

Building Permit Application Checklist

That all building applications (meeting the below checklist) are to be lodged at the respective Town Councils with the necessary fees paid, the Municipal Councils/ Local Authority will then provide comments on the applications and will submit the applications to the Department of Town & Country Planning for the Directors' consent.

This checklist shall be filled and signed by the applicant and attached to the building application submission to DTCP. The applicant shall check each item on the checklist that has been submitted with the application.

NEW BUILDING APPLICATION						
Customer Use			Description	DTCP Use Only		
Ye s	N o	N/ A		Yes	No	N /A
			1. Cover Letter from Council describing the building application - 1 copy			
			2. Proof of Ownership (Title, Lease Document, Land Transfer) - 3 copies			
			3. Application for Development Permission forms endorsed by the applicant - 3 copies			
			4. Council Application for Permission to Build, Alter or Repair a Building Forms with development value included - 3 copies			
			5. Neighbours consent for encroaching structure - 1 copy			
			6. Percolation test for Over-Development of 21% - 50% - 1 Copy			
			7. Building Plans drawn to scale - 3 copies <ul style="list-style-type: none"> - Locality Plan - Site Plan - Floor Plan - Elevation Plan - Structural Plan - Drainage Plan & Land Formation sections 			
			8. Other Stakeholder's Consent/Approvals <ul style="list-style-type: none"> - Consent for development from landlord - Water Authority of Fiji's (WAF) consent in case of development over sewer easement. - Commercial, Industrial, Civic & Tourism Developments – certification of plans by Ministry Employment, Productivity & Industrial Relations – OHS & NFA & furnish with letter/certificate of prior approvals. - Energy Fiji Limited – assessment of project in vicinity of power lines & loading demand in supply of power for Industrial & Commercial Developments. - EIA screening approval 			
			9. Fees (as per Town Planning Act Schedule of Fees)			

BUILDING APPLICATION - Extension Plan						
Customer Use			Description	DTCP Use Only		
Ye s	N o	N/ A		Ye s	N o	N/ A
			1. Cover Letter from Council describing the building application - 1 copy			
			2. Proof of Ownership (Title, Lease Document, Land Transfer) - 3 copies			
			3. Application for Development Permission forms endorsed by the applicant - 3 copies			
			4. Council Application for Permission to Build, Alter or Repair a Building Forms with development value included - 3 copies			
			5. Neighbours consent for encroaching structure - 1 copy			
			6. Percolation test for Over Development of 21% - 50% - 1 Copy			
			7. Building Extension Plans drawn to scale - 3 copies <ul style="list-style-type: none"> - Site Plan - Floor Plan - Elevation Plan - Structural Plan 			
			8. Approved Existing Plan			
			8. Fees (as per Town Planning Act Schedule of Fees)			

MAJOR APPLICATION - Outline Application recommended for Major Developments. Site, Floor & Elevations plans only; Detailed Drawings after the consent to in Principle to Outline						
Customer Use			Description	DTCP Use Only		
Yes	No	N/A		Yes	No	N/A
			1. Cover Letter from Council describing the building application - 1 copy			
			2. Proof of Ownership (Title, Lease Document, Land Transfer) - 3 copies			
			3. Application for Development Permission forms endorsed by the applicant - 3 copies			
			4. Council Application for Permission to Build, Alter or Repair a Building Forms with development value included - 3 copies			
			5. Neighbours consent for encroaching structure - 1 copy			
			6. Percolation test for Over Development of 21% - 50% - 1 Copy			
			7. Building Plans drawn to scale - 3 copies <ul style="list-style-type: none"> - Site Plan - Floor Plan - Elevation Plan 			
			8. Fees (as per Town Planning Act Schedule of Fees)			

DECLARATION – MUNICIPAL COUNCIL

I hereby declare that the application has been verified and all information has been provided in accordance with the checklist and the correct fees have been paid.

SIGNATURE _____

NAME _____

DATE _____

DECLARATION – DEPARTMENT OF TOWN & COUNTRY PLANNING

I hereby declare that the application has been verified and all information has been provided in accordance with the checklist and the correct fees have been paid.

SIGNATURE _____

NAME _____

DATE _____

DECLARATION – APPLICANT

I hereby declare that all the necessary documents have been provided and all information is true and correct.

SIGNATURE _____

NAME _____

DATE _____