



THE DEVELOPMENT CONTROL AND PLANNING BOARD

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To: Architects, Designers and Draughtsman

Re: **Requirements for Land Development and Planning Applications**

Reference is made to the **St. Kitts and Nevis Building Code; Section 1** – Administration of the Code **subsections 109 – 110** in relation to the submission of Plans, that is to say:

The plans to be submitted with an application for development permission are as set out in the publication of the Board “REQUIREMENTS FOR LAND DEVELOPMENT AND PLANNING APPLICATIONS” and detailed in subsection 110 which deals with Building Application Submission.

Please be advised that all other relevant information is embodied within the Code and reference should be made to the Code for such information. This publication is a supplement of the Code and it is not intended to replace the Code in any form or manner.

Requirements for Building Application Submission

GENERAL REQUIREMENTS **The application must satisfy the following:**

- The applicant must present proof of ownership which could be in the form of (COT, Deed, and A letter from N.H.C. (National Housing Corporation) granting permission to build if 25% of the cost of the land is not paid.
- All Site, Location, Topographical and Floor plans shall show a north arrow. All drawings shall bear the name and address of owner and designer(s) and shall be individually numbered for ease of reference.
- Minimum sheet size shall be 18” x 24” for Final Approval. Sheet size 11” x 17” is acceptable for Approval in Principle.
- All application must be submitted in triplicate.
- The application forms must be completed giving all required information along with the corresponding application fee. The application must be correctly categorised before it can be considered for approval by the board

Applications for Final Approval must be accompanied by plans giving all the information set out below.

Location Plan

- i) A Location Map is required. Where necessary, a Development Plan of the area shall be provided to aid the Building Inspectors. These plans are available for most areas of the island and are obtainable at the Lands and Survey office.
- ii) The location plan must show the name and position of existing roads and fixed and easily identifiable points such as streams, road junctions, bridges, and nearby houses.

Site Plan

- i) Site plans must be submitted to an appropriate scale that is legible.
- ii) The Site Plan must show:
 - The area, boundaries, principal dimensions and co-ordinates of the land.
 - The location of existing buildings on the land and any other information to assist in clarity.
 - The location of existing utility lines, poles and stays
 - The location of any new proposed building and the relevant dimensions and appropriate setbacks. Including all stairs, cantilevers, roof overhangs and all other building elements
 - Setbacks are taken from the nearest points to the boundaries
 - For new building complete site setting out information is required
 - For developments with an average slope of 4'-0" or more, a topographical plan is required. Such topographical plan must be certified by a licensed surveyor.
 - Site plan must show existing and finished contours
 - Such contours or spot levels as are necessary for determining the grade of any proposed road and for the proposed drainage.
 - Location of all retaining walls to be shown

- Location and width of existing and proposed means of access including roads adjacent to the property.
 - The application must satisfy the relevant parking requirements applicable to the development. Parking must be clearly defined providing all necessary dimensions and materials to be used. Details must be referenced to appropriate sheet(s).
 - Water and sanitary drainage systems. the sizes of all drain pipes must be specified
 - Location of grease traps, septic tanks and soak pits. They must be drawn to scale and must be dimensioned
 - Any land reserved for public access or for public use
- iii) For additions to existing buildings, existing and proposed site plans are required.

Floor Plan – Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0" in length.

To show:

- General floor layout
- Names of all rooms
- Dimensions of spaces
- Width of openings
- Thickness of walls
- Materials of construction
- Floor plan must show relationship with the site
- Minimum width of stairs is 3'-0" clear (exclusive of handrails, balusters etc.). Direction of flow and number of Risers must be indicated.
- In the event where a topographical plan is required, Floor plan(s) must relate to the topographical plan.
- The cross sectional cut lines must be shown in a continuous manner and must be cross referenced

Foundation Plan - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

To show:

- General foundation type proposed
- The cross sectional cut lines must be shown in a continuous manner and must be cross referenced
- Columns, stiffeners, footing and all structural components are to be called out and cross referenced to the corresponding details
- All structural reinforcement to be used must be specified
- The composition of the substructure must be specified. Clearly stating the grade of BRC to be used and the procedure of compaction to be followed
- Where a topographical plan is required, the foundation plan must show all relations to it
- Plan must be completely and accurately dimensioned

Elevations - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.. At least four (4) Elevations must be provided.

To show:

- General architectural style of the building
- Location of openings with dimensions
- Floor heights – ground to floor/floor to top of ring beam
- Roof pitch
- Surface finishes
- Where a topographical plan is required, the elevations must show all relations to it

Sections – A minimum of two or as requested by the board. Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

To show:

- Roof pitch
- Floor heights – ground to floor/floor to ceiling
- Height between floor and bottom of footing and ground to Bottom of footing
- Height of openings
- Materials of construction
- Where a topographical plan is required, the sections must show all relations to it
- Details to be called out and cross referenced
- At least one of the Sections shall be taken through the stair case.
- All changes in Floor levels

Structural Plans - Scale $1'' = 1'-0''$;

To show:

- Details of beams, columns and slabs
- Details of all walls
- Roof design and construction details
- Foundation details, piling etc
- Details of water cisterns and catchments
- All reinforcement details
- Eave, Valley, Ridge, Gutter and Wall to Timber Frames Details
- Stair details. Architectural and structural at a minimum scale $\frac{3}{4}'' = 1'-0''$.

Roof Framing Plan - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

To show:

- Support of all roof elements including supporting beams.
- All rafter types and sizes are to be specified
- Roof design and construction details
- Roof materials to be used
- All roof members must be called out and cross referenced
- All reinforcement details

Structure Framing Plan - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

To show:

- Support of all suspended slab, including all columns and beams.
- All beams to be labelled and cross-referenced to specific details
- Location, size and spacing of reinforcement in slab must be specified
- Finish treatment of suspended slab. Where slab is to be used as roof, specify dewater treatment.
- Where shear bars are used, the placement, dimension and spacing of such bars must be specified

Plumbing - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

To show:

- Location of inspection boxes, grease traps etc
- Sizes and slopes of the pipes used in the sewer lines
- Location of shut-off valves.
- Size and location of pumps.
- Sizes of water lines
- Location of Vertical down pipes

- Water storage and catchment details
- Location of water heater
- Vents

Electrical - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

To show:

- Electrical layout
- Location of Electrical meter(s), Distribution Panels and Transformer(s).

Sewerage - Scale $\frac{1}{4}'' = 1'-0''$; $\frac{3}{16}'' = 1'-0''$ or $\frac{1}{8}'' = 1'-0''$ for large developments 6000 ft² and over in foot print; or 100'-0'' in length.

- Details of septic tanks, soakaways and leech field where needed.
- Details & type of sewerage treatment plant.

Note that all drawings of structural works must be stamped and/or signed by the architect/engineer responsible for the design.

INTERIOR REMODELING FOR OVER 25% OF THE BUILDING

- Location plan showing the precise location of the property **Highlighted** in relation to main roads and private roads submitted to an appropriate scale that is legible.
- Existing floor plan of building (minimum scale $\frac{1}{8}'' = 1'$)
- Proposed new floor plan showing scope of works (minimum scale $\frac{1}{8}'' = 1'$)
- Roof plan of building (minimum scale $\frac{1}{8}'' = 1'$)
- Section through building showing construction details (minimum scale $\frac{1}{4}'' = 1'$)
- Details of all structural work
- Electrical and plumbing drawings where applicable (minimum scale $\frac{1}{8}'' = 1'$)

Clearly differentiate between new and existing works