



**NATIONAL CAPITAL DISTRICT COMMISSION  
REGULATORY SERVICES  
NCD BUILDING AUTHORITY DIVISION**

APPLICATION FOR ALL BUILDING PERMIT  
APPLICATIONS REQUIRING BUILDING BOARD APPROVAL

**APPLICATION CHECK LIST**

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

**APPLICATION WILL NOT BE ACCEPTED UNTIL THIS CHECKLIST IS COMPLETED**

Completed by Applicant	Completed by Commission	Documentation	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.	
		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 obtained with approval documents attached.	
		Approvals from Local NCDC Health Authority obtained with approval documents attached.	
		Approvals from NCDC Development Engineer.	
		PNG Power 'Notice of Approval'	
		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 than 1:100.	
		Clear construction details to scales not less than 1:20.	
		Structural Certification on Structural Adequacy Certificate and conformity and properly scaled drawings stamped, signed and dated.	

Completed by Applicant	Completed by Commission	Documentation	Notes Office Use Only
		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, a 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**

Processed by: .....

Date: .../...../ 2004

Checked by: .....

Date: ...../...../ 2004