority
	+ National Works Agency [ ]  Environmental Health Unit (MOH)
	+ Mines & Geology Division [ ]  Water Resource Authority
	+ JFB Fire Prevention and Protection Unit [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Office of Disaster Preparedness & Emergency Management