



Quality Control Department,  
Ministry of Public Works & Utilities  
P. O. Box 498  
Betio, Tarawa  
Ph: 26192. Fax: 26172

**RESIDENTIAL**  
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 sign his name on the application form for verification purposes, and that the building complies with the National Building Code of Kiribati (New Final Draft 2010).

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.

The Structural Engineer must have a minimum qualification as a Bachelor in Civil and Structural Engineering. The Engineer must provide verified copies of the professional organisation/institution that they are currently registered with. Verification can be by a Justice of the Peace or Court Official.

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APPLICATION # \_\_\_\_\_ -- \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Island:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Identification type:** \_\_\_\_\_ **Identification #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Village:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Village:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**FOR NEW DWELLINGS:** CHECK THIS BOX AND COMPLETE PAGE5

Total Construction Cost \$ \_\_\_\_\_

Description of work:

Total area (SF) of the work: \_\_\_\_\_

**Principal Building on this Lot:** *Single Family Dwelling*  *Townhouse*  *Duplex*

**Permit Type:** *Additional to building*  *Alteration to building*  *Accessory structure*

**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 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 \_\_\_\_\_

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**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.

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**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

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**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

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**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

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**INFORMATION FOR PROPOSED ACCESSORY STRUCTURES**  
**IF YOUR PROJECT IS A NEW DWELLING SKIP THIS PAGE AND GO TO PAGE 5**

COMPLETE THE SECTIONS THAT BEST DESCRIBE THE WORK YOU INTEND TO PERMIT WITH THIS APPLICATION.  
CHECK THE APPROPRIATE BOX AND PROVIDE THE DIMENSIONS AND OVERALL SQUARE FOOTAGE OF THE PROJECT.

IF YOU NEED HELP COMPLETING ANY PART OF THIS APPLICATION, WE WILL BE GLAD TO ASSIST YOU.

**Accessory Structure:** Structure attached to the main dwelling or detached structures without sides or walls.

Deck (wood) Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Porch with roof (screened or open) Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Structure without sides (carport, gazebo) Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Sunroom (a structure where the combined area of windows and skylights exceed 40% of the total area of the exterior walls and roof

Unheated  Heated  by:

Gas  Electric  Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Pergola/Trellis Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Other: \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Notes:

1. A design by a Licensed Structural Engineer is required for a deck (post & beam) supporting an enclosed space
2. An electrical permit is required for all sunrooms and may be required for decks and covered porches

**Detached Building:** Structure separated from the main dwellings which are enclosed with walls.

Storage building, workshop or garage Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

A. List the total gross floor area of all floors for existing and proposed detached accessory building on this lot \_\_\_\_\_

**Swimming Pools, Hot Tubs & Spas:** Any structure intended for swimming or recreational bathing that contains water.

Spa or hot tub supported by a deck \*\* Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Spa or hot tub supported by a concrete slab Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Swimming pool Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Patio/decking associated with pool Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

Other \_\_\_\_\_ Size: \_\_\_\_\_ x \_\_\_\_\_ Total Floor Area (SF): \_\_\_\_\_

\*\*Deck requires foundation design by a qualified structural engineer (provide an attachment with this application)

Notes:

1. A drawing showing the existing or proposed barrier fence design must be provided with this application.

**Plot Plan:** Two copies of the plot plan are required for projects with proposed work outside of the exterior walls of the principal dwelling.

- Draw with a permanent medium (no pencil) showing the entire lot with the outline of all buildings located on the lot
- Draw to an engineer scale (1:100) using the largest scale that will fit on an A4 paper
- Include cantilevers, decks, porches, driveways, retaining walls, HVAC equipment and electrical service/meter
- Include easements, buffers and setback table from the recorded plat along with any other deed restrictions
- Include dimensions for all proposed buildings and structures consistent with the plans provided for review
- Indicate the distance from each property line to the proposed building or structure at the nearest point as measured at a right angle to the respective property line
- For swimming pools, spas or hot tubs include the associated pool decking surround (usually concrete, masonry or stone), the distance of the decking surround to the property line and the location of the required barrier fencing
- Include impervious surface calculations on lots where impervious limitations are listed on the recorded data (if any)
- Provide a plot plan stamped "Approved" by the appropriate county if a well or septic system exists on the lot (Water Section)

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**PLAN INFORMATION SUPPLEMENT**  
**COMPLETE THIS SHEET FOR NEW DWELLINGS ONLY**

**NEW DWELLING DETAILS**

Dwelling Type:  Single Family Detached  Single Family Attached (Townhouse)  Duplex  
 Construction:  Conventional/Built on site  Modular (factory built)  Manufactured (factory built)  
 Foundation:  Basement  Crawl Space (vented)  Crawl Space (closed)  Slab  
 Number of Stories: \_\_\_\_\_ Mean Bldg Hgt (m): \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_  
 Finished Basement: Yes  No  Finished Attic: Yes  No  Fireplace: Masonry  Gas

**PLAN DESIGN & STRUCTURAL DESIGNER CONTRACT INFORMATION**

Plan Name or Number: \_\_\_\_\_ Elevation: \_\_\_\_\_  
 Structural Designer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SQUARE FOOTAGE-FOR OFFICIAL USE**

**Covered Areas (under roof) in SQ m Under Covered Area (not under roof)**

Description of area	√	Finished (conditioned)	Unfinished (unconditioned)	Description of Area	√	Square Footage
Basement				Deck		
1st Floor				Patio/Terrace		
2nd Floor				Other _____		
3rd Floor/Walk-up attic						
Attached Garage						
Front Porch						
Screen Porch						
Open covered porch/covered deck						
Sunroom (thermally isolated)						
Other _____						
Total						

**Maximum Allowable Impervious Area**

Max. Allowable Impervious Surface		
Total Proposed Impervious Area		

Total Area under Roof (Finished and Unfinished) \_\_\_\_\_

1. **Site Plan** - Showing the proposed building(s) within its context:

- a) Lot (land) as indicated in page 4

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- 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

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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