



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
 - Deed of Gift/ Conveyance
 - Letter of Authorization from owner,
Stamped and signed by a Justice of the Peace or a Notary Public
 - Sales Agreement
 - Letter from Attorney of Government Agency for
Land Settlement

2. Other Requirements

- Current Certificate of Tax Payment
- Surveyor's ID Report/ Diagram (no older than 12months)

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 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 maneuvering 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, rille 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) _____

4. Submission of Proposal to the Development Assistance Centre at NEPA

- Technical information presented and adhered to
- Technical information not received

5. Decision

- 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
 is inadequate.

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for City Engineer

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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
 is inadequate.

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for City Engineer

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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)
- Office of Disaster Preparedness & Emergency Management
- Mines & Geology Division
- Water Resource Authority