

# NADI TOWN COUNCIL

P.O. Box 241, Nadi, Fiji Islands.



Telephone No. : (679) 670 0133, 670 0503, 670 0606  
Facsimile No. : (679) 670 1202, 670 0131  
E-Mail : naditowncouncil@connect.com.fj  
Website : www.naditowncouncil.org

*All communication to be addressed to the Town Clerk / C.E.O.*

Your Ref :

Our Ref :

## **BUILDING PLAN REQUIREMENTS**

Date: Please be informed that the following will be required by the Council as part of Application for Building Permit

1. All plans to be prepared by registered consultants who pay business licenses to Respective Authorities.
2. Applications to include 3 sets of plans, and two (2) sets of specifications.
3. Title Copy/Legal Ownership Documents to be submitted.
4. Landlords Consent [NLTB, Lands Department, Housing Authority]
5. Plans to contain Water Authority of Fiji's sewer connection consent.
6. Plans to be certified by a registered structural engineer, including Design certificate and calculations.
7. Professional Indemnity Cover copy to be submitted by the Registered Consultants.
8. For all workplaces e.g. Commercial, Industrial or where Applicable to provide
  - a) Ministry of Labour (HSAW) consent on plans and prior approval certification
  - b) National Fire Authority (NFA) certification for fire compliance on plans.
9. Developers/owner of land must engage competent and qualified Registered consultants who possess current Professional Indemnity Insurance Policies.
10. All plans and specifications to comply with National Building Code of Fiji, Cap 111 Public Health Act and General Provisions.

## **BEFORE & DURING CONSTRUCTION REQUIREMENTS**

1. All boundary pegs to be verified by a registered surveyor and certificate forward to council.
2. Building refundable deposit to be paid before construction starts.
3. All appointments for inspections to be made 24hours prior to inspections.
4. Council to be called for all inspections by authorized Building Inspectors.
5. Structural engineers' inspection reports must be submitted for multi-storey structures including test results of concrete etc.
6. An engineer's completion certificate to be obtained from the registered Engineer supervising the construction.
7. A Council completion certificate and approval be obtained before occupying the completed work.
8. All conditions of the Building Permit must be fully met by the Developer/owner of land.
9. All plumbing works to be inspected by council before trenches are backfilled.

**Note:** For clarification, queries and assistance please do not hesitate to contact the staff at the NTC Building Department.