

Based on the requirements below, the Professional(s) of Record MUST be indicated in Section 26

1. Private 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, however, the Technician preparing and submitting the documents must stamp and sign each page of the documents being submitted indicating that he/she is accepting responsibility for the accuracy and correctness of the information.
EXCEPTION: Depending on the complexity and use of the building, the CBA reserves the right to require that plans and specifications for certain buildings 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).
2. For private buildings between one thousand (1,000) sq. ft. and three thousand (3,000) sq. ft. and up to two (2) storeys; the CBA 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).
3. For all public buildings, regardless of the size, and/or all buildings over three thousand (3,000) sq. ft. and/or more than two (2) storeys, the CBA requires that plans and specifications should 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).

The drawings to be submitted for review include (but not limited to):

1. A site plan to scale showing the plot boundaries in relation to adjoining roads, alleys and footpaths, the position and nature (High Voltage/Low Voltage) 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.
2. 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.).
3. A floor plan to scale for each floor of the building(s) including basement or foundation, mezzanines, and roof.
4. Scaled elevations for each face of the building(s) showing relative heights.
5. 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.
6. Electrical (PUC Approved) and plumbing schematic drawings and basic specifications including septic tank, soak-a-way, etc.
7. Structural engineering drawings and basic specifications of building(s) and water retaining structures where applicable.
8. 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.

For further information on submission requirements, please visit our website at www.cbabelize.com

Notes:

1. Application and Permit Fees are charged by area (square feet) as per fee schedules prepared by the CBA.
2. Three (3) minimum (4 recommended) complete sets of Plans, diagrams and other data shall be submitted in with each application for a permit. If the CBA has no objections;
 - (1) One set will be retained by the CBA;
 - (2) One set will be for the owner;
 - (3) One set will be for the professional of record; and
 - (4) One set is to be kept on the construction site at all times during construction.
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.



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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 drawings. (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, i.e: Parcel No. Lot No.):

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

- 2. Legal owner of property:

.....

- 3. Name of Project Owner:

- 4. Registered address and contact information (telephone & email) of project owner:

.....
.....

- 5. Size & Area of lot:.....

- 6. Number of existing building(s) on lot:.....

- 7. Area (footprint) of existing building(s) on lot:.....

- 8. Zoning:

- i. Building use:.....

- ii. Number of individual/separate buildings:

- iii. Number of individual/separate units within each building:

.....

- iv. Estimated number of occupants: (this will be reflected on Occupancy Certificate)

- a) Residents:

- b) Staff:

- c) Patrons:

- d) Visitors:

- e) Total Occupant Loading:

- v. Primary use of neighboring buildings/lots:.....

- vi. Total percentage of property (lot) covered:



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vii. The following number of parking spaces are provided within property boundaries

(To Be Indicated On Drawings Also):

- a) Residents:
- b) Staff:
- c) Patrons:
- d) Visitors:
- e) Total Parking Provided:.....

viii. Setbacks:

- a) Front:..... b) Side:
- c) Side: d) Back.....
- e) Public access/water front (distance from property boundary to high water mark):

- f) Road Easement (distance from property boundary to carriageway):

9. Building description:

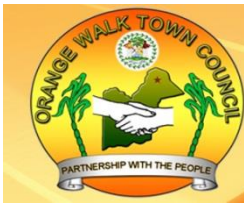
- i. Dimensions of building(s):
- ii. Number of floors:.....
- iii. Maximum height of building(s):.....

10. Building construction type (Construction Materials):

- i. Foundation:
- ii. Structural framework:.....
- iii. Exterior walls & openings:.....
- iv. Floors:
- v. Stairways:.....
- vi. Roofs:.....

11. Proposed use of the building:

- i. Foundation or below grade level:.....
- ii. Ground floor:
- iii. First floor:
- iv. Second floor:
- v. Additional floors:
- vi. Roof:.....



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12. Value (**Not Cost**) of works on any new building or structure or any addition, remodeling or alteration to an existing building (include Materials, labour, plant, overhead,etc.):

.....

13. 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:.....

14. 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.....

15. The water supply will be by:.....

16. The daily water consumption is estimated to be:..... Gals.

17. These wage will be disposed by:

18. Method of storm water discharge:

19. Method of waste water discharge:

20. Method of solid waste (garbage) storage & disposal:.....

21. The Electrical Load Demand is Estimated To Be.....kVA

22. Electricity supply will be provided by:

23. Back-up electricity supply will be provided by:

24. The Air Conditioning Load Demand Is Estimated to be..... Tons

25. 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:



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26. Technicians, Architects and/or Engineers of Record:

I, the undersigned accept full responsibility for the correctness of the Technical Information submitted on this Application Form, I also accept full responsibility for the correctness and suitability of the information provided in the other documents submitted along with this Application Form.

1. Name of **Technician** (*Print Name*).....

Address:

.....

Signature:

2. Name of **Architect** (*Print Name*).....

Address:

.....

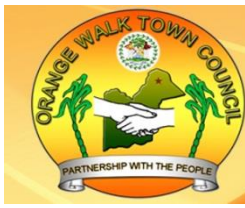
Signature:

3. Name of **Engineer** (*Print Name*).....

Address:

.....

Signature:



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I.....acceptresponsibilityforapplyingtothe
Director ofBuildingControl of theCBA for the followinginspections/permits:

Permits/Inspection	Building less than 1,000 sq.ft.and not more than 1storey	Buildings 1,000-3,000 sq.ft.and up to 2 storeys	Building over 3,000sq.ft.and over2storeys
1.Noticeof intention to commencebuildingworks;	X	X	X
2.Inspection a: Settingout;	X	X	X
3.Inspection b: Foundation, excavation and foundation placing;			
4. Inspection c: Floor slab(s);			
5.Inspectiond: Plumbing & electrical rough-in;			
6.Inspectione: Walls,columns & beams;			
7.Inspectionf: Roof structure;			
8. Firesafetyinspection;			X
9. Publichealth inspection;			X
10. Application for permit to occupyand useabuilding.	X	X	X

The Professional of Record to review and signtheApplicationForm.

I certifythat this application has the consent of theowner ofthe property:

Name ofpermitteeor hisauthorized agent:.....

Address of permitteeor his authorized agent:.....

.....

Phonenumber:..... Faxnumber:

Cellularnumber:

Email address:.....

Signatureof permitteeorhis authorized agent:.....

Date: