

HOW TO ACQUIRE BUILDING PERMIT WITHIN 30-DAYS

1. Contact Physical Planning and Works Department for Pre-submission requirements (4 Architectural and Structural drawings, Land documents and search report).
2. Applicant would be allowed to purchase Permit Applicant forms if he/she satisfies the pre-submission requirements.
3. Submit Application Form with all relevant documents to the Spatial Planning Secretariat for processing (Physical Planning Department) and Pay Processing Fees.

Note: All required documents shall be complete before submission.

4. Conduct Joint Site Inspection to confirm ground situations with Assembly's Planned Layout.
5. Technical Sub-Committee meets to vet and take decisions on Applications. (Findings communicated to Applicants within 7-Days after meeting).
6. Ga East Municipal Spatial Planning Committee meets to take decisions on Technical Sub-Committee Recommendations. (Either Approval/Refusal/Deferral of Applicant)
7. Pay Permit Fees and Obtain your Approved Permit from the Works Department.

NOTE:

1. Processing fee is Non-refundable
2. Period for obtaining a permit is 30 days if no queries are raised on submitted documents.