

**REQUIREMENTS FOR ISSUANCE OF DEVELOPMENT AND BUILDING
PERMIT – La DADE-KOTOPON MUNICIPAL ASSEMBLY**

The La Dade-Kotopon Municipal Assembly wishes to inform the general public of the following requirements relating to the issuance of development/building permit for developments within its jurisdiction.

- a. Title clearance duly signed by either Lands Commission/ Land Title Registry in favour of applicant (Copies of clearance forms are available at the submission desk at the Assembly. Applicants with clearance forms are to attach two copies of site plans on the scale of 1:12500/1:2500 to the appropriate authority for their action and recommendation).
- b. 4 sets of architectural drawings and structural drawings duly signed by the relevant professionals (the site plan must be to a scale 1:2500).
- c. Geotechnical /Soil investigation report duly signed by an engineer (this is required for 3 storey and above or in instances that the Committee deems necessary).
- d. Structural computations/calculations (for three storey and above).
- e. Fire report and drawings duly certified by the Ghana Fire Service (for three storey and above or for commercial and industrial projects and public buildings).
- f. An Environmental Protection Agency (EPA) Permit (for churches, commercial or industrial activities or where the committee deems necessary).
- g. Services Drawings (electrical and plumbing schedules).
- h. Waste Management Plan (for commercial and industrial projects or large size projects).
- i. Traffic Impact Assessment Report (commercial activities or other activities that are likely to have traffic implications)
- j. Structural Integrity Report properly endorsed by a certified engineer (in cases where development has commenced or completed by submission of application)
- k. Completed building permit application form (building permit application forms can be obtained from the Assembly office).
- l. Applicant could be requested to submit any other relevant document or reports that may be required by specific developments

Please note that undertaking any physical development without the necessary permit from the Assembly is a violation of Section 10 (1) of the Town and Country Planning Ordinance; Section 3 (1) of the National Building Regulation LI 1630, and Section 64 of the Local Government Act, 1993 (Act 462) which can lead to the demolishing of your structure at your own cost.