



Quality Control Department,
Ministry of Public Works & Utilities
P. O. Box 498
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COMMERCIAL
APPLICATION FOR PERMIT



BUILDING PERMIT CHECKLIST

Dear Applicant,

The MPWU, Quality Circle Committee, is responsible for examining and endorsing building proposals in Kiribati. In order to have your application for a Building Permit reviewed by the Committee, you are required to fill in this checklist application form.

Included with this form is the checklist of minimum requirements for all kind of dwellings. Please tick each box and note that an un-ticked box means that the application is incomplete and therefore your application for building permit will be rejected. The person who draws the construction drawings must have a complete understanding on the drawing checklist.

It should be noted that the person who designs or drafts your building or development proposal must have a complete knowledge on the building construction. The designer must ensure that the design is comply with the National Building Code of Kiribati.

Regarding the double storey buildings and/or structures with a height of 3.6m or higher, a registered Structural Engineer is to provide a formal letter/certification stating the design is structurally sound and comply with the National Building Code of Kiribati.

Insert
Passport
Photo

COMMERCIAL
APPLICATION FOR PERMIT

APPLICATION # _____ -- _____

Project Address: _____ **Island:** _____ **Lot #:** _____

Property Owner: _____ **Primary Phone:** _____

Identification Type: _____ **Identification #:** _____

Address: _____ **Village:** _____ **Secondary Phone:** _____

Applicant: _____ **Primary Phone:** _____

Address: _____ **Village:** _____ **Secondary Phone:** _____

BUILDING INFORMATION:

Total Construction Cost \$ _____

Description of work:

Total area (SF) of the work: _____

Principal Building on this Lot: *New Construction* *Addition* *Alteration*

Does this work constitute a change of occupancy? Yes No

TENANT INFORMATION:

Business name of tenant: _____ **First-time tenant in this space?** Yes No

Business activities of the tenant: _____

UTILITY INFORMATION:

Water: *Rainwater tank* *Private (well)* *PUB water*

Sewer: *Private (septic)* *PUB (main sewer)*

Electric: *Solar (green energy)* *Private (generator)* *PUB (main)*

New water and/or new sewer are requested. A Water and Sewer Service Application detailing the scope has been provided with this application.

Notes: 1. Installation of a new well requires additional Site/Subdivision Plan approval and Health Department/water, MPWU approval.

Property Owner's Statement

I hereby certify that I have the authority to make the necessary application that all information in this application is correct and all work will comply with the National Building Code and all other applicable National and Local Laws and ordinances and regulations or private building restrictions, if any, which they may be imposed by deed. The Quality Department will be notified of any changes in the approved plans and specifications for the project herein prior to implementation. Fees will be calculated by qualified quantity surveyor based on the applicant information provided at the time of building permit review.

Check one of the following boxes:

This permit application is for new work

This permit application is to legalise work performed without a permit, inspections or approvals. I understand that this work must conform to the current code in effect and all wall coverings and insulation must be removed to expose all work done without a permit so all work can be visually inspected by the code enforcement official.

Property Owner/Agent (print) _____ Signature _____

General Construction (Building)

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Building Construction Cost \$: _____

Contact Person: _____ Licensed Number: _____

Classification: Residential Building Limited Intermediate Unlimited

Check one of the following boxes:

- I am a general contractor duly licensed by the MPWU Licensing Board of Contractors. I am permitted by my license to contract on projects not to exceed the limitations of my classification. The Plumbing, Mechanical and Electrical contractors listed below are considered subcontractors.
- I am unlicensed contractor. I am permitted to contract on projects on this property with a total value of less than \$30.00. I am not permitted to perform or subcontract Plumbing, Mechanical and Electrical work so all of the following subcontractors are considered prime contractors and have contracts directly with the property owner.
- I am the property owner acting as the general contractor. I have provided the completed form entitled: Owner Exemption Affidavit. By listing myself as a contractor for building, plumbing, mechanical and/or electrical on this application I do so knowing that I intend to live in this house for a period of twelve (12) months following completion.

PLUMBING

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Plumbing Construction Cost \$ _____

Contact Person: _____ License Number: _____

Classification: Class I Class II Owner N/A Note: Please attached PUB reference

MECHANICAL

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Mechanical Construction Cost \$ _____

Contact Person: _____ License Number: _____

Classification: H-3 Class I Class II Owner Note: Please Attach reference

ELECTRICAL

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Electrical Construction Cost \$ _____

Contact Person: _____ License Number: _____

Classification: Limited Intermediate Unlimited Owner Other

Voltage: 50 or less 600 or less 600 or more Note: Please attached PUB reference

FIRE SUPPRESSION

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Service Cost \$ _____

Contact Person: _____ License Number: _____

FIRE ALARM

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Service Cost \$ _____

Contact Person: _____ License Number: _____

FIRE SPRINKLER

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Service Cost \$ _____

Contact Person: _____ License Number: _____

ELECTRICAL LIGHTING (Site or Parking Lot)

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Service Cost \$ _____

Contact Person: _____ License Number: _____

REFREGERATION

Contractor (Company Name): _____ Phone: _____

Address: _____ Village: _____ Island: _____

Email: _____ Fax: _____

Service Cost \$ _____

Contact Person: _____ License Number: _____

1. **Site Plan** - Showing the proposed building(s) within its context:
- a) Lot (land) with proposed building(s) outline showing adjacent buildings and other structures, roads, pathways, etc
- The Building must be clear on the site plan with:
- b) A minimum 1.5m from the boundary line
 - c) 9.0m minimum distance from (*centre*) of the public main roads
 - d) 10.0m minimum from the waters high tides reach (both from the lagoon and ocean sides) OR 3.0m from a structurally sound sea wall
 - e) North Point should be provided on this drawing
 - f) 5.0 m minimum distance from existing fuel storages
- Note that the plan obtained from the 'Lands' (MELAD) is not a site plan but a locality plan.*

2. **Building Layout Plans**—These drawings should show:
- a) Room names i.e. spaces should reflect the need the building is intended for; for residential homes, the following rooms are mandatory and have to be included on the layout plans.
 - Kitchen
 - Toilet
 - Bathroom
 - b) Adequate openings (windows, roof vents and/or skylights etc) for fire exit, accessibility for disability, ventilation and natural lighting must be evident on the plans and elevation views
3. **Plumbing Plan** – The drawing should include:
- a) The layout plans of both water inlets and outlets for each water fixture:
 - Sink(s) Shower(s) WC(s)
 - b) Also inlets from water mains (well or rain water supplies etc)
 - c) And outlets to existing sewer lines

Notes: *Information on sewer lines can be obtained from the Public Utilities Board (PUB)*

- d) If a sewer line is not available on site, waste water has to be discharged to septic tanks, distribution pits and absorption trenches, therefore additional detailed drawings for these are required
 - e) Where clause 3.d) above is adopted then the following *Water and Sanitation Guidelines* should be followed:
 - Septic tanks must be 1.50m min from buildings and 3.0m from any closest window
 - Distribution pits and absorption trenches must be 4.0m min away from buildings
 - 15.0m min distances between a well and a septic tank
 - f) and 15.0 min distance between a well and an absorption trench
 - g) Rainwater tanks are mandatory to every building proposal and must be integrated into the water system and services
 - h) Size and material specification for
 - Pipes: _____ Rain water storage/tanks: _____
 - Others: _____
4. **Electrical Plan** – Showing how electricity and appliances are distributed around the building.
- a) Switchboards (please specify the earth location)
 - b) Electrical power outlets
 - c) Electrical wiring (with cable sizing) layouts
 - d) Light fittings
 - e) And other devices/appliances mounted on wall or ceiling etc

Notes: Everything must be drawn on the plan with their description depicted on the drawing *Legend*

Elevations – Include all the necessary elevation views of the building.

- a) North Elevation
- b) South Elevation
- c) East Elevation
- d) West Elevation

5. **Sections**—It is highly recommended that sections are cut through building openings (doors, windows etc) and should be:
- a) Indicative of what type of wall construction and/or support structures used: *The proposed building can either have one type of wall/support (tick one box only) or more than one type of wall/support (tick more than one box)*
- Timber framing *and/or*
 - Block wall *and/or*
 - Pole supports (columns, posts etc)
- b) Extended to show footing depths and roof structures with specifications on materials
- c) Indicative of ceiling heights not lower than 2.4m for habitable room and spaces
6. **Detail Drawings** – These are close up views of the section components such as Footing details
Lintel details and/or concrete bond beams over wall openings (windows and doors etc)
Concrete Column/Beam joint details
Connection details to be used from building roof to building foundation
Detailed drawings are best presented at a zoom in scale – 1:20, 1:10 etc
7. **Construction Materials** - In addition to the drawing lists above, the applicants are also expected to indicate where they obtain their raw materials. Names of licensed suppliers should be given in brackets below:
- a) Sand - _____
- b) Gravel - _____
8. **Construction specifications** – Further details as required for construction contractor to note specification of construction to ensure durability of building structural components acquired during construction phase.
- a) Concrete works specifications:
- Concrete mix design:
- Concrete cover to reinforcement bars:
- Type and size of aggregates:
- Size, (lap joint) and spacing of reinforcement bars:
- Stirrup hook angle:
- b) Timber specifications;
- Timber grading:
- Cross-section of timber to be used in constructions:
- Treatments apply to attain timber durability during construction:
- c) Steel specifications;
- Type and size of steel to be used in construction:
- Protective agent from steel corrosive:
9. **Additional Requirements for;** double storey buildings and/or with a height of 3.6m or higher.
- a) Geotechnical report on the ground conditions and suitable recommendations for footings (By accredited Geotechnical Engineer)
- b) Certification of building structure by suitably qualified, experienced and registered Structural Engineer
- c) Verification of the currency and authenticity of Structural Engineer providing the certification
(NB the Structural Engineer may be a consultant or otherwise)

All drawings must be clear, drawn to scale, have dimensions and annotated with construction notes and specifications as above. The Ministry's Quality Circle Committee has the right to reject any application based on insufficient drawings and inadequate information provided.

For The Quality Circle Committee
MPWU