DEVELOPMENT PERMIT PROCEDURE

New Application

Amended Application

STEP 1: Submission of application to Secretariat of SPC

- Check submission for compliance & provide technical guidance
  Recommend for change of use, if necessary
- Receive submission fees & Create record database

Change of Use

STEP 2: Vetting by Works Department

- Structural assessments
- Architectural Assessments

STEP 2: Vetting by Physical Planning Dep't

- Zoning checks
- Planning assessments

STEP 2: Vetting by other Agencies

Additional technical Assessments

STEP 3: Collation of Technical Findings

STEP 4: Site Inspection

STEP 5: Technical Consideration of Application by Technical Sub Committee

STEP 6: Consideration of application by Spatial Planning Committee

- Approval
- Refusal
- Queries/deferment

Step 7: Processing of SPC decisions

- Notify applicant
- Prepare Permit certificate
- Assess permit fees and receive

STEP 8: Discussion of Queries and

STEP 8: Issuance of Development Permit

STEP 9: Appeal to Regional Coordinating Council