

COUNCILLORS OF THE CITY OF GEORGETOWN

CITY ENGINEER'S DEPARTMENT

APPLICATION FOR BUILDING APPROVAL



TO THE CITY ENGINEER

The undersigned hereby applies for approval to build according to plans and specifications herewith submitted, and agree to comply with By-Laws and Regulations. It is expressly understood that the granting of approval does not relieve the applicant from all said By-Laws and Regulations though not called for in the specifications or shown on plans submitted.

DESCRIPTION OF LOCATION:

OWNER'S NAMES:
IN BLOCK LETTERS

OWNER'S ADDRESS:

CONTACT #:

APPLICANT'S NAMES:

APPLICANT'S ADDRESS:
IN BLOCK LETTERS

ARCHITECT/DRAUGHTSMAN: CONTACT #:

ADDRESS:

DIMENSION OF LAND:
LENGTH WIDTH AREA

NATURE OF AUTHORITY IF APPLICANT IS NOT OWNER:

NATURE OF WORKS: New Erection () Addition () Alteration ()

USE OF BUILDING WHEN COMPLETED: Dwelling () Business () Government ()
Business and Dwelling () other nature/type of business.....

TYPE OF STRUCTURE: Claybrick () Wood () Steel () Concrete and Wood ()
Concrete and steel () Wood and Steel () Concrete () other ()

SIGNATURE OF OWNER OR AUTHORISED AGENT

NOTE: The following documents must be submitted along with the application:-

- 1. Certified copies of Ownership (Transport, Title, and Lease) and/or Document of Authority.
- 2. Three (3) copies of Building Plan.
- 3. Geotechnical and design report along with three (3) copies of foundation details, sections for structures that are three (3) floors and above.
- 4. Processing and Inspection fees.
- 5. Rates and Taxes receipt verifying payments for current year.
- 6. Copy of Survey Plan of Lot.

Please note also that after written approval by the City Engineer:

- 1. You are required to give seven (7) days notice in writing to the City Engineer of your intention to commence building operations.
- 2. You are required to give fourteen (14) days notice in writing to the City Engineer of the completion of these buildings operations.
- 3. Any plans approved by the City Engineer are of no effect if building operations to which the plan relates are not commenced within twelve (12) months after date of the approval thereof and a new application is submitted.

NB: Applicant seeking permission for commercial development should first apply to CH&PA for an outline planning permission.