



SUVA CITY COUNCIL

CHECK LIST – DEVELOPMENT APPLICATION

MINOR DEVELOPMENTS

A development approval under Section 25 of the Town Planning Act Cap 139 and a permit under Public Health Act Cap 111 Section 49 (2); S-20 is required for all building construction and alteration. No persons shall erect any building or add or alter the ground of any existing building or carrying out repairs costing more than \$60 to any building without the approval in writing of the Council.

GENERAL

Requirements	No	Provided	Comments
Building Application Form	1		
Town Planning Application form on Triplet	3		
Copy of Title	1		
Ownership letter where applicable	1		
Consent of Landlord (Director of Lands/ NLTB)	1		
Rates verification	1		
Copy of Tin	1		
Locality Plan	1		
Plans in Triplet	3		
Specification in Duplicate	2		
Submission on proposal	1		
Drawings to scale 1:100 Floor plan, 1:50, 1:20 – Details, Site Plan 1:200			
Drawing Title			
Draughtsman Name and Business License Number			

FOR OFFICAL USE ONLY

TOWN PLANNING REQUIREMENTS

Requirements	Comments
Zoning	
Sewer Method	
Yard clearances	
Easement/ Reserves	
Vehicular Crossing	
Car parking / Turning Area	
Boundary Dimensions	
Plot Ratio Calculation Existing/Proposed Floor Area	

ACCEPTED

All proceedings requirements are included in the plan submitted

Signature:

Date:

BUILDING SECTION REQUIREMENTS

Requirements	Comments
Foundation Plan –detailing each elements used, bracing required and soil condition	
Roof overhang dimension	
Roof Plan – members use, connection details bracing required and roof nail details	
Elevation – all exterior walls showing ground levels, both existing and final details	
Cross section and longitude	
Wall brace details	
Connection details – roof to wall, wall to floor joist, floor joist to bearer, bearer to piles	
Terrace/ steps and rail rigs details	

ACCEPTED

All proceedings requirements are included in the plan submitted

Signature: Date:

HEALTH REQUIREMENTS

Requirements	Comments
Drainage Method	
Distance of Septic Tank from building, and boundaries	
Details of septic tank and associated drainage	
Type of lighting and ventilation	
Size of window and door	
Types and size of mechanical ventilation	

ACCEPTED

All proceedings requirements are included in the plan submitted

Signature: Date:

No application will be accepted unless all the relevant sections have been completed and signed by the respective officers.