



MINISTRY OF DECENTRALISATION & LOCAL DEVELOPMENT

**PROCEDURE FOR OBTAINING BUILDING PERMIT
BAMENDA CITY COUNCIL (BCC)**

STAGE	ACTIVITY	PERIOD	REMARK
1	Application for town planning certificate (TPC)		Copy of land ownership document Copy of national identity card Copy of site and situation plans
2	Site inspection for TPC	Every Friday	The Bamenda City Council MINH DU The Sub Divisional Council where the project is found. Developer.
3	Obtention of building permit form and issuance of town planning certificate		The DUD Secretariat
4	Composition of file of BP application		Submit plans in four copies, in conformity with the norms of Town Planning Certificate consisting of; <ul style="list-style-type: none"> ▪ Site and situation plans of the projects ▪ Foundation plan ▪ Floor plans ▪ Electrical plan ▪ Cross sections ▪ Views(front ,back and sides of the project ▪ Septic tank plan ▪ Quantitative/ cost estimate of the project ▪ Technical specification ▪ Engineering studies for all storey buildings ▪ All storey building projects to be presented by an architect of the National Order. ▪ Geotechnical studies for (G+2 and above) ▪ Supervision contract signed by an Engineer of the Order for a G +2 and above.
5	Payment of land tax		Taxation centre
6	Transmission of files to the sub divisional council		Payment of local development dues and transmission of file to the BCC Building Commission within 72 hours.
7	Building permit commission	Every Wednesday	Study of plans to ensure that they meet up with standards in the town planning certificate, architectural norms and zoning rules and regulations.
8	Evaluation and payment of 1% council dues		Calculated per revised cost of building
9	Implantation of the structure		City Council Sub Council
10	Approvals and final signatures		The Director of Urban Development Bamenda City Council. Divisional Delegation of Housing and Urban Development (MINH DU) Hygiene-Sanitation Service of Bamenda City council The Government Delegate to the Bamenda City Council