

**BUILDING APPLICATIONS**  
**THE PARISH COUNCIL BUILDING ST. CATHERINE BYE LAW 1949”**  
**AND THE AMMENDMENTS THERETO**

Every person who propose to erect any building or any part thereof or to remove, later or extend any building or any part thereof shall give full notice in writing to the Council and such notice be accompanied by: a letter showing **proof of ownership from N.H.D.C., N.H.T or Developer OR your registered land title, an up to date property tax receipt, and a full set of plans.** The plans should be Four (4) sets for residential or six (6) sets for commercial, CLEARLY indicating the type of building, its location, method of construction, system of drainage and water supply. *(See building plan chick list for, below)* Upon submission of building application, the applicant is strongly reminded that the owner/applicant is obligated to acquire a notice form which must be erected/posted on the said land/site of intended development, no more that 2 days after date of application. Failure to do so may result in the omission of a Pre Approval inspection. This can and will influence your submission for approval. Every above mentioned notice shall be accompanied by: -

**BUILDING PLAN CHECK LIST**

**Cover sheet** (optional)(with Title, location map and Index)

**Site Plan & Location Map w/ North Arrow**

*(Clearly defined boundaries with dimensions, set back lines; adjoining lot no. & partial structures)*

**Demolition Plan** *(when extension, remodelling)*

**Floor Plan/s**

*(with dimensions of masonry openings, walls and overall dimensions; Stiffeners, windows, doors labelling & all necessary annotation )*

**Sections Thru' Building**

*(2 No. (cross and long'); detail call out w/ cross ref.; indicate rise & run for roof slope; Labelling of Room spaces; levels and dims; Should also reflect location of adjacent section cut and or line where jig occurs. )*

**Elevations**

*(2 No. Elevations for Quads & Row Units, & 4 for New Buildings)*

**Electrical and Drainage**

*(Proper sewage layout and annotations accompanied by Elect. & Plumb. Legends. Where legends are used for plumbing layout, line type symbols must be vivid in representation)*

**Roof Slab/Framing**

*( Roof framing plan w/ dimensions & proper annotation)*

**Foundation Layout**

*( proper dims; Stiffeners & labels; all foundation details relative to plan.)*

**Slab Reinforcement and Sections**

*(2 no. sections per slab reinforcement : 2 for floor + 2 for roof)*

**Drainage / Sewage details**

*(T.G.B., M.H., G.T. –plan and sections of all three common details.)*

**NB.** The following criteria's must be met for all **basic** applications in order to maintain Portmore Municipal Councils' Approvals of Building Applications.

- All applicants are further advised to consult the Land Valuation Agency or the Local Authorities for the restrictive covenants enlisted in the Certificate of Titles for the said application.
- All dimensions for plans and details must be expressed in metric or primary units of metric and alternative in imperial.
- All slabs whether roof or floor slabs must have 2 No. sections per slab.
- Electrical and Drainage Layout may be represented on the same plan, however **MUST BE ON SEPARATE PLAN** from detailed floor plan or Site Layout Plan.

# BUILDING APPLICATIONS

## BUILDING FEES FOR CONSTRUCTION OF NEW STRUCTURE ARE AS FOLLOWS

<u>BUILDING APPROVAL</u>	
1. Revalidation	\$1,000.00 (Extension period of 6mths) Revalidations are not given for building approvals beyond 2yrs.
2. For Residential Structure Absorption Pit	\$100.00 per sq. meter \$1000.00
3. For Commercial Structures Absorption Pit	\$160.00 per sq. meter \$1000.00
4. For Resort Developments. Absorption Pit	\$250.00 per sq. meter \$1000.00
5. Addition and Alteration to Existing Buildings	Fees as for new construction
5.1. Where additions exceeds the total floor area of the existing building one thousand (1000) sq. feet which ever is less	
5.2. For alteration or addition other than those specified at (3.1)	
5.3. Repairs to existing building ½ of the fee payable for a permit to construct a new building of a similar size class and type	½ of the fee payable for new construction
<u>OUTLINE APPROVAL</u>	
Outline approval of a proposed development	¼ of or 25% of full building approval fees
<u>INSPECTION FEES per visit (3 No. required)</u>	
Single Family Residential - Portmore other than Hellshire	\$200.00
Single Family Residential – Hellshire area	\$300.00
Multi-Family Residential - Portmore other than Hellshire	\$400.00
Multi-Family Residential – Hellshire area	\$600.00
Commercial and Resort Developments	\$1,000.00
<u>TEMPORARY STRUCTURES</u>	
½ of the fees payable for a permit to construct a permanent building of a similar size and class	The fees for a building to permit proposed development
<u>ADVERTISEMENTS</u>	
Super Billboards / Encroachment	<u>RATES</u> \$6,000.00 / \$5,000.00
Billboards / Encroachment	\$4,500.00 / \$5,000.00
Bus Shelter / Nil	\$2,500.00 / nil
Others / Encroachment	\$2,500.00 / \$2,000.00

- **Include 4x4 banners temporary signs, etc.**
- + **Rental of space for all Parish Council and Government Lands**

**NOTE:**

**All applications should be collected within 90 working days from the date of submission failing which the Parish Council shall not be held responsible for such an application.**