

**APPLICATION FOR REVIEW**

(One Form must be filled out for each structure on each lot)

I / We hereby apply for permission to *erect / alter / add / change* the use of a *building / pool / property* in accordance with the following information and as shown on the accompanying drawing. (Cross out the works in italics that do not apply).

1. Legal description (street address or similar description that will readily identify, and definitively locate the proposed building or work):

.....  
.....  
.....

2. Legal owner of property:

.....

3. Registered address and contact information (telephone & email) of owner :

.....

4. Size and area of Lot .....

5. Number of existing building(s) on lot:.....

6. Size and area of existing building(s) on lot:.....

7. Zoning:

a. Building use:.....

b. Number of individual/separate buildings:.....

c. Number of individual/separate units within each building:

.....

d. Total estimated number of occupants:

i. Residents:.....

ii. Staff:.....

iii. Patrons:.....

iv. Visitors:.....

e. Primary use of neighboring buildings/lots:.....

f. Total percentage of property (lot) covered:.....

- g. The following number of parking spaces are provided within property boundaries (To Be Indicated On Drawings Also):
  - i. Residents:.....
  - ii. Staff:.....
  - iii. Patrons:.....
  - iv. Visitors:.....
- h. Setbacks:
  - i. Front:.....
  - ii. Side:.....
  - iii. Side:.....
  - iv. Back:.....
  - v. Public access/ waterfront:.....
  - vi. Road easement:.....
- 8. Building description:
  - a. Dimensions of building(s):.....
  - b. Number of floors:.....
  - c. Maximum height of building(s):.....
- 9. Building construction type:
  - a. Foundation:.....
  - b. Structural framework:.....
  - c. Exterior walls & openings:.....
  - d. Floors:.....
  - e. Stairways:.....
  - f. Roofs:.....
- 10. Proposed use of the building:
  - a. Foundation or below grade level:.....
  - b. Ground floor:.....
  - c. First floor:.....
  - d. Second floor:.....
  - e. Additional floors:.....
  - f. Roof:.....

11. Valuation of any new building or structure or any addition, remodeling or alteration to an existing building:  
 .....
12. Change in the use of land and/or existing buildings (complete only where there is a proposed change of use other than new construction).
  - i. Current use of Land:.....
  - ii. Proposed use of Land:.....
  - iii. Current use of Building:.....
  - iv. Proposed use of building:.....
13. The sanitary fittings will consist of the following number of:
  - i. Wash Hand Basins:.....
  - ii. Showers:.....
  - iii. Bathtubs:.....
  - iv. Water Closets (Toilet Bowls):.....
  - v. Urinals:.....
  - vi. Bidets:.....
  - vii. Kitchen sinks:.....
  - viii. Pools:.....
  - ix. Hot tubs or spas:.....
  - x. Sauna:.....
  - xi. Utility Sinks:.....
  - xii. (Other):.....
14. The water supply will be by:.....
15. The daily water consumption is estimated to be:.....Gals.
16. The sewage will be disposed by:.....
17. Method of storm water discharge:.....
18. Method of waste water discharge:.....
19. Method of solid waste (garbage) storage & disposal:.....
20. The Electrical Load Demand is Estimated to be:.....kVA
21. Electricity supply will be provided by:.....

- 22. Back-up electricity supply will be provided by:.....
- 23. The Air Conditioning Load Demand Is Estimated to be.....Tons
- 24. The building *will / will not* be fitted with the following type and quantity of air conditioning fixtures.
  - i. Central air conditioning:.....
  - ii. Split units:.....
  - iii. Window units:.....
- 25. Requirement for signature of Technicians, Architects and/or Engineers:

**(In Accordance with 25 i to 25 iii, The Professional(s) of Record must be indicated in 25 iv to 25 ix, As Applicable)**

- i. Buildings less than one thousand (1,000) sq.ft. and not more than one (1) storey do not need the signature of an architect or engineer.  
EXCEPTION: Depending on the complexity and use of the building, the LBA reserves the right to require that plans and specifications for certain building less than one thousand (1,000) sq.ft. be prepared, designed, stamped and signed by an architect who is a Corporate member of the Association of Professional Architects of Belize (APAB), and / or a civil or structural engineer who is a Corporate member of the Association of Professional engineers of Belize (APEB).
- ii. For buildings between one thousand (1,000) sq.ft. – three thousand (3,000) sq.ft and up to two (2) storeys; the LBA requires that plans and specifications be prepared, designed, stamped and signed by either an architect who is a Corporate member of the Association of Professional Architects of Belize (APAB), or a civil or structural engineer who is a Corporate member of the Association of Professional Engineers of Belize (APEB).
- iii. For buildings over three thousand (3,000) sq.ft and more than two (2) storey, (including all public buildings, regardless of size) the LBA requires that plans and specifications be prepared, designed, stamped and signed by both an architect who is a Corporate member of the Association of Professional Architects of Belize (APAB), and a civil or structural engineer who is a Corporate member of the Association of Professional Engineers of Belize (APEB)

- iv. The Technician of Record is  
.....
- v. Address of Technician of Record  
.....
- vi. The architect of record is:  
.....
- vii. Address of the architect of record:  
.....
- viii. The Engineer of record is:  
.....
- ix. Address of the engineer of record:  
.....

26. The following drawings must be included in the submission (but not limited to):
- a. A site plan to scale showing the plot boundaries in relation to adjoining roads, alleys and footpaths, the position and nature (HV/LV) of all power supply lines, the location and size of all water supply and waste disposal lines, the position of any proposed building or buildings and parking area on the same lot.
  - b. A location plan which clearly shows exactly how to reach the designated site (i.e. the location of the site relative to easily located landmarks/features such as mile posts, hotels, parks, football fields, police stations, etc.)
  - c. A floor plan to scale for each floor of the building(s) including basement or foundation, mezzanines, and roof.
  - d. Scaled elevations for each face of the building(s) showing relative heights.
  - e. Scaled cross sections (2 minimum) through the building(s) including foundation. Cross sections should indicate building materials and relative heights throughout the building including roof, and be taken perpendicular to each other.
  - f. Electrical (PUC Approved) and plumbing schematic drawings and basic specifications including septic tank, soak-a-way, etc.
  - g. Structural engineering drawings and basic specifications of building(s) and water retaining structures where applicable.
  - h. Provide a copy of a legally binding document that shows that the person building either owns the property or has the legal authority to build on the property. Copy of these documents should be authenticated by a Justice of the Peace or an Attorney at Law.

I .....accept responsibility for applying to the Manager of the Belize City Building Unit BCBU for the following inspections/permits:

Permits/Inspections	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	Building over 3,000 sq.ft. and over 2 storey
1. Notice of intention to commence building works;	X	X	X
2. <b>Inspection a:</b> Setting out;	X	X	X
3. <b>Inspection b:</b> Foundation, excavation and foundation placing;			X
4. <b>Inspection c:</b> Floor slabs(s);			X
5. <b>Inspection d:</b> Plumbing & electrical rough-in;			X
6. <b>Inspection e:</b> Walls, columns & beams;			X
7. <b>Inspection f:</b> Roof structure;			X
8. Fire safety inspection;			X
9. Public health inspection;	X	X	X
10. Application for permit to occupy and use a building.	X	X	X

I certify that this application has the consent of the owner of the property:

Name of permittee or his authorized agent:

.....

Address of permittee or his authorized agent: .....

.....

Phone number:.....

Fax number:.....

Cellular number:.....

Email address:.....

Signature of permittee or his authorized agent:.....

Date:.....

Notes:

1. Application fees are charged by area (square feet) as per fee schedule.
2. Plans, diagrams and other data shall be submitted in four (4) complete sets  
With each application for a permit. If the BCBU has no objections;
  - (1) One set will be retained by the BCBU;
  - (2) One set will be returned to the owner;
  - (3) One set will be returned to the architect/engineer; and
  - (4) One set is to be kept at all times at the construction site.
3. Architects and/or Engineers are required to stamp AND sign each page of the documents submitted.
4. Technicians are required to CLEARLY write their names, AND sign each page of the documents submitted.