

Municipal Building Affairs Office

Document Reference: V3 – Internal Guidelines on Technical Review Procedures

Date: 10.11.2010

Subject: Execution Protocol for In-House Technical Assessments in Permit Applications

This protocol formalizes the current practice across all five municipalities regarding the handling of technical validations within building permit applications. The procedure applies to both initial plan submissions and any revisions submitted during the review cycle.

1. Technical Assessment Scope

The in-house review includes, but is not limited to:

- Structural integrity checks
- Fire safety compliance
- Environmental and zoning alignment
- Accessibility requirements

These evaluations must be completed by certified municipal staff from the Department of Building Safety (Afdeling Bouwveiligheid) within a period of 14 working days following digital or paper submission.

2. Role Assignments

Each municipality has designated at least one senior validator (code-level resource: 03_ENG_xxx) responsible for signing off on the checklist. In case of overload or staff illness, requests may be routed to a second reviewer, provided internal approval is documented.

3. Documentation Requirements

Applicants must submit standardized Form 24B and provide verifiable CAD drawings. No external consultant reviews are accepted unless explicitly authorized in cases of highly specialized design (e.g., geotechnical complexity).

4. Legal Position

The internal execution of these checks remains the legal responsibility of the municipality. Liability is retained even when third parties contribute informal comments or design suggestions.

Staff are reminded that **outsourcing these checks is not currently permitted** under Article 8 of the Regional Governance Framework for Construction.

— Signed:

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