



20__-02001-_____

KINGSTON & ST. ANDREW CORPORATION

APPLICATION FOR BUILDING & OR PLANNING PERMISSION



The KSAC Building Act (1883), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Kingston Development Order (1965)

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

Chief Executive Officer
Kingston & St. Andrew Municipal Corporation
24 Church Street
Kingston
Jamaica

Dear Sir/Madam:

I submit herewith for your consideration (Insert Number of Plans) plans for (State type of Application) _____ situated (Location) _____

The following documents must accompany this completed application form:

- Proof of ownership
- Surveyors ID Report
- Payment of processing fee
- Copy of Up-to-date Property Tax Payment Certificate
- 4 sets of drawings (residential)/ 6 sets of drawings (commercial/ institution, etc.)

Yours faithfully,

.....
Name in Block Capitals

.....
Signature of Applicant/Agent

.....
Date

DISCLAIMER:
This application is subject to random re-assessment. If there are discrepancies with the application documents or fees the applicant will be contacted for additional information or fees, where applicable.

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 Fee \$ _____ = _____)

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

Name of Officer Assessing Application: _____ Signature: _____

Amount Paid \$ _____ Other Notations _____

Name of Cashier _____ Signature _____

I. APPLICATION TYPE

- | | |
|--|--|
| <input type="checkbox"/> PLANNING AND BUILDING PERMIT | <input type="checkbox"/> BUILDING PERMIT ONLY* |
| <input type="checkbox"/> RENEWAL/REVALIDATION OF BUILDING PERMIT | <input type="checkbox"/> CHANGE OF USE |
| <input type="checkbox"/> ENQUIRY | <input type="checkbox"/> OUTLINE APPLICATION |
| <input type="checkbox"/> RETENTION/USE OF STRUCTURE | <input type="checkbox"/> DEMOLITION |
| <input type="checkbox"/> OTHER _____ | |

* Areas not fully covered by development order

II. APPLICANT DETAILS

TITLE: MR MRS MS

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* _____

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

TITLE: MR MRS MS

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: ENGINEERED TRADITIONAL

SECTION(S) OF PLAN / DESIGNED DRAWN _____

TITLE: MR MRS MS

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: 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. _____ CERTIFICATE OF TAX PAYMENT _____
 Are there any existing structure(s) on site? YES (*To be reflected on Plan*) NO
 If yes 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.)
 N _____ S _____
 E _____ W _____

V. TYPE OF DEVELOPMENT (PROPOSED USE)

- | | |
|--|---|
| <input type="checkbox"/> RESIDENTIAL DEVELOPMENT
Specify _____

<input type="checkbox"/> COMMERCIAL DEVELOPMENT
Specify _____

INDUSTRIAL DEVELOPMENT
<input type="checkbox"/> LIGHT INDUSTRIAL (Specify) _____
<input type="checkbox"/> HEAVY INDUSTRIAL (Specify) _____

<input type="checkbox"/> RECREATIONAL DEVELOPMENT
Specify _____

<input type="checkbox"/> INSTITUTIONAL DEVELOPMENT
Specify _____ | <input type="checkbox"/> RESORT DEVELOPMENT
Specify _____

<input type="checkbox"/> MIXED USE 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 _____
 (*Bedroom, Living Room, etc. see Building Application form guide*)

 Restroom: Existing _____ Proposed _____ Shops/Offices: Existing _____ Proposed _____

 Other Rooms: Existing _____ Proposed _____

Applicant Signature _____ 3

b) 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 _____

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: Public 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) 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 _____

Roofing: Metal Slab Shingle Wood 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 covenant (s) that will be breached _____

ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFORM THE APPLICATION

Applicant Signature _____ 4

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.

DECLARATION

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 will erect the **"intention to build" card in a conspicuous area** immediately on the proposed site. I understand that failure to do so as specified would result in penalty imposed by the Local Planning Authority. I will notify 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.
- (b) I understand that **this (intention to build card) is not a permit to erect any structure** and that I must await a response from the Local Authority.
- 4. I will notify the Local Planning 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 the cessation of construction works, and any further unauthorized construction works would result in legal actions.
- 5. 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

BUILDING APPLICATION FORM GUIDE

This is a guide to assist 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 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 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, Tax Certificate 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, 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 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, 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 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

Chief Engineering Officer

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

Building Registry

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

Fax: (876) 967-5072

www.ksacorp.gov.jm

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