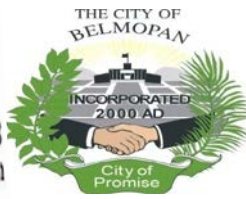




Central Building Authority
 117 North Front Street 2nd Floor
 Beliz City, Belize, Central America
 Tel.: 223-2616 or 223-1878 Fax: 223-5738
 Email: centralbuildingauthority@yahoo.com
 Website: www.cbabelize.com



36/38 TRINITY BOULEVARD
 CITY OF BELMOPAN
 PHONE: 501-822-2271/
 501-822-2319
 FAX: 501-822-3992
 E-mail: bmpcitco@btl.net



APPLICATION TO REVIEW

EXPLANATIONS AND EXAMPLES

Note Well

The Belmopan Local Building Authority in an effort to recognize, harmonize and apply the confluence of Laws and Policies applicable both Nationally and to the City of Belmopan mandates as conditions precedent to the approval of a construction project:

- a. Incompletely, badly or wrongly prepared or filled in Application Documents could result in a delay of the Review process.
- b. One set of Application Documents shall be filled in for each structure on each Parcel.
- c. The statement in the second part of the statement at requirement 26 of the Form on page 4 *“I also accept full responsibility for the correctness and suitability of the information provided in the other documents submitted along with this Application Form.”* For this reason the *Professional of Record* needs to select (or if selected by the Project Owner) an Ancillary Professional who agrees to cooperate fully with the *Professional of Record* and the process.
- d. The need for the *Professional of Record* to sign and obtain the signature of the Architect and/or Engineer of Record as applicable and “address” which includes contact facility: telephone/cellphone/email/fax. Signature shall include Membership Registration number of the relevant Professional or Technical Entity.
- e. Each *Professional of Record* and *Ancillary Professional* e.g. Electrician, Countersigning Architect, Engineer, Plumber or other needs to possess a current Trade License from the Belmopan City Council pursuant to the Trade Licensing Act, Chapter 6 of the Laws of Belize.
- f. A *“Statement of Property Fee Account”* showing a zero balance for the Parcel on which the project will be implemented.
- g. Agree to comply with the Belmopan regulations in regards to storage of building materials and construction debris and removal of construction debris.

Example for filling out the typical Application Form.

I/We hereby apply for permission to *erect/alter/add to/change the use of a building/property* in accordance with the following information and as shown on the accompanying drawings:

1. Legal description (Street address or similar description that will readily identify and definitely locate the proposed building or work: **Parcel # 412, #12 Garza Avenue, Birds Sanctuary Precinct, Belmopan, or extract from the Sequential Version of the Properties Evaluations Roll, Belmopan** .
2. Legal Owner of Property: **John Henry Lewis**.....:
3. Name of Project Owner: **Edwin Charles Vasquez (if different from # 2)**.....:
4. Registered address and contact information (telephone/cell, & email) of Project Owner
 - i. Address: **Parcel # 594, # 10 Guanacaste Boulevard, Mountain View Precinct, Belmopan or extract from the Sequential Version of the Properties Evaluations Roll**.....:
 - ii. Telephone/Cellphone: **802-1781/624-3140**.....:
 - iii. Facsimile (FAX): **822-2148**.....:
 - iv. E-mail: **edwincharlesvasquez@hotmail.com**.....:
5. Size and Area of Lot: **Obtain size and area from the Authenticated map obtained from the Ministry of Natural Resources and Agriculture or the Sequential Version of the Properties Evaluations Roll, Belmopan.**.....:
6. Number of existing building (s) on Lot: **Self-explanatory**.....:
7. Area (Footprint) of existing building (s) on Lot: **measure size and submit calculation for examination (on separate sheet if necessary) along with application**.....:
8. Zoning:
 - i. Building use: **obtain from the Sequential Version of the of the Properties Evaluations Roll, Belmopan**.....:
 - ii. Number of individual/separate buildings: **Self-evident**.....:
 - iii. Number of individual/separate units within each building: **Self-evident**.....:
 - iv. Estimated number of occupants: (this will be reflected on Occupancy Certificate)
 - a. Residents: **Self-evident**.....:
 - b. Staff: **Self-evident**.....:
 - c. Patrons: **Self-evident**.....:
 - d. Visitors: **Self-evident**.....:
 - e. Total Occupant Loading: **Self-evident**.....:
 - v. Primary use of neighboring buildings/lots/Parcel: **Identify from personal observation**.....:
 - vi. Total percentage of property (lot/Parcel) covered: **Measure size that would be derived from an aerial view and divide by size stated at 5 x 100**.....:
 - vii. The following number of parking spaces are provided within property boundaries
(To Be Indicated on Drawings also):
 - a. Residents: **Self-evident**.....:

- b. Staff: **Self-evident**.....:
- c. Patrons: **Self-evident**.....:
- d. Visitors: **Self-evident**.....:
- e. Total Occupant Loading: **Self-evident**.....:
- viii. Setbacks: **a. b. c. d. : lengths measured from external wall of building to property boundary, e. & f. : Self-evident**.....:

9. Building Description

- i. Dimension of Building (s): **Overall length (s) and width (s)**.....:
- ii. Number of Floors: **Self-evident**.....:
- iii. Maximum Height of Building (s): **a) From Finished Ground Level to Highest Point of Roof, b) Finished Ground Level above Finished Ground Level, c) Finished Ground Level above or below Finished Level of adjacent thoroughfare (s)**.....:

10. Building Construction type (Construction materials):

- i. Foundation: **Self-evident**.....:
- ii. Structural Framework: **Self-evident**.....:
- iii. Exterior Walls & Openings: **Self-evident**.....:
- iv. Floors: **Self-evident**.....:
- v. Stairways: **Self-evident**.....:
- vi. Roofs: **Self-evident**.....:

11. Proposed use of the building:

- i. Foundation or below grade level: **Self-evident**.....:
- ii. Ground Floor: **Self-evident**.....:
- iii. First Floor: **Self-evident**.....:
- iv. Second Floor: **Self-evident**.....:
- v. Additional Floors: **Self-evident**.....:
- vi. Roofs: **Self-evident**.....:

12. Value (**Not Cost**) of works on any new building or structure or any addition, remodeling or alteration to an existing building (include materials, labour, plant, overhead, etc.): **Self-explanatory**.....;

13. Change in the use of land and/or existing building (s). (**Complete only where there is a proposed change of use other than new construction.**)

- i. Current use of Land: **Self-explanatory**.....:
- ii. Proposed use of Land: **Self-explanatory**.....:
- iii. Current use of Building: **Self-explanatory**.....:
- iv. Proposed use of Building: **Self-explanatory**.....:

14. The sanitary fittings will consist of the following number of:
 - i. Wash Hand Basins: **Self-explanatory**.....:
 - ii. Bathtubs: **Self-explanatory**.....:
 - iii. Urinals: **Self-explanatory**.....:
 - iv. Kitchen Sinks: **Self-explanatory**.....:
 - v. Hot tubs or spas: **Self-explanatory**.....:
 - vi. Utility Sinks: **Self-explanatory**.....:
15. The water supply will be by: **Self-explanatory**.....:
16. The daily water consumption is estimated to be: **Self-explanatory**.....:
17. The sewage disposal by: **Self-explanatory**.....:
18. Method of storm water discharge/disposal: **Self-explanatory**.....:
19. Method of waste water discharge/disposal: **Self-explanatory**.....:
20. Method of solid waste (garbage) storage & disposal: **Self-explanatory**.....:
21. The Electrical Load Demand is Estimated to be: **Self-explanatory**.....:
22. Electrical Supply will be provided by: **Self-explanatory**.....:
23. Back-up electricity supply will be provided by: **Self-explanatory**.....:
24. The Air Conditioning Load Demand is Estimated to be: **Self-explanatory**.....:
25. The building will/will not be fitted with the following type and quantity of air conditioning fixtures.
 - i. Central air conditioning: **Self-explanatory**.....:
 - ii. Split units: **Self-explanatory**.....:
 - iii. Window units: **Self-explanatory**.....:

26. Technicians, Architects and /or Engineers of Record:

I, the undersigned accept full responsibility for the correctness of the Technical Information submitted on this Application Form, I also accept full responsibility for the correctness and suitability of the information provided in the other documents submitted along with this Application Form.

1. Name of **Technician** (Print Name).....
 - i. Address:
 - ii. Contact:.....
 - iii. Signature:Date:.....
2. Name of **Architect** (Print Name).....
 - i. Address:
 - ii. Contact:.....
 - iii. Signature:Date:.....

3. Name of **Engineer** (Print Name)
- i. Address:
- ii. Contact:.....
- iii. Signature:Date:.....

27. I _____ accept responsibility for applying to the Belmopan Local Building Authority for the following inspections/permits:

Permits/Extension	Building less than 1,000 sq. ft. and not more than 1 storey	Buildings 1,000 - 3,000 sq. ft. and up to 2 storey	Buildings over 3,000 sq. ft. and over 2 storey
1. Notice of intention to commence building works;	X	X	X
2. Inspection a: Setting out;	X	X	X
3. Inspection b: Foundation, excavation and foundation placing;			
4. Inspection c: Floor slab(s);			
5. Inspection d: Plumbing & electrical rough- in:			
6. Inspection e: Walls, columns & beams;			
7. Inspection f: Roof Structure;			
8. Fire Safety Inspection;			X
9. Public Health Inspection;			X
10. Application for permit to occupy and use a building	X	X	X

The Professional of Record to review and sign the Application Form.

I certify that this application has the consent of the Owner of the Property:

Name of Permittee or authorized agent: **Delete inapplicable capacity**.....

Address of Permittee or authorized agent: **Delete inapplicable capacity**.....

.....

Telephone/Cellphone:Fax Number:

E-mail address:

Signature of Permittee or authorized agent: **Delete inapplicable capacity**.....

Date:

N.B. Make sure all information requested at the bottom of page 5 of the Application Form are filled in.