



NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES
NCD BUILDING AUTHORITY

APPLICATION CHECK LIST

**FOR BUILDING PERMIT APPLICATIONS
REQUIRING FULL BUILDING BOARD
APPROVAL**

Applications exceeding **K500, 000.00** in value

Note: Applicant to assess and complete checklist prior to lodgement of application at the front counter.

APPLICATION WILL NOT BE ACCEPTED UNTIL THIS CHECKLIST IS COMPLETED

Documentation	Completed by Applicant (✓ PLEASE TICK)	Completed by Commission (✓ PLEASE TICK)	Notes Office Use Only
Properly completed Building Application Form.			
Minimum two (2) complete sets of plans stamped and signed by NCD Physical Planning and Fire Authority.			
Approvals from Lands Department obtained with Land Title Documents. Including Landlord Certification: Lease agreement for Land Title.			
In the case of a sub-leased land, provide a letter of consent from Land Lord allowing proposed development on the subject land.			
Approvals from NCD Physical Planning Board obtained with approved / stamped drawings and approval documents attached.			
Approvals from NCD Fire Department obtained with approved / stamped drawings and approval documents attached.			
Approvals from Eda Ranu obtained with recent evidence of approval attached.			
Approvals from NCDC City Development Engineer obtained with approved / stamped drawings and documents attached.			
Approvals from NCDC Local Health Authority obtained with evidence of recent approval documents attached.			
For projects impacting area power supply and grid, obtain consent of PNG Power for 'Notice of Approval' relating to proposed complex building projects.			
Applicable Fees calculated, paid and receipted.			

Detailed Site Plan in ink to a scale of 1:500 including Site services and their point of connections.			
Proper Floor Plans, Elevations and Cross Sections properly dimensioned to scales not less then 1:100.			
Clear construction details to scales not less then 1:20.			
Structural Certification on Structural Adequacy Certificate and conformity and properly scaled drawings stamped, signed and dated.			
Mechanical Engineering drawings indicating extent of related works and properly scaled drawings stamped, signed by appropriate Engineer and dated.			
Electrical Engineering drawings indicating extent of related works and properly scaled drawings stamped, signed by appropriate Engineer and dated.			
Hydraulics drawings indicating extent of related works and properly scaled drawings stamped, signed by appropriate Engineer and dated.			
Description of material to be used in construction and where applicable, Specification or Bill of Quantities.			
Statement showing nature of occupancy or occupancies for each portion of building designed.			
An estimated cost of the entire construction.			
Name of Architect / Draftsman, contact address and Registration details.			
Name of Structural Engineer, contact address and Registration details.			
Name of Services Engineer, his contact address and registration details.			
Name of Builder, contact address, company registration details			

Key: A – Applicable

N/A – Not Applicable

O/S – Outstanding

Filled by:
Name of applicant

.....
Signature of applicant

Date: / / 20.....

Processed by:	Date: / / 20.....
Checked by:	Date: / / 20.....