

PREAMBLE

The Town & Country Planning Department of the La Dade-Kotopon Municipal Assembly (LaDMA) has embarked on a mission to improve the quality of its services such as development and building permits. The improvements will be done through simplified processes, clarified rules and set time-frames for prompt service delivery.

PURPOSE

This flyer is intended to serve as a practical guide to assist you to obtain a development and building permit.

WHO CAN APPLY?

Any person or organization that intends to start any physical development such as listed below.

- Residential
- Commercial
- Industrial
- Recreational
- Civic and Cultural
- Educational
- Mixed Use Development

STEP 1

PURCHASE OF FORMS

Buy your developments and building permit application form from the Town & Country Planning Department of the Assembly

STEP 2

REQUIREMENTS

BASIC REQUIREMENTS

- Evidence of land ownership
- Building permit application form
- 4 copies of building drawings

ADDITIONAL REQUIREMENTS (For multi-purpose and multi-usage)

- 4 copies of structural drawings
- Soil test report
- Ghana National Fire Service report
- Environment Protection Agency report
- Structural Integrity report in case development has already commenced or its completed

- **STEP 3**

COMPLETION OF FORMS

Complete the application form in full with the required information. Add the above listed documents.

STEP 4

PAYMENT AND SUBMISSION

Pay processing fees and submit completed form with all required attachments to the Town & Country Planning Department of the Assembly. On submission, you shall be informed about the following:

- Corrections to be made (if any)
- Date for site inspection

STEP 5

PROCESSING

- The secretariat will process the application within two weeks of receipt of application for the Technical Sub Committee's inspection, assessment and recommendation.
- The Technical sub-committee's recommendation on the application is forwarded to the Statutory Planning Committee within a month of receipt of application for final decision.

NB: Applicant may be informed of any corrections to be made.

- The final decision of the Statutory Planning Committee is communicated to the applicant in writing within 2 working days.

Possible Decisions:

- Approval
- Regularization
- Refusal
- deferral

STEP 6

COLLECTION

- On approval, pay the approved permit fee or penalty fee to the Assembly as indicated in your approval letter and collect your development and building permits from the Works' Department of the Assembly.
- In the case of deferral, the applicant will be notified and advised on what needs to be done for further consideration.
- In case of refusal, the applicant will be notified of the reason(s) for the refusal

PLANNING PERMISSION-IN-PRINCIPLE

For some complex projects a prior application for Planning Permission-in-Principle is required.

- Such projects need to provide information on the concepts as well as the project's perspective drawings for consideration.
- Land ownership information, preliminary assessment on soil structure, traffic impact assessment (TIA), structural design and evidence of neighborhood consultations are required.

OTHER TYPES OF PERMITS

- Temporary structures
- Regularization of existing structures
- Extension of existing buildings
- Hoarding of a property
- Fence wall of a property
- Renovation
- Certification of habitation
- Demolition

CAUTION

- Act 462 provides that any unauthorized structure shall be demolished or removed on notice by the Assembly.
- Developers without permit are encouraged to come to our offices to regularize.
- The receipts issued for the processing, building permits and penalty fees are not building permits.
- A building becomes illegal if it does not conform to what is on the approved plan
- Any applicant who makes a false declaration does so at his/her own risk

GENERAL INFORMATION

It is important to note the validity of a building permit issued in accordance with the above process expires at five years

Developers are required to seek renewal of building permits if development is not completed within five years.

CLIENT SERVICE

The Client Services Unit of the Town & Country Planning Department is available to help you with challenges that you may have.