

PLANNING PERMITS

S/NO.	SERVICES	REQUIREMENTS	USER CHARGES - LE	TIME LINE
PP01	Receiving and processing application for Planning Permits.	All necessary supporting documents attached including three (3) copies of site layout plan to the scale of 1/1250 or 1/2500, three (3) copies of survey plan to a scale of 1/240 showing the position of building. And two (2) copies of building plan showing elevation and design of the building at an appropriate scale.	Free	1 working day
PP02	Joint site inspection with the Assistant Town Planning Officer/Zoning Officer.	Evidence of registration by Secretary of Director of Country Planning and payment of bill receipt.	Free	1 working day
PP03	Recommendations on land-use conformity with the planning schemes for the area specified.	Joint inspection report by Assistant Town Planning Officer/Zoning Officer.	Free	1 working day
PP04	Amendment communicated to applicant (if any).	Structural layout plan in conformity with land-use.	Free	1 working day
PP05	File transmits to Director for minister's authorization.	All above supporting documentation.	Free	1 working day
PP06	Minister approves	Evidence of recommendation from the Director of Housing and all of the above supporting documentation.	Free	1 working day