

STEP 1

PURCHASE OF FORMS

Buy your development and building permit application form from Physical planning department and works department of the assembly.

STEP 2

REQUIREMENTS

BASIC REQUIREMENTS

- Evidence of land ownership
- Building permit application form
- 4 copies of building drawings

ADDITIONAL REQUIREMENTS (FOR MULTI-PURPOSE AND MULTI-USAGE)

- 4 copies of structural drawings
- Soil test report
- Ghana national fire service report
- Environmental protection agency report
- Structural integrity report inn case development has already commented or is completed
- Up to date business registration and operating permit (for organizations)
- Property rate payment receipt (for existing buildings)
- Endorsement of plans for state housing company's areas

STEP 3

COMPLETION OF FORMS

Complete the application form in full with the required information. Add the above listed documents

STEP 4

PAYMENT AND SUBMISSION

Pay processing fees and submit completed form with all required attachments to the toen and country planning department of the assembly. On submission, you shall be informed about the following:

- Corrections to be made (if any)
- Date for site inspection

STEP 5

PROCESSING

- The secretariat will process the application within two weeks of receipt of application for the technical sub committee's inspection, assessment and recommendation.
- The technical sub-committee's recommendation on the application is forwarded to the statutory planning committee with a month of receipt of application for final decision

NB: Applicant may be informed of any corrections to be made.

- The final decision of the statutory planning committee is communicated to the applicant in writing with 2 working days.
- Possible decisions:
 - Approval
 - Regularization
 - Refusal
 - Deferral

STEP 6

COLLECTION

- On approval, pay the approved permit fee or penalty fee to the bank as indicated in your approval letter and collect your development and building permits from the works' department of the assembly
- In the case of deferral, the applicant will be notified and advised on what needs to be done for further consideration.
- In case of refusal, the applicant will be notified of the reason(s) for the refusal

PLANNING PERMISSION – IN – PRINCIPLE

For some complex projects a prior application for planning permission-in-principle is required.

- Such projects need to provide information on the concept as well as the project's perspective drawings for consideration.

- Land ownership information, preliminary assessment on soil structure, traffic impact assessment (TIA), structural design and evidence of neighborhood consultations are required.

OTHER TYPES OF PERMITS

- Temporary structures
- Regularization of existing structures
- Extension of existing buildings
- Hoarding of a property
- Fence wall of a property
- Renovation
- Certificate of habitation
- Demolition.