

# ACCRA METROPOLITAN ASSEMBLY

## (ACCRA METROPOLITAN PLANNING COMMITTEE)

1. REGISTRAR  
 LAND TITLE REGISTRY  
 ACCRA

TOWN & COUNTRY PLANNING DEPT.  
 P.O. BOX 2892  
 G.P.O., ACCRA  
 TEL. 021 -682078/682080

2. THE REGIONAL LANDS OFFICER  
 LANDS COMMISSION SECRETARIAT  
 ACCRA

.....20.....

### TITLE SEARCH

### ACCRA METROPOLITAN PLANNING AREA

Development Application No.....

The Development Application particulars given below in respect of the piece of land shown in the attached Site Plan.

Name and Address of Applicant	Area and Particulars of site	Zoning	Proposed Development

May we know, by comments hereunder, whether the Applicant has title to the plot/land (or not). Any additional/relevant information would be appreciated.

.....  
 Secretary  
 Accra Metropolitan Planning Committee

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**1. Comments**

.....  
 .....  
 .....  
 .....  
 .....

Date: .....20.....

.....  
 \*Registrar/Regional Lands Officer  
 \*Delete whichever is inapplicable

# ACCRA METROPOLITAN ASSEMBLY

Telephone Nos.  
682078, 682067  
2892682076,682077

TOWN AND COUNTRY PLANNING  
P.O.BOX  
ACCRA.

FileNo.....

.....20.....

## ACKNOWLEDGEMENT LETTER

### DEVELOPMENT APPLICATION NO.....

We acknowledge receipt of your development application (No.....)  
For.....

Situate at.....on the.....and upon the payment  
of non refundable processing fee of.....

We further acknowledge receipt of the following documents relating to the application.

- |                                |  |
|--------------------------------|--|
| 1. Title                       | 5. Four copies of architectural drawings duly signed |
| 2. Structural drawing          | 6. Soil and geotechnical report                      |
| 3. Fire report                 | 7. EPA report  |
| 4. Building Permit Application |  |

Please be informed this submission does not constitute a permit or consent to commence development. Any development will therefore be in contravention of Section 10(1) of the Town and Country Planning Ordinance and Section 3(1) of the National Building Regulation LI 1630.

We will endeavor to complete processing of application within the stipulated three months from date of receipt of application.

Any queries raised during the processing of the application will be communicated to you. In such a situation, processing of your application will be suspended until the queries raised are dealt with.

Please do not hesitate to contact the office or call the above listed Telephone numbers for any clarification with regard to your application. You are kindly requested to quote your Development Application No. anytime you are corresponding.

Secretary  
Accra metropolitan Planning Committee

# THE ACCRA METROPOLITAN ASSEMBLY

APPN. NO.....

DATE REGD.....

PERMT NO. ....

(LOCAL GOVERNMENT ACT, ACT 462)

TOWN AND COUNTRY PLANNING ORDINANCE, CAP. 84)

REGULATION NO. 2 (1)

## APPLICATION TO DEVELOP LAND OR TO CONSTRUCT OR TO CARRY OUT WORK UPON A BUILDING WITHIN THE ASSEMBLY

I/We..... (Owner only)

Of.....TEL.....

Agent.....

Of.....TEL.....

Being owners of / interested in the parcel of land indicated on the attached \*1/250 \*1/2500 Site Plan, apply to the Accra Metropolitan Planning Committee for permission to:-

1. Develop the land indicated on the attached site plan for use as.....
- and/or 2. (a) Demolish (c) Extend  
(b) Alter (d) Repair

3. Extension of Time; Renew previous Development Permit and Building Permit on the land indicated on the attached Site Plan in accordance with the plan submitted with the application (attach previous permits).

4. Change Use of previous development and Building Permit on the land indicated on the attached Site Plan in accordance with the plan submitted with the application (attach previous permits).

\*(See attached "GUIDELINES FOR SUBMISSION OF DEVELOPMENT APPLICATIONS" for further clarification and assistance).

Detail description of application.....

Location.....Sub Metro Council.....

Date this.....day of.....20.....

TO THE SECRETARY  
ACCRA METROPOLITAN PLANNING COMMITTEE

\*Delete whichever is inapplicable

T.C.P Form 1

Comments, officials use only.....

.....

.....

.....

.....P paid vide receipt  
R/N.....dated.....for.....sets  
Building Permit Application Forms  
.....Asst. Acct.  
(For Office use only)

B.P. Fee.....B.P. No.....dated.....  
Recommended by..... T.B.P. No.....dated.....  
*Bldg. Inspt.* Application No.....

Approved by.....  
Metropolitan Engineer

**ACCRA METROPOLITAN ASSEMBLY  
NATIONAL BUILDING REGULATIONS, 1996**

***BUILDING PERMIT APPLICATION FORM***  
(Regulation 4)

**To: THE METROPOLITAN ENGINEER  
ACCRA**

B.P. Fee.....  
Paid vide Receipt No.....  
.....20.....  
Asst Acct.....

I, .....  
of..... House No.....  
Address.....  
Contact Address.....  
Street Name..... Tel.....

**Construct a building**  
**Hereby apply for permission to \_\_\_\_\_ viz: -----**  
**execute work**

.....  
.....  
.....  
at.....  
.....  
.....  
.....

**subject to the provision of the National Building Regulations, 1996, and in accordance with the particulars herein set forth and the drawings hereto attached.**

**Dated this.....day of.....20.....**

**DESCRIPTION OF MATERIALS, ETC TO BE USED IN THE WORK  
ALL PLANS MUST BE FULLY DIMENSIONED**

Description		
FOUNDADTIONS	Material	
	Proportions	
WALLS	Material	
	Proportions	
FLOORS	Material	
	Proportions	
	Joists, Dimensions	
	Joists, Spacing	
	Covering Thickness	
WINDOWS	Type	
	Dimensions	
DOORS	Type	
	Dimensions	
ROOF	Type	
	Covering	
	Spacing of Trusses	
STEPS AND STAIRS	Material	
VERANDAHS	Material	
FENCING	Material	
	Height	
YARDS		
OUT BUILDINGS		
MODE OF DRAINAGE		

Purpose for which the proposed building is to be used.....

Area of site.....

ACCRA METROPOLITAN ASSEMBLY

EXTRACTS FROM NATIONAL BUILDING REGULATIONS, 1996

3. (1) Save as is otherwise provided by Regulation 114, no person shall begin to construct any building or to execute any work except under and in accordance with the terms and conditions of a permit in the prescribed form signed by the Metropolitan Engineer (hereinafter called a "building permit").
4. (1) Every applicant for a building permit shall submit to the Metropolitan Engineer an application in the prescribed form.
  - (2) The Metropolitan Engineer may require an applicant to submit a plan, sections, elevations, calculations and drawings and such description of materials to be used as the Metropolitan Engineer may think necessary.
  - (3) Every plan section, elevation and drawing shall be submitted in accordance with the directions in that behalf contained in Schedule 2.
  - (4) Notwithstanding that a plan has been approved, the provisions of these Regulations shall prevail and be Observed.
  - (5) If it is proposed to use any building material for which provisions is not made in these Regulations, the Metropolitan Engineer shall, in his absolute discretion determine whether such material may be used.

SECOND SCHEDULE

DIRECTION FOR SUBMISSION OF PLANS

1. (1) All plans, sections and elevations required by the Metropolitan Engineer-(a) shall be clearly and accurately delineated in ink or otherwise in a suitable permanent manner on suitable durable material other than tracing Paper unmounted, to a scale of not less than one inch to every eight feet; (b) shall show clearly and accurately the position, form and dimensions of the several parts of the building which it is proposed to construct or in respect of which it is proposed to execute any work and of its appurtenances; and (c) shall describe the building so as to show clearly for what purpose it is intended to be used.
  - (2) If the permit applied for is for the execution of any work on an existing building, such plans, sections and elevations shall also show in black the building as it exists and in red the building as proposed; and
  - (3) If the permit applied for is for erection of, or the execution of work in connection with a public building such plans, sections and elevations shall also show the seating and other accommodation which it is proposed, to provide.
2. Any site plan required by the Metropolitan Engineer shall be clearly and accurately delineated in ink otherwise in a suitable permanent manner on suitable and durable material other than tracing paper uncounted to a scale of not less than 1 inch to 104.16 feet (1 to 1250)-and shall show:
  - (a) Boundaries of the site;
  - (b) The position of building and appurtenances on the properties adjoining:-
  - (c) The width and level of the street or lane, if any, in front and at the rear of the proposed building;
  - (d) The level of the lowest floor of the proposed building and of any yard or open space belonging thereto;
  - (e) The intended lines of drainage and the dimensions and inclination of such drains; and
  - (f) A block plan drawn to a scale of not less than 1 to 20 feet showing the sizes and levels of the drains whether existing or proposed, and the general layout of the system including the position of manholes, gullies, vent pipes and septic tank.
3. Every plan, section, elevation or drawing required by the Metropolitan Engineer shall be signed by the person who has prepared the same.