

## **DEVELOPMENT PERMITTING PROCEDURE**

### **PRE – SUBMISSION ACTIONS BY APPLICANT**

- Check landuse zoning of the plot to determine if the intended purpose meets the approved purpose on Assembly's Local Plan.
- Procure the plot of land and obtain Title or any document as proof of ownership.
- The following may also be required for Multi-User and Multi-level development – EPA Permit, Fire Permit, Soil Investigation Report (Geotech), Traffic Impact Assessment, Hydrological Report, Structural Audit, Civil Aviation Permit, Traffic Impact Assessment, other incidental Technical Requirements

### **STEP 1: Submission of application to Secretariat of SPC**

- Check submission for compliance & provide technical guidance
- Recommend amendments, if necessary
- Receive submission fees
- Building Permit Application Form duly completed
- One completed copy of TCP Form 1
- Create file (database)

### **STEP 2: Vetting by Works Department**

- Structural assessments
- Architectural assessments

### **STEP 2: Vetting by Physical Planning Dep't**

- Zoning checks
- Planning assessments
- Further consultation

### **STEP 2: Vetting by other relevant Agencies**

Additional technical assessments

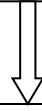
### **STEP 3: Collation of Technical Findings**

Secretariat collates technical findings for site inspection

### **STEP 4: Site Inspection**

Physical Planning Officer and Works Engineer lead conduct of site inspection with Applicant or his agent, where necessary.

**STEP 5: Technical Consideration of application by Technical Sub Committee**  
Assess application and make recommendations to Spatial Planning Committee(SPC)



**STEP 6: Statutory Consideration of application by Spatial Planning Committee (SPC)**

- Approval
- Refusal
- Queries/deferment



**Step 7: Processing of SPC decisions**

- Notify applicant
- Prepare certificate
- Sign certificate jointly by Secretary to SPC and Works Engineer.



**STEP 8: Issuance of Development Permit**