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PORTMORE MUNICIPAL COUNCIL
APPLICATION FOR BUILDING & OR PLANNING PERMISSION

The Parish Council Building Act 1952(by-law), the KSAC Building Act (1883), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Development Order (1964) parish/coast

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

The Chief Administrative Manager
Portmore Municipal Council
Shops 82 – 86 Portmore Pines Plaza
Greater Portmore
St. Catherine
Jamaica

Dear Sirs:

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

The following documents accompany this completed application form:

- o Proof of ownership
- o Up-to-date Tax Receipt
- o Surveyors Report
- o 4 sets of drawings (residential)/ 10 sets of drawings (commercial/ institution)
- o Payment of processing fee

Yours faithfully,

.....
Name in Block Capitals

.....
Signature of Applicant/Agent

.....
Date

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 Inspection Fee \$ _____)

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

Name of Officer Assessing Application: _____ Signature: _____

Amount Paid \$ _____ Other Notations _____

Name of Cashier _____ Signature _____

I. APPLICATION TYPE

- PLANNING AND BUILDING PERMIT
- RENEWAL/REVALIDATION OF BUILDING PERMIT
- ENQUIRY
- RETENTION/USE OF STRUCTURE
- OTHER _____
- BUILDING PERMIT ONLY*
- CHANGE OF USE
- OUTLINE APPLICATION
- DEMOLITION

* Areas not fully covered by development order

II. APPLICANT DETAILS

TITLE: MR MS MRS

FULL NAME OR COMPANY NAME: _____ (Affix company's seal)

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 and provide documentation _____

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

1) TITLE: MR MS MRS

FULL NAME OR COMPANY NAME: _____ (Affix company's seal)

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 _____

2) TITLE: MR MS MRS

FULL NAME OR COMPANY NAME: _____ (Affix company's seal)

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/_____ 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 NO

If yes (*To be reflected on Plan*), 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) *

RESIDENTIAL DEVELOPMENT
Specify _____

INSTITUTIONAL DEVELOPMENT
Specify _____

COMMERCIAL DEVELOPMENT
Specify _____

RESORT DEVELOPMENT
Specify _____

INDUSTRIAL DEVELOPMENT
 LIGHT INDUSTRIAL (Specify) _____
 HEAVY INDUSTRIAL (Specify) _____

MIXED USE DEVELOPMENT
Specify _____

RECREATIONAL DEVELOPMENT
Specify _____

TELECOMMUNICATION
Specify _____

OTHER, Specify _____

VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)

NEW STRUCTURAL REPAIR EXTENSION
 ALTERATION / MODIFICATION RETENTION CONVERT OR REPLACE ANY ELECTRICAL, GAS,
 MECHANICAL OR PLUMBING SYSTEM
 OTHER (Briefly describe the scope of work) _____

a) FLOOR AREA

Building Foot Print*: _____ Floor Area: Existing _____ Proposed _____ (*Acres/Hectares/Sq. M*)

No. of Floors: Existing _____ Proposed _____ **TOTAL COMBINED FLOOR AREA:** _____

No. of Habitable Rooms*: Existing _____ Proposed _____ Restroom: Existing _____ Proposed _____

No. of Shops / Offices: Existing _____ Proposed _____ Other Rooms: Existing _____ Proposed _____

b) AMENITIES*

Amenity Space: Required _____ (Sq. M) Provided _____ (sq. M), Density: Required _____ (Sq. M) Provided _____ (Sq. M)

Parking Bays: Required _____ Provided _____ Disabled Parking: Required _____ Provided _____

Boundary Distance: Front _____ Back _____ Side/L _____ Side/R _____

Applicant Signature _____

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c) ACCESS*

Does the proposed development require a 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 _____

Tile Field Absorption Pit Septic Tank and (Specify) * _____ other (specify): _____

e) SURFACE WATER: Surface water will drain to:

NATURAL: Water Course Relief Drains Sink Hole/Depression, (Specify) _____

MAN-MADE DRAINS: SOAK AWAY CATCHMENT* Drains, (specify) _____

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 _____

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 covenants that will be breached _____

ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFORM THE APPLICATION

.....

Fees Structure

Buildings (new and renewals)

Residential - \$150/m²

Commercial/shops, office, Ware-house, civic structures } - \$250/m²

Multi-family, Town Houses } - \$320/ m²

House Developments }

All applications proposing an on-site sewage disposal system will be subjected to an inspection fee of \$1500.

In addition, all applications are subjected to site inspection fees (residential \$300 per visit (Hellshire- \$400), commercial/ institution \$1500 per visit) and may also attract an encroachment fee (\$5000.00).

Revalidation (exceeding 6 months after approval and amendments of Plan

For Residential structures - \$1500

For Commercial structures - \$3000

Cellular Towers/Telecommunications device - \$18,000 per unit

Applicant Signature _____

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 DAYS, 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 for a minimum of 28 days. I understand that failure to do so as specified would result in penalty posed by the Council. I will notify the Parish Council of the date of the erection of the intention to build card if not done immediately are required.
(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 Portmore Municipal Council 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 against me.
- 5. I understand that if I carry out any development works before a permit is issued I will be subject to fines as set out in the Building by-laws and the Town & Country Planning Act 1957 (Amended 1999). That, 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)

.....
Owners TRN

.....
Date

DEVELOPMENT APPLICATION FORM GUIDE

- 1 This is a guide to assist in the completion of the Development Application form for consideration of approval. The form must be accurately completed as falsifying or providing inadequate information will prevent your application from being processed. Please be advised that for certain complex development additional supplementary forms will have to be completed.
- 2 **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*).
- 3 **Property's Legal Information**
 - a) -Other proof of ownership include but not limited to ; Common Law Title/ Probated Will, letter from attorney/ letter from JP/ Govt. Agency (HAJ/NHT/etc.,) for land Settlement all of which must be accompanied by a Surveyors Report.
-Tax Certificate
-If applicant is not the owner, an authorization letter from the owner certified by a JP must accompany these documents.
 - b) All Individuals having a vested interest in the land must be listed on the application form. If all interested parties are unable to affix signature to the form a certified letter must be sent to the Council acknowledging the proposal.
- 4 **Type of Development (Proposed Use)**
 - **Residential:** Single Family, Multi-Family less than 10 units, Multi-family more than 10 units, Townhouse more than 10 units, Townhouses less than 10 units, Row House, Apartments, Duplex etc.
 - **Institutional:** Community Centres, Schools, Library, Fire Station, Nursing Home, Church, Court, Airport, Police Station, Hospital etc.
 - **Commercial:** Shopping Area/Plaza, Restaurant, Office, Retail/Distribution, Barber Shops, Service Station etc.
 - **Recreational:** Stables, Games/Arcade, Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinemas, concert Hall, pools etc.
 - **Resort:** Guest House, Hotel, Boarding House, Motel, Residential Club, Resort Cottages, 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:** a combination of two or more uses listed above.
- 5 **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.

6 **Habitable Room** include bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom and family room **but excludes** bathroom, laundry, corridor, hallway, lobby and other spaces of a specialized nature occupied neither frequently nor for extended periods

7 **Amenities / c.) Access**

- **Building Footprint** is the entire area of the ground covered by permissible structure; that is the area under the horizontal projection of the roof.
- **Amenity area** is space set aside for recreational and landscaping purposes but it does not include land reserved for car parking, driveway, foot paths and building.
- Ramps, rails and other amenities shall be provided for **the disable** which should include disable friendly public sanitary convenience and parking. Parking should be a minimum of 5.48m x 3.95m 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.

8 **Sewage Treatment & Disposal**

- Disposal may be on-site/ central
- Septic Tanks are usually a part of a system and include any of the following: Tile Field & Absorption Pit.

9 **Surface Water**

- Natural drains are natural water courses which includes rivers, seasonal streams, sea etc. Man-made drains include gullies, gutters, and relief drains etc.
- Catchment facility is used for catching or collecting water

10 **Protected areas** include but not limited to National Parks, Marine Parks, Forest Reserve, National Monument/Natural Landmark, Ramsar Sites, Heritage Sites, and Nature Reserve etc.

11 **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
Portmore Municipal Council at:
Tele: 1-876-740-7440-2
Fax: 1-876-740-7521
www.pmc.gov.jm
Shops 82-86 Portmore Pines Plaza
Portmore Pines, Portmore
St. Catherine Jamaica