

CAPE COAST METROPOLITAN ASSEMBLY

BUILDING PERMIT PROCESS

WHAT IS A BUILDING/DEVELOPMENT PERMIT?

It is a legal document that mandates/permits an individual/organization who intends to build/transform any structure. (Permanent or Temporal, Wooden, Sandcrete, Bamboo etc.)

WHO ISSUES OUT THE PERMIT?

The Cape Coast Metropolitan Assembly – The only Planning Authority of the Metropolis. Ref. Local Governance act, Act, 936 Act 2016

DEVELOPMENTS THAT SHALL REQUIRE BUILDING PERMIT

- Erection of any Building/Structure (except those exempted as per LI1630)
- Demolition of a Structure
- Rehabilitation of a Building (making structural alteration and or transformation to a building)
- Execution of works/installation of fittings in a building
- Hoarding of a Property
- Sand weaning
- All Physical development shall require both Development Permit and Building Permit.
- A Building Permit shall not be issued to a person who does not have a Development permit

APPROVAL MODALITIES

There are 6 crucial steps for development Permit Application:

1. Mobilization Stage:

This involves Plot acquisition, Land use clearance and Preparation of Structure design.

2. Submission of application to Planning Secretariat (SPC-S):

Any Person/Institution wishing to develop a piece of land or undertake any development applies for planning permission on the appropriate TCP Form No.1 and submits at the **Cape Coast Metropolitan Assembly - Physical Planning Office situated 17 Johnston Street.**

3. Submission to Technical Committee (TC):

4. Approval by Spatial Planning Committee (SPC)

5. Processing of Approved Application at the SPC Secretariat

6. Monitoring the implementation of the Development

STAGE 1: WHAT ARE THE SUBMISSION REQUIREMENTS?

- New Structures/Developers
- A completed copy of PP form 34A
- Building Application Form Works
- Land Title Certificate/Deed Certificate/Clearance form duly signed by appropriate authority.
- 4 Copies of Site Plan. Scale - 1:1250/1:2500
- Four (4) sets of Architectural drawing duly signed.
- 4-copies of block plan of scale 1:50/1:100/1:200
- Four copies of the building Plans, showing Elevations and design of the building/structure at appropriate scale
- 4 Sets of Structural drawings to the scale of 1:20/1:100. duly signed by: A Structural/Civil

Geo-Technical Report (Soil Investigation)

- Structural Integrity Report where vertical extensions are proposed on existing buildings
- Traffic Impact Assessment Report (Gas/Fuel filling Stations)
- Hydrological Report and appropriate drawings where necessary
- Environmental Permit

REQUIREMENT FOR MULTI LEVEL DEVELOPMENT

The Spatial Planning Committee of CCMA will require the under listed information to be submitted alongside those indicated above, by any developer who desires to construct any Structure above 2-Storey and any public building;

- Fire report and fire Engineering drawing duly vetted and approved by Ghana Fire Service
- Structural Integrity report where vertical extensions are proposed on existing buildings.
- Traffic Impact Assessment Report (Gas/Fuel stations) +
- Hydrological Report and appropriate drawings where necessary.
- Environmental Permit

HOW DO I APPLY FOR A PERMIT?

Any person/group of persons/institution wishing to apply for a permit will have to:

- Buy a Building Permit Application Form and PP Form 34A from the Metropolitan Finance Office of Cape Coast Metropolitan Assembly situated at

17 Johnston Street, Cape Coast and attach a copy to his/her application Forms

All Applicants are required to fully complete both the Building Permit application Form and Physical Planning (PP) Form 43A.

Where an applicant encounters any challenges in completing any of the Forms, He/She may contact the Physical Planning Department or the Works Department of Cape Coast Metropolitan Assembly for Advice and Assistance.

SUBMISSION

On Submission, you shall be informed of:

- corrections to be made or additions if any.
- The processing fee
- Date of Inspection of site

NB: PLEASE ENSURE TO COLLECT AN OFFICIAL RECIEPT FOR ANY MONIES PAID

PROCESSING

1. The application is processed within **two (2) Weeks** of receipt by the Secretariat. (PPD)
2. The application is evalutated by the Technical Sub Committee who makes recommendation to the SPC **within a month**
3. The Spatial Planning Committee considers and gives administrative approval/otherwise **within nine(9) working days**
4. Issuance of Building Permit is effected **within 7 working days** by the Municipal Works Department

COLLECTION OF PERMIT

1. Applicant/Developer will have to pay an approved building permit fee to the Metropolitan Works Department of CCMA on receipt of approval letter.
2. Collect building permit from the Cape Coast Metropolitan Assembly **within three (3) months** after submission of development application

You may seek further instructions for commencement of your building project from the Works Department of the Cape Coast Metropolitan Assembly

CAUTION! CAUTION!

- ANY UNAUTHORISED STRUCTURE/STRUCTURES ATTACHED TO THE PREMISES SHALL BE DEMOLISHED/REMOVED BY THE CAPE COAST METROPOLITAN ASSEMBLY AS PER act 936, ACT 2016
- All Category of Applicants shall **pay a Processing fee** as per the billing sheet, upon submission of application and obtain the requisite receipt
- The receipts issued for the processing fee is **NOT A BUILDING PERMIT**
- Processing fees are **NON REFUNDABLE**
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VALIDITY OF DEVELOPMENT/BUILDING PERMIT

- THE VALIDITY OF BUILDING/DEVELOPMENT PERMIT ISSUED IN ACCORDANCE WITH THE ABOVE PROCESS IS **FIVE (5) YEARS**
- YOU (DEVELOPERS) ARE REQUIRED TO SEEK RENEWAL OF DEVELOPMENT/BUILDING PERMIT IF YOU ARE UNABLE TO COMPLETE YOUR DEVELOPMENT /BUILDING **WITHIN FIVE (5) YEARS**