

Planning, Room 9) on the Ground Floor for Submission and Processing.

- Present your submission receipt from the Town Planning office to the Works department Room 15 for an official Permit Bill to be prepared for you.
- Pay the amount of the Permit Bill at the Accounts office of the District Assembly.
- Present a photocopy of the Permit receipt to the development Control Office of Town Planning(Physical Planning, Room 9) on the Ground Floor.

SCHEDULE B

Application for Commercial/light Industrial Buildings

- Pay the fee for the Building Permit Form at the Accounts Office.
- Present the Receipt to Stores for the collection of the Building Permit Form
- Submit your documents to the Development Control Office of Town Planning(Physical Planning, Room 9) on the Ground Floor for Submission and Processing.
- Present your submission receipt from the Town Planning office to the Works department Room 15 for an official Permit Bill to be prepared for you.
- Pay the amount of the Permit Bill at the Accounts office of the District Assembly.
- Present a photocopy of the Permit receipt to the development Control Office of Town Planning(Physical Planning, Room 9) on the Ground Floor.

NOTE: From the date of the Submission of your Document to this Office, Permit must be issued to you within a period of three (3) months effective the date of submission.

Any Development / Building without Permit will be charged a penalty which is twice the Permit Fee. This will be payable to the accounts Office of the District Assembly.

GENERAL INFORMATION

It is important to note that the validity of a building permit issued in accordance with the above Process is FIVE (5) YEARS for the construction.

Developers are therefore required to seek renewal of Building Permit if Building is not completed within FIVE (5) YEARS.

CONTACTS: For further clarification on the above information you can contact the secretariat on mobile numbers: (0274979221/0243615070)
Whatsapp: 0243615070
Email: sodaphysical@gmail.com

CAUTION!!!

Act 936 provides that any unauthorized structure or structures attached to a premise shall be demolished or removed on notice by the District Assemblies.

The receipts issued for the processing fees /Permit fees are not BUILDING PERMITS.

Building becomes illegal if it does not conform to what is on the approved plan. Any applicant who makes a false declaration does so at his/her own risk.

SHAI-OSUDOKU DISTRICT ASSEMBLY



REGULATIONS AND PROCEDURE FOR ISSUANCE OF BUILDING PERMIT.

PREAMBLE

The cumbersome procedure which has over the years characterized the provision of satisfactory service delivery has led to regular complaints from the Public.

This has in turn reduced trust and confidence in the system of service delivery related to Planning and Land Administration.

PURPOSE

To provide information on requirements and Procedure towards the issuance of development and building permit in conformity with the existing building regulations and development control guidelines.

WHO CAN APPLY?

Any Person or Organization who has the legal title (Indenture & Search report/Title certificate) to a plot of land and intends to build on it.

TYPES OF DEVELOPMENTS

Schools, Hotels / Restaurants, Places of Worship (Church & Mosques), Offices, Factories, Shops/Supermarkets, Car Parks, Amusement Parks and Others.

REQUIREMENTS

- Four (4) sets of site plans, in a scale of 1: 2,500.
- Four (4) sets of building fence and block plans in a scale of 1:250/200
- Clearance letter after official search on status of land from Lands Commission or Land Title Registry following an enquiry letter issued by the Physical Planning Department (Town and Country Planning).
- Four (4) sets of building drawings.

- Building Permit Application Form and Physical Planning Department Form 1 (Town and Country Planning Form 1).

Ensure that the under listed Professionals sign the various plans to be attached to the Building Permit Application.

- Professional Physical Planner to sign the Block Plans where there are no layouts.
- Architect or Licensed draughtsman to sign Architectural Plans.
- Civil or Structural Engineer to sign the detailed structural drawings for Two storey building and above.

SCHEDULE A

Residential Building Permit

Please obtain the following relevant documents

- Four (4) copies of an Architect Endorsed Building Drawings.
- Three (3) Site Plans.
- A Land Title Certificate/A Signed and Witnessed Indenture with Search Report.

NOTE: An Official Search Report from the Lands Commission is required in addition to your Indenture if a Land Title is not available.

SCHEDULE B

Commercial Building Permit

Please obtain the following relevant documents

- Four (4) copies of an Architect/Engineer endorsed Building Drawings.
- Three (3) Site Plans.
- A Land Title Certificate/A Signed and Witnessed Indenture with Search Report.

- A Fire Permit.
- An Environmental Protection Agency (EPA) Permit.
- A Highway Right of Way Permit (If Development is By a Highway).
- Soil Test Report (If Building is three (3) storey or Higher)

If your documents meet the requirement above you are advised to go through the following steps.

- Present your Documents to the Map Room of the Town Planning Office (Physical Planning, Room 9) on the Ground Floor for checking of your Site Plan
- Buy a Building Permit Application Form from the Accounts Office.
- Submission Fee is also paid at the Accounts Office.
- Go to the Quantity Surveying Unit Room 15 of the Works Department for the Preparation of your Permit Bill.
- Bring Forms and Building Drawings to the Development Control Unit of the Town Planning Office (Physical Planning, Room 9) on the Ground Floor

SCHEDULE A

Application for Residential Development

Buildings

- Pay the fee for the Building Permit Form at the Accounts Office.
- Present the Receipt to Stores for the collection of the Building Permit Form
- Submit your documents to the Development Control Office of Town Planning (Physical