

LA NKWANTANANG -MADINA MUNICIPAL ASSEMBLY (LaNMMA)

HOW TO ACQUIRE PLANNING AND DEVELOPMENT (BUILDING) PERMIT WITHIN 30 DAYS

1

Contact Physical Planning & Works Department for Pre –Submission Requirements (4 Architectural & Structural Drawings, Land Documents & Search Report).

2

Applicant would be allowed to purchase Permit Application Forms if he/she satisfies the pre – submission requirements.

3

Submit Application Form with all relevant documents to the Spatial Planning Secretariat for processing (Physical Planning Dept.) and Pay Processing Fees. Note: All required documents shall be completed before submission

4

Conduct Joint Site Inspection to confirm ground situations with Assembly's Planned Layout.

5

Technical Sub-Committee meets to vet and take decisions on Applications. (Findings communicated to Applicants within 7 days after meeting.)

6

La Nkwantanang-Madina Municipal Spatial Planning meets to take decisions on Technical Sub-Committee's Recommendations. Either Approval/Refusal/deferral of Application.

7

Pay Permit Fees and Obtain your Approved Permit from the Works Department.

NOTE: 1. Processing Fee is Non – Refundable.

2. Permit is 30 days if no queries are raised

