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Please address correspondences to the Chief Executive Officer.

**File Reference:**

Government of Samoa

**MINISTRY OF WORKS, TRANSPORT AND INFRASTRUCTURE**

**BUILDING PERMIT APPLICATION FORM**

**PART 1: (TO BE COMPLETED BY APPLICANT)**

**To : The Chief Executive Officer,**

I hereby apply for permission to construct a : 1.  PERMANENT STRUCTURE/ADDITION  
 2.  TEMPORARY STRUCTURE/ADDITION

..... propose to build/erect on the land situated at.  
*Type of Facility*

..... in accordance with the particulars as set out on  
 this form, and the Development Consent by PUMA.  
*Location/ Village*

**BUILDING OWNER:** ..... / ..... / .....  
*Name Signature Date*

**LAND OWNER :** ..... / ..... / .....  
*Name Signature Date*

**OR AGENT :** ..... / ..... / .....  
*Name Signature Date*

**PART 2: (OFFICE USE ONLY)**

**AMB OFFICER: SUBMISSION REQUIREMENTS:**

1. CONSENT FOR DEVELOPMENT – from MNRE-PUMA Division (*submitted by Applicant*)
2. Two (2) Sets of Building Plans containing the following: (*provided by Applicant*)*SITE PLAN identifying Setbacks of Project, Exist. Structures, Roads and True North.*
  - i) *FLOOR PLAN(s) of each level identifying sizes and use of each room.*
  - ii) *ELEVATION PLANS showing ground level and appearance of structure.*
  - iii) *CROSS SECTION(s) identifying applicable dimensions and descriptions.*
  - iv) *STRUCTURAL DETAIL(s) sufficiently in a large scale.*
  - v) *PLUMBING PLAN(s) identifying Water Lines, Drain & Sewer Lines, Storm Water Sanitary Fittings/Fixtures and location of Septic.*
  - vi) *ELECTRICAL PLAN(s) identifying light fixtures, fittings, wiring, power points and main junction box with load capacity.*

(\*Any scale may be used for the above drawings, so long it is CLEAR and ACCURATE.)
3. Structural Calculations and, or Engineering Certificate – 2 or more storeys
4. Valid Builder's License (*N/A for owner-builder projects*)
5. COMPLIANCY CONFIRMATION – from LANDS TRANSPORT AUTHORITY (*LTA*)
6. COMPLIANCY CONFIRMATION – from FIRE EMERGENCY SERVICE AUTHORITY (*FESA*)
7. COMPLIANCY CONFIRMATION – from ELECTRIC POWER CORPORATION (*EPC*)
8. COMPLIANCY CONFIRMATION – from SAMOA WATER AUTHORITY (*SWA*)
9. COMPLIANCY CONFIRMATION – from Bluesky/SamoaTel

**NOTE:** Drawings/Plan Sets must be signed by the designer or person responsible thereof. One (1) copy shall be retained by the Ministry, and one (1) shall be returned to the owner for building purposes. Plan(s) alteration requires written consent by the Certifying Officer.

**SPECIFICATIONS** for materials, special features and workmanship for the completion of the work are required. However, for minor work, sufficient notes on the plans may substitute for Specifications. Standards set out in the National Building Code shall be adhered to at all times.

<b>RECEIPT No.</b> .....	<b>RECOMMENDING :</b> .....	<i>Signature</i>	/...../..... <i>Date</i>
<b>CERTIFYING :</b> .....		<i>Signature</i>	/...../..... <i>Date</i>

**PART 3: (FILL IN BY APPLICANT)**

1. Real Property Description:

Customary Land -  Free Hold Land -   
*(confirmation letter from owner of land) (survey plan or deeds of land)*

- 2. Area of Site: .....
- 3. Frontage: .....
- 4. Proposed set back from street alignment: .....
- 5. Distance of work from side boundaries: .....
- 6. Zoning District: .....
- 7. Own or Lease: .....
- 8. Builder & Address: .....
- 9. Use of Building: .....
- 10. Number of occupant/tenant using the building: .....
- 11. Type of Sub Floor and Floor:.....  
Walls: .....Roof:.....
- 12. Area of ground floor: .....
- 13. Area of any other floor: .....
- 14. General description of other building on the same site:  
.....  
.....
- 15. Total of Tap Outlets within the building: .....
- 16. Name of sanitary fittings within the building: .....
- 17. Type of drainage exist or are proposed: .....
- 18. Latrine accommodation: .....
- 19. General nature of ground: .....
- 20. Estimated height from sea level:.....
- 21. Estimated cost of building: \$ .....
- Cost of Plumbing Works: \$ .....
- Cost of Electrical Works: \$ .....
- TOTAL COST:** \$ .....

**OWNER/AGENT:**

I, ....., hereby declare that the information contained in this document is true in every respect and I am aware that I may be prosecuted in a court of law for providing any false or untrue claim.

.....  
*Signature*

...../...../.....  
*Date*

**PART 4 : (FOR OFFICE USE ONLY) :**

**Building Permit Fee :** .....