



City of Eldoret

**Department of Operations
Directorate of City Planning**

DEVELOPMENT PERMISSION APPLICATION AND APPROVAL PROCESS

PROCESSING OF BUILDING PLAN APPLICATION

Procedures and charges

MANDATORY REQUIREMENTS FOR SUBMISSION OF DEVELOPMENT APPLICATIONS

1. Copy of Title and Official search

2. Copy of mother title and official search and agreement/allotment letter (where land is unregistered)
3. Fully filled PLUPA/DC and structural forms (Building Plans)
4. Plans should be signed and certified by a registered professional (Engineers, Architects, physical planners)
5. Rate receipts/ rates clearance certificate
6. Payments receipts
7. KRA PIN and/ or ID
8. Contact Address and mobile number

PLAN CIRCULATION AND INPUT

	OFFICE/ SECTOR	Input	Indicator
1.	Physical planning section	<ul style="list-style-type: none"> • Adherence to provisions of Physical Planning Act: use of PLUPA/DC, PLUPA /DC & PLUPA/DC • Site visit • Zoning regulation compliance (plot ratios, plinth area, setbacks) • General layout, housing typology • Recommend plans for approval • Preparation of schedules, convening PA&DC Meetings, preparation of resolution Minutes and forwarding to Final Approval Committee. • Monitoring plan approval process up to final communication that entails: <ul style="list-style-type: none"> - Release of final approved drawings - Issuance of Inspection cards 	<i>Stamped and signed drawings by forward planning and development control officers</i>
2.	Department of lands	<ul style="list-style-type: none"> • Land ownership verification <ul style="list-style-type: none"> - Search - Title • Certify searches and land ownership documents 	<i>Certified searches and/or land registration documents by land officer/land registrar</i>
3.	Public health and sanitation	<ul style="list-style-type: none"> • Health issues <ul style="list-style-type: none"> - Drainages (With or without sewer lines) - Health Impact Assessment • Ventilations and fenestrations (Provision air circulations: No. of windows) • Sanitary accommodations/ facilities (Number of WCs, WHBs, dry or wet 	<i>Stamped and signed drawings by public health officer and an appointed member of PA&DC</i>

		<p>sanitations</p> <ul style="list-style-type: none"> Recommend plan for approval 	
4.	Structural Engineer	<ul style="list-style-type: none"> Structural soundness Integrity of building structures All engineering aspects of drawings (Design elements of structure: beams, foundation footing, column bases and columns, slab (suspended and ground floor), steel/ reign forced concrete). Authentication of Structural Engineer practicing certificate Recommend plan for approval 	<i>Stamped and signed drawings by structural engineer and an appointed member of PA&DC committee</i>
5.	County Architect	<ul style="list-style-type: none"> Completeness of the design drawings in terms of details (Floor plans, elevations, sections) Scaling and dimensioning Appropriateness of construction materials (permanent and temporary) Design functionality spatial arrangement General aesthetics Anthropometrics of architecture Authentication of Architect practicing certificate Recommend plan for approval 	<i>Stamped and signed drawings by Architect and an appointed member of PA&DC committee</i>
6.	Fire and rescue services	<ul style="list-style-type: none"> Safety and fire issues Provision of water hydrants Provision of evacuations (escape, assembly) Recommend plan for approval 	<i>Stamped and signed drawings by Architect and an appointed member of PA&DC committee</i>
7.	Others (KAA, KCAA, Roads Authorities etc)	<ul style="list-style-type: none"> Response to the request on specific subject by PA&DC committee secretary 	<i>Written comments /conditions/reasons on approval or rejection to the PA&DC Committee</i>
8.	Chief Officer, Physical Planning and Urban Development	<ul style="list-style-type: none"> Convene Final Approval Committee meeting Preparation of Final Resolution Minutes 	<i>Signature and stamp of chief officer in charge of physical planning and urban development.</i>

PROCEDURE

S/ No.	Process	Action
1.	Mandatory requirements for development applications for submissions	<ul style="list-style-type: none"> Client/ applicant
2.	Billing from (Lands, Physical Planning & County Government, Fire and safety department (All buildings except residential) and issuance of circulation forms	<ul style="list-style-type: none"> Physical Planning Registry Office (Room 14) County Land office (Room 1)
3.	Circulation to County Land department	<ul style="list-style-type: none"> County Land Officer (Room 1)
4.	Submission of plans to physical planning registry & registration	<ul style="list-style-type: none"> Physical Planning Registry Office (Room 14)
5.	Internal Circulation as per circulation form and site visit	<ul style="list-style-type: none"> Physical Planning (Room 14 & 15) County Architect (Room 18 1st Floor) Engineer (Room 18 1st Floor) Public Health Officer Fire and Rescue services officer Other relevant offices(Roads, Kenya Airport Authority, NEMA, Forest etc)
6.	Plan Approval & Development Control meeting (P.A & D.C)	<ul style="list-style-type: none"> Committee members
7.	Final plan approval meeting (Final Approval Committee)	<ul style="list-style-type: none"> Committee members
8.	Issuance of PPA2 as per the resolutions of the Final Approval Committee and PPA 5 certificate of compliance	<ul style="list-style-type: none"> Secretary P.A & D.C County Physical Planning Office
9.	Releasing of plans, PPA2 and filling of file copies to the client Issuance of inspection cards (Architectural and structural) and assigning of building inspector	<ul style="list-style-type: none"> Architect Engineer Physical Planning Registry Office (Room 14) County Physical Planner
10.	Issuance of indemnity forms	<ul style="list-style-type: none"> Engineer
11.	Routine inspection	<ul style="list-style-type: none"> Planners Inspectors (Building inspectors, Architects, Engineers)
12.	Issuance of occupation permits	<ul style="list-style-type: none"> County Architect Public Health Officer

PROCESSING OF OCCUPATION PERMIT

Requirement

- Approved architectural plans and structural plan
- Signed inspection cards
- Electrical and Civil Engineer inspection Report
- Public health inspection report
- Physical planner inspection report

Office	Roles	
Physical planning office	<ul style="list-style-type: none"> - Assessment on Adherence to physical planning and zoning standards - Preparation of final inspection report 	
Structural engineer and appointed member of PA&DC committee	<ul style="list-style-type: none"> - Assessment of completed building structural strength and adherence to approved structural drawings - Preparation of final inspection report 	
Electrical engineer	<ul style="list-style-type: none"> - Monitoring report on building electrification and electric fittings 	
Architect and appointed member of PA&DC Committee	<ul style="list-style-type: none"> - Assessment of a completed building in respect to the approved architectural drawings - Signing of the occupation certificate 	
Public health officer and appointed member of PA&DC committee	<ul style="list-style-type: none"> - Assessment of building habitability and adherence to health safety issues - Signing of the occupation certificate 	

DEVELOPMENT APPLICATION FEES AND CHARGES

APPLICATION	CATEGORY		CHARGES (as per County Finance Act)		
Building Plan Application	Residential Development	Scrutiny charges	15/= PER SQM		
		Structural charges	10/= PER SQM		
		PPA1 form	500/=		
		PPA2 form	500/=		
		Occupation Certificate	2000/=		
		Public health	Non- storey (bungalow)	3000/= (Urban)	1000/= (Rural)
			Single storey (masionnette)	5000/= (Urban)	3000/= (Rural)

			Multi storied	10000/=(Urban) 8000/=(Rural)
		Structural submission form	500/=	
	Commercial development	Scrutiny charges	15/= PER SQM	
		Structural charges	10/= PER SQM	
		PPA1 form	500/=	
		PPA2 form	500/=	
		Occupation certificate	2000/=	
	Public health	Non- storey	8000/= (Urban) 5000/= (Rural)	
		Single storey	10000/= (Urban) 8000/= (Rural)	
		Multi storied	15000/=(Urban) 10000/=(Rural)	
		Commercial cum residential	15000/=(Urban) 10000/=(Rural)	
	Structural submission forms	500/=		
	Industrial developments	Scrutiny charges	15/= PER SQM	
		Structural charges	10/= PER SQM	
		PPA1 form	500/=	
		PPA2 form	500/=	
		Occupation certificate	2000/=	
	Public health	Non- storey	5000/= (Urban) 5000/= (Rural)	
		Single storey	10000/= (Urban) 5000/= (Rural)	
		Multi storied	15000/=(Urban) 10000/=(Rural)	
		Structural submission form	500/=	
Change/ Extension of User	All categories	Scrutiny charges	12600/=	
		PPA1 form	500/=	
		PPA2 form	500/=	
Extension of Leases	All categories	Scrutiny charges	15000/=	
		PPA1 form	500/=	

		PPA2 form	500/=
Subdivisions	All categories	Scrutiny charges	2500/= PER PORTION
		PPA1 form	500/=
		PPA2 form	500/=
Minor renovations		Renovation charges	5000/=
Temporary structures		Construction charge	5000/=
Signage	Billboard (Uni-pole)	Construction charge	50000/=
	Billboard (sky sign)	Construction charge	30000/=
	Billboard (wall wrap)	Construction charge	30000/=
	Billboard (Hoarding type)	Construction charge	30000/=
Hoarding		Construction charge	100/= per feet
Fencing	Boundary wall	Scrutiny charges	5000/=
		PPA1 form	500/=
		PPA2 form	500/=
	Temporary (chain link, Barbed wire GCI, etc)	Construction charge	3000/=