



**NATIONAL CAPITAL DISTRICT BUILDING AUTHORITY**



APPLICATION UNDER  
CONFORMING LAND USE CATEGORY ONLY  
NOT FOR OTHER CATEGORIES OF BUILDING APPLICATIONS

Application Type: **MINOR BUILDING PROJECTS** (Below K150, 000.00)  
Section 12 of the Building Act

BUILDING AUTHORITY FILE No: BD.....

PROPERTY BASED FILE No: ...../...../.....

**APPLICATION SUBMITTED BY:**

Applicant: ..... Contact Phone: ..... Contact Fax: .....

Land Lord/Tenant/Agent/Architect/Builder/Others (Delete whichever not applying)

**ADDRESS:** .....

Portion/Section..... Lot: ..... Street: .....

Area/Suburb.....

**PROJECT DESCRIPTION:**

.....

Floor Area: ..... Building Fee Assessed: K.....

Date Paid:...../...../..... Receipt No: ..... Estimated Project Value: K.....

**AUTHORITY APPROVALS TO BE OBTAINED:**

**i. NCD PHYSICAL PLANNING APPROVAL:**

- Date approved: ...../...../20.....
- Decision Ref. No.....Decision Notice copy attached: Yes/No
- Approval with conditions Yes/No
- 3 copies of Plans stamped, signed, dated and attached Yes/No

**ii. NCD FIRE DEPARTMENT APPROVAL:**

- Date approved: ...../...../20.....
- Decision Ref. No..... Decision Notice copy attached Yes/No
- Approval with conditions Yes/No
- 3 copies of Plans stamped, signed, dated and attached Yes/No

**FRONT COUNTER CHECK -** Admin co-ordinator, Regulatory Services, NCDC

- Date application received: ...../...../20.....
- Is the front counter Checklist filled and completed? Yes/No
- Two (2) complete sets of drawings signed and stamped and attached Yes/No
- Date registered as complete and ready for processing:...../...../20.....