

BA TOWN COUNCIL DEVELOPMENT CHECK LIST

BUILDING APPLICATION (RESIDENTIAL)

	THINGS TO BE SUBMITTED	
1.	2 copies of Building Application forms	
2.	2 copies of specifications	
3.	Proof of ownership (Title or lease documents)	
4.	Survey Plans of the site (survey to be done by a registered surveyor)	
5.	2 sets of Building Plans	
	Building plan should include the following	
	1. Locality Plan	
	2. Site (including drive way access and car parks)	
	3. Drainage Plan(including storm water drainage and waste water disposal plan)	
	4. Floor Plans (including floor set out plans and electrical plans)	
	5. Elevation Plans (including all four sides of the structure)	
	6. Cross sectional plans	
	7. Detailed plan for amenities	
	8. Structural detailed plan	
	Building plans to be certified by the following	
	1. Land lord Consent (TLTB, Crown land, Housing Authority)	
	2. Structurally Sound by a MFIE (Member of Fiji Institute of Engineers) Engineer (must for new structures and double Storey structures. For extension, alterations, renovation and refurbishment by the directive of the Building Department	
	3. Water Authority of Fiji - Sewer connections - where applicable	

Note;

1. Building fees is applied based on the calculations done on the building value by the Council.
2. Building Plans to be only accepted upon meeting the above requirements.
3. Processing timeline for the building applications is 10 working days