

IGANGA MUNICIPAL COUNCIL



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Office of the Town Clerk

29th, September 2021

Senior Assistant Town Clerks

Central and Northern Division, Iganga Municipal Council

All Town Agents

Iganga Municipal Council

Law Enforcement Officers

Central and Northern Division, Iganga Municipal Council

Notice Board,

Iganga Municipal Council head Quarters, Northern and Central Division

REQUIREMENTS FOR BUILDING PERMISSION / PLAN APPROVAL

As you may be aware, there is "THE BUILDING CONTROL ACT, 2013" and "THE BUILDING CONTROL REGULATIONS, 2020" that is to consolidate, harmonise and amend the law relating to the erection of buildings; to provide for building standards; to establish a National Building Review Board and Building Committees; to promote and ensure planned, decent and safe building structures that are developed in harmony with the environment; and for other related matters.

Iganga Municipal Council Has a Building Committee and a Building Controller

Below are the steps/ procedures/requirements that will help ease the process of acquiring the Building permits / Plan Approvals:

Step1.

Development Permit

1. Application for Development Permission from the Physical Planning Committee.
 - Application forms and more information/guidance can be obtained from:
 - Central Registry, Iganga Municipal Council
 - Physical Planning Committee / Senior Physical Planner / Secretary Physical Planning Committee, Iganga Municipal Council

Step2.

Building Permit for various building categories

- Application forms for Building Permit and more information/guidance can be obtained from:
 - Central Registry, Iganga Municipal Council
 - Building Control Committee / Building Committee Officer, Iganga Municipal Council

Below are the various Building categories and their requirements:

1. Application for building permit for minor building works (Reg. 19 of The Building Control Regulations, 2020)
 - A person who intends to erect a minor building shall apply to the Building Control Officer for a building permit in accordance with section 39 of the Act.
 - The Building Permit application Form 1 (**attached**) shall be accompanied by:
 - a letter from the chairperson of the village council of the area;
 - proof of ownership of land in accordance with the Land Act, including the certificate of title, power of attorney from the registered proprietor or other satisfactory proof of ownership;
 - development permission from the Physical Planning Committee;
 - a sketch plan;
 - proof of payment of application fees prescribed in Schedule 4 (**attached**); and
 - Any other document as may be required by the Building Control Officer.
 - Time Frame
 - Twenty one (21) days from the date of receipt of the application in writing on:
 - (a) Approving the application; or
 - (b) Refusing the application.
2. Application for a building permit for temporary building operations works (Reg. 20 of The Building Control Regulations, 2020).
 - A person who wishes to erect a temporary building shall apply to the Building Committee for a building permit.
 - The application Form 2 (**attached**) shall be accompanied by:
 - a site plan;
 - detailed architectural drawings to enable the Building
 - where it is intended that the public shall have access to the building, structural details necessary for the Building Committee to determine the structural safety of the proposed building;
 - proof of payment of application fee prescribed in Schedule 4(**attached**); and
 - Any other document as may be required by the Building Committee.

- Time Frame
 - Thirty (30) days from the date of receipt of the application, grant the application subject to conditions as may be specified in the building permit.

- 3. **Application for building permit for residential or commercial building operations** (Reg. 21 of The Building Control Regulations, 2020).
 - A person intending to carry out a building operation of residential or commercial building shall submit an application for building permit to the Building Committee in accordance with section 35 of the Act and these Regulations.
 - An application shall, be accompanied by the following, where applicable:
 - a letter of introduction from the chairperson of the village council of the area;
 - a sketch plan of the proposed building;
 - proof of ownership of land in accordance with the Land Act, including photocopy of certificate of title, power of attorney from the registered proprietor or other satisfactory proof of ownership;
 - development permission from the Physical Planning Committee;
 - at least two sets of architectural drawings;
 - a boundary opening report from a surveyor;
 - at least two sets of electrical drawings;
 - at least two sets of mechanical engineering drawings;
 - at least two sets of structural engineering drawings and design calculations for both temporary and permanent works, where applicable;
 - proof of payment of application fees prescribed in Schedule 4 (**attached**); and
 - Any other document as may be required by the Building Committee.
 - The application referred shall be signed by the applicant or his or her representative and shall be in **Form 2 (attached)** set out in Schedule 3.

- 4. **Application for building permit for complex structures or public building operations.**
 - A person intending to carry out a building operation of a complex structure or public building shall submit an application for a building permit in accordance with section 35 of the Act.
 - An application shall, be accompanied by the following, where applicable:
 - a geotechnical investigation report;
 - a hydrological investigation report;
 - a certificate of environmental and social assessment from the National Environment Management Authority;
 - an acknowledgement of receipt of the building plans by the Commissioner of Occupational Safety and Health;
 - a traffic impact assessment;

- a certificate of energy efficiency assessment from the Ministry responsible for energy;
 - proof of payment of application fees prescribed in Schedule 4; and
 - Any other document as may be required by the Building Committee.
- The application shall be signed by the applicant or his or her representative and shall be in Form 2 set out in Schedule 3.

Classification of Buildings

Category	
A	Complex structural forms; public buildings, multi storeyed buildings more than 12m high, building complexes (mixture of all) such as schools, hospitals, shopping malls, buildings of high social impact or to be located in sensitive ecosystem among others.
B	Residential or commercial buildings; floor area >30m ² ; single or multi storeyed of up to 12m high of simple structural form, boundary wall built of bricks, concrete or other solid material of permanent nature.
C	Minor and temporary buildings; Floor area <30m ² ; single storey; of simple structural form.

This is therefore to instruct you to begin guiding the developers to adhering to the above procedures.

Alikwan Ayub Kisubi

Town Clerk, Iganga Municipal Council

Copy To:

- His Worship the Mayor, Iganga Municipality
- Deputy Town Clerk, Iganga Municipal Council
- Head of Engineering, Iganga Municipal Council
- Senior Environmental Officer, Iganga Municipal Council
- Senior Physical Planner, Iganga Municipal Council
- Health Inspector, Iganga Municipal Council
- Building Control Officer, Iganga Municipal Council
- File Copy