

DEVELOPMENT PERMIT/BUILDING APPROVAL ACTION CHECKLIST

REF NO: MPPUD/PPDC.3/

	Sighted		Action Officer (Name & Signature)	Date
	YES	NO		
I assert to having checked and cleared the following documents:				
Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>		
Governor's Consent	<input type="checkbox"/>	<input type="checkbox"/>		
Oba's Approval (Original Owners Only)	<input type="checkbox"/>	<input type="checkbox"/>		
Express Tax Clearance	<input type="checkbox"/>	<input type="checkbox"/>		
Tax Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Survey Plan/Approved Layout Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Fire Safety Certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Site Analysis Report & Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Planning Assessment	<input type="checkbox"/>	<input type="checkbox"/>		
Letter from Architect	<input type="checkbox"/>	<input type="checkbox"/>		
Undertaking from Engineer	<input type="checkbox"/>	<input type="checkbox"/>		

Recommended for Approval	YES	NO		YES	NO
Town Planning	<input type="checkbox"/>	<input type="checkbox"/>	Comply with Town Planning	<input type="checkbox"/>	<input type="checkbox"/>
Space Standards	<input type="checkbox"/>	<input type="checkbox"/>	Comply with Building Codes	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>	Comply with Engineering Standards	<input type="checkbox"/>	<input type="checkbox"/>

APO's Recommendation/Decision: _____

- This checklist must accompany every application processing and stapled to applicant's file
- Refusal of planning approval must be attached in writing by line Officer.