



Kingston and St. Andrew Municipal Corporation

BUILDING APPLICATION FORM GUIDE

This form 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 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 Centre, 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.
- Resorts: Guesthouse, 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 areas 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 the permissible structure; that is the area under the horizontal projection of the roof.

- b) Habitable rooms 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 wheelchairs. (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: Title 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.



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