



NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES
NCD BUILDING AUTHORITY

APPLICATION CHECK LIST

MINOR BUILDING APPLICATIONS

For applications less than K500, 000.00 in value

Note: Applicant to assess and complete checklist prior to lodgement of the applications.

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 signed and stating clearly Occupancy Class, Construction Type and Statistics as required.			
Minimum three (3) complete sets of plans stamped and signed by NCD Physical Planning and Fire Authority.			
Provide Current Land Title Documents certified and approved by the Lands Department.			
In the case of a Sub-Leaser, applicant must also provide the Landlord's letter of consent allowing applicant to build on subject land.			
Approvals from NCD Physical Planning Board obtained with approval documents attached.			
Approvals from NCD Fire Department obtained with approval documents attached.			
Approvals from Eda Ranu if water and sewerage services required and attach relevant approval document.			
Obtain approvals from NCDC City Development Engineer.(Excluding applications for <i>Internal Building Fit-Out Works</i>)			
Obtain Local NCDC Health Authority approvals.			
Consent of PNG Power for 'Notice of Approval' relating to complex building projects.			
Applicable Fees calculated, calculation copy attached, invoiced, 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 than 1:100.			
If required provide a Structural Adequacy Certificate (SAC) and properly scaled drawings dated, stamped and signed.			
Electrical layout Plans and working Detail drawings for all electrical works.			
Description of material to be used in construction and where necessary provide the technical specification or Bill of Quantities.			

Provide a 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: Date:/...../ 20.....
Name of applicant Signature of applicant

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