

HEALTH & BUILDING DEPARTMENT

No.	CHECK LIST	YES	NO
1.	3 copies of True copy of Title/Lease Documents		
2.	Locality Plan		
3.	Site Plan on Scale		
4.	NLTB Approval if land belongs to NLTB/Consent from Lands Department if state land		
5.	Approval from OHS		
6.	Approval from NFA (SFS) form Commercial/Industrial		
7.	Design certificate from registered structure engineer		
8.	Electrical Plan		
9.	Plumbing		
10.	2 Copies of building Specification		
11.	Elevations/ Beam/ Steel/ Cross- sections ,etc plan[s]		
12.	3 copies of building application form for both Council and DTCP.		
13.	Details Plans for both Structural and Architectural Drawings		
14.	Certification of plans/specifications by registered structured engineer		
15.	Show Zonage Building		
16.	Show Road Reserved		
17.	Show Drainage Reserve		
18.	Show Sewer line/Sewage Septic tank location & detail.		
19.	All connection to sewer line to be verified by the Water & Sewage Department of Fiji		
20.	Percolation test report done by the engineer.		
21.	Need for Geo Tec determined by registered structural engineer		
22.	That site inspection be done with owner or authorized agent		
23.	Show Surrounding areas Res A, B, C, Commercial, Industrial, Others		
24.	That a copy of the bill of Quantities, endorsed by a registered quantity surveyor to be submitted with both building and subdivision plan.		
25.	3 copies of full detail plan		

Health Inspector/ Building Surveyor's
 Comment

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Signature:

Date:.....