



Nasinu Town Council

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 All correspondence to be addressed to the special administrator

BUILDING APPLICATION CHECKLIST

| 1) <u>RATES SECTION</u> | NO: | Tick / N/A | Comments |
|---|-----|---------------|----------|
| 1. Applicant to clear Town Rate first before lodgment of plan | | | |
| 2) <u>BUSINESS LICENSE</u> | | | |
| 1. To have a business license in Nasinu Town | | | |
| 2. Name of Draughtsman | | | |
| 3) <u>BUILDING SECTION</u> | | | |
| 1. Application forms | | | |
| 2. Building Plans to include the followings: (A3 Size) | | | |
| a) Survey Plan/ Drainage Plan/Sewer and Drainage Easement/ Drawing Title | | | |
| b) Floor Plan | | | |
| c) Elevation Plan | | | |
| d) Cross Section/ Longitudinal Section | | | |
| e) Roof Framing | | | |
| f) Roof Structural Detail | | | |
| g) Foundation Plan | | | |
| h) Foundation Structural Detail | | | |
| i) Detailed Structural Plan | | | |
| j) Plumbing Plan | | | |
| k) Cross Section Plan | | | |
| l) Electrical Plan | | | |
| m) Window/ Door Schedule | | | |
| n) Drawing to be Scale | | | |
| 3. Consent Letter from Landlord (ITLTB/ Housing Authority/ Lands Department) | | | |
| 4. Consent from WAF if structure is over the Sewer Easement | | | |
| 5. Copy of Existing Plan | | | |
| 6. Engineers Report (Double Storey/ Industrial/Commercial/School & Regularization) | | | |
| 7. Electrical Report | | | |
| 8. Plumbing Report | | | |
| 9. Specification | | | |
| 10. Evidence of Ownership and Legal Rights to Develop (CT, Lease, Sales & Purchase Agreement, etc.) | | | |
| Correct Fees | | | |
| <ul style="list-style-type: none"> • Council (Building Fees and Outstanding Garbage Fees & Town Rates) • DTCP | | | |

| | | | |
|---|--|--|--|
| 4) TOWN PLANNING SECTION | | | |
| 1. Zoning | | | |
| 2. Site Plan | | | |
| 3. Locality Plan | | | |
| 4. Loading/ Unloading/ Car parking and Vehicular Crossing/ Turning Area | | | |
| 5. North Arrow/ Boundary bearing and Boundary Dimension | | | |
| 6. Legal Description | | | |
| 7. Sewer Method | | | |
| 8. Plot Ratio | | | |
| 5) HEALTH DEPARTMENT | | | |
| 1. Drainage Method | | | |
| 2. Distance of Septic Tank from building and boundaries | | | |
| 3. Details of septic Tank and associated drainage | | | |
| 4. Type of Lighting and ventilation | | | |
| 5. Size of window and door | | | |
| 6. Types and size of mechanical ventilation | | | |
| <u>EARTHWORKS</u> | | | |
| 1. Application forms | | | |
| 2. Environmental Management Plan/ EIA/CEMP | | | |
| 3. Cross Section Detail | | | |
| 4. Consent Letter from Landlord (ITLTB/ Housing Authority/ Lands Department) | | | |
| <u>OUTLINE APPLICATION</u> | | | |
| 1. Application forms | | | |
| 2. Concept Plan | | | |
| 3. Consent Letter from Landlord (ITLTB/ Housing Authority/ Lands Department) | | | |
| Additional information required for Foreign Investors without residency permit-Fiji Trade and Investment Board Foreign Investor Certificate. | | | |
| NO APPLICATION WILL BE ACCEPTED UNLESS ALL RELEVANT SECTIONS HAVE BEEN COMPLETED AND SIGNED BY THE RESPECTIVE OFFICERS | | | |

Application Number: _____ Received Date: _____

Application received by: _____