

ACCRA METROPOLITAN ASSEMBLY TOWN & COUNTRY PLANNING DEPARTMENT

DEVELOPMENT AND BUILDING PERMITS

**IN 3
MONTHS
MAXIMUM**

STEPS FOR OBTAINING A DEVELOPMENT AND BUILDING PERMIT

STEP 1 PURCHASE OF FORMS

Buy your development and building permit application form from the Town & Country Planning Department and Works Department of the Assembly

STEP 2 REQUIREMENTS

BASIC REQUIREMENTS

- Evidence of land ownership
- Building permit application form
- 4 copies of building drawings

ADDITIONAL REQUIREMENTS (For multi-purpose and multi-usage)

- 4 copies of structural drawings
- Soil test report
- Ghana National Fire Service report
- Environmental Protection Agency report
- Structural integrity report in case development has already commenced or is completed
- Up to date business registration and operating permit (For organizations)
- Property rate payment receipt (For existing buildings)
- Endorsement of plans for State Housing Company's areas

STEP 3 COMPLETION OF FORMS

Complete the application form in full with the required information. Add the above listed documents.

STEP 4 PAYMENT & SUBMISSION

Pay processing fees and submit completed form with all required attachments to the Town & Country Planning Department of the Assembly. On submission, you shall be informed about the following:

- Corrections to be made (if any)
- Date for site inspection

STEP 5 PROCESSING

The secretariat will process the application within two weeks of receipt of application for the Technical Sub Committee's inspection, assessment and recommendation.

- The Technical sub-committee's recommendation on the application is forwarded to the Statutory Planning Committee within a month of receipt of application for final decision. NB: Applicant may be informed of any corrections to be made.
- The final decision of the Statutory Planning Committee is communicated to the applicant in writing within 2 working days.
- Possible Decisions:
 - Approval
 - Regularization
 - Refusal
 - Deferral

STEP 6 COLLECTION

- On approval, pay the approved permit fee or penalty fee to the Bank as indicated in your approval letter and collect your development and building permits from the Works' Department of the Assembly.
- In the case of deferral, the applicant will be notified and advised on what needs to be done for further consideration.
- In case of refusal, the applicant will be notified of the reason(s) for the refusal



AMA
TOWN & COUNTRY PLANNING DEPARTMENT
Tel: 020 2019164



WORLD BANK GROUP



Schweizerische Eidgenossenschaft
Confederation suisse
Confederazione Svizzera
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Federal Department of Economic Affairs,
Education and Research EAER
State Secretariat for Economic Affairs SECO