



REG. NO. \_\_\_\_\_

**PORT OF SPAIN CORPORATION**  
**CITY ENGINEER'S DEPARTMENT**  
**BUILDINGS SECTION**

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Notice of intention to erect a new building, change the use, make addition or alteration to any building in accordance with the provisions of The Municipal Corporations Act 1990 (amended July, 1992).

The City Engineer,

I hereby give notice that I intend to execute the following work:

- |  |  |
|--|--|
| <input type="checkbox"/> Erect a new building  | <input type="checkbox"/> Carry out repairs/alterations |
| <input type="checkbox"/> Construct addition(s) | <input type="checkbox"/> Change of use                 |

At premises No: \_\_\_\_\_

In accordance with the description set out herein and the accompanying plan/application submitted (in duplicate) for your approval.

**SECTION (A) NEW BUILDINGS AND CHANGE OF USE**

**1. Dimensions of the site on which the building is to be erected.**

North	_____
South	_____
East	_____
West	_____

**2. Nature of building to be erected:**

Residential    ☐  
Mixed Use    ☐  
Commercial    ☐  
Institutional    ☐

**3. Dimension of building:**

(a)	Length	_____
(b)	Width	_____
(c)	Height	_____
(d)	Area	_____
(e)	Number of Stories	_____



4. Is there an existing building on site?    Yes (    )      No (    )

Is it to be demolished?                                      Yes (    )      No (    )

If YES state:

- (a)            Type of building to be demolished: \_\_\_\_\_
- No. of rooms    :                                      \_\_\_\_\_
- No. of Storeys :                                      \_\_\_\_\_
- Floor area        :                                      \_\_\_\_\_

5. Materials of which building is to be constructed:

- (a)    External walls :                                      \_\_\_\_\_
- (b)    Internal walls :                                      \_\_\_\_\_
- (c)    Roof                :                                      \_\_\_\_\_
- (d)    Balcony, verandah or  
         Other projections.                                      \_\_\_\_\_
- (e)    Floors:    \_\_\_\_\_

6. Height of floor of lowest storey  
above the underlying ground.                                      \_\_\_\_\_

7.

Number and dimensions of all rooms

Details of Additional Rooms	1	2	3	4	5	6	7	8	9	10
Length of room										
Width of room										
Area of room										
Floor to ceiling height										
Area of Windows										
Area of fixed ventilation – in addition to doors and windows.										



**(B) Additions/Alterations/Repairs**

1. Describe the proposed additions/alterations/repairs.
- 

2. No. of additional rooms: (if applicable):
- 

3. Present use of buildings:
- 
- New use (if applicable):
- 

4.

Details of Additional Rooms	1	2	3	4	5	6	7	8	9	10
Length of room										
Width of room										
Area of room										
Floor to ceiling height										
Area of Windows										
Area of fixed ventilation – in addition to doors and windows.										

Name of Owner (in block letters):

Signature of Owner:

Postal address of Owner:

Name of Contractor (in block letters):

Date:

Approved:

DATE

CITY ENGINEER



- Please note that where properties have been recently acquired a Return of Ownership must be submitted to the City Assessor's Department.
- (1) No work in connection with the erection of any new building should be commenced until the plans submitted by the Owner have been approved in writing by the City Engineer.
  - (2) Before commencing any work, notice in writing of the day on which it is proposed to commence the works must be given to the City Engineer. A minimum of ten (10) days prior to commencement. A form of this notice will be supplied on application at the Buildings Section of the City Engineer's Department.
  - (3) When the intended building has been completely erected, notice of this fact must be given to the City Engineer and formal application made to him for a Certificate under Section 161 of the Municipal Corporations Act 1990, that the building complies in every respect with the Act.
  - (4) In erecting the New Building, the plan as approved by the City Engineer must on no account be departed from, except with written consent of the City Engineer.
  - (5) Attention is particularly directed to Section 161 and 168 of the Municipal Corporations Act 1990.

**Section 161 of the Ordinance is as follows:**

- (1) No person shall occupy or suffer to be occupied except by Caretakers not exceeding two in number any new building within the Municipality unless the Engineer certifies in writing that the building complies in every respect with the provisions of this part.
- (2) A person who contravenes the provisions of this Section is guilty of an offence and liable to a fine of One thousand dollars and further fine of One hundred dollars for each day during which such offence continues after due notice thereof from the Engineer.

**Section 168 is as follows:**

**Any person who in any Municipality:**

- (a) erects or alters any building without having the plans thereof approved by the Council.
- (b) erects or alters any building or alters any building in any wise contrary to the plans and section which have been approved by the Council, or
- (c) otherwise offends against any of the provisions of this part or of any regulations made hereunder if no penalty is elsewhere prescribed,

**is liable for each offence to a fine One thousand dollars and, in the case of a continuing offence, to a further fine of One hundred dollars for every day during which such offence continues after notice thereof from the Council.**