



**NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES
NCD BUILDING AUTHORITY DIVISION**

APPLICATION FOR FENCE PERMIT

APPLICATION CHECK LIST

NOTE: Applicant to assess and complete checklist prior to lodgement of the applications.

APPLICATION WILL NOT BE ACCEPTED UNTIL THIS CHECKLIST IS COMPLETED

Completed by Applicant	Completed by Commission	Documentation	Notes Office Use Only
		Properly completed Application Form.	
		Provide two (2) copies of properly Drawn Plan documents approved, stamped and signed by NCD Physical Planning Authority and Fire Department.	
		Approvals from Lands Department obtained with Land Title Documents. Including Landlord Certification: Lease agreement for Land Title.	
		Approvals from NCD Physical Planning Board obtained with Letter of Approval and related documents attached.	
		Approvals from NCD Fire Department obtained with approval documents attached (<i>if applicable</i>).	
		Approvals from Local NCDC Health Authority (<i>if applicable</i>).	
		Approvals from NCDC Development Engineer.	
		Applicable Fees properly calculated, paid and receipted and recorded on file.	
		Clear Locality Plan showing location of fence and surrounding properties and key features.	
		Detailed Site Plan in ink to scale of 1:500 and must include any Site services in and around this fence line.	
		Fence construction details to scales not less than 1:20.	
		Structural Adequacy Certification (<i>if required</i>) indicating conformity with properly scaled drawings stamped, dated and signed by Registered Structural Engineer.	
		An estimated cost of the fence construction	
		Name of Designer / Draftsman, contact address and relevant details.	
Completed by Applicant	Completed by Commission	Documentation	Notes Office Use Only
		Name of Structural Engineer, contact address and Registration details.	
		Name of Services Engineer, his contact address and registration details.	
		Name of Builder, contact address, company registration details.	

Key: A – Applicable

N/A – Not Applicable

O/S – Outstanding

Processed by:
Customer Services Officer

Date: .../...../ 2005

Checked by:
Co-ordinator – Admin. Services

Date:/...../ 2005