

BUILDING PLANS APPLICATIONS SUBMISSION **CHECKLIST**

1. ↑Application Forms duly filled by the Architect.
Attachments
 2. Architect/Engineer 's Practicing License Attached
 3. ↑Inspection fees receipt attached
 4. ↑Ownership document
 5. Current Rates Receipt
 6. ↑Survey Plan
 7. ↑Detailed Location Plan , Floor Plans and Elevations and Sectional details
 8. ↑Change of User (where applicable)
 9. Disclaimer Form
 10. Letters and Reports as to workmanship from both the architect and Engineer in case of a renewal applications
 11. Traffic/ NEMA (EIA) study reports (where applicable)
 12. Check if land is required for road widening.
 13. Clearance from other Government Agencies (where applicable)
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Disclaimer: All submitted building plans shall be evaluated and approved within 30 working days as long as they meet all the statutory requirements.

Any building plan proposal that does not meet requirements shall be responded to within 15 working days of submission.

Please note that the 15 days mentioned are within the 30 days of building plan approval period.