

UPPER DENKYIRA EAST MUNICIPAL ASSEMBLY DEPARTMENT OF WORKS

REQUIREMENT FOR BUILDING PERMIT

CALL CLIENT SERVICE ON [0322191104](tel:0322191104) FOR CLARIFICATION

REQUIREMENT

1. SITE PLAN
2. ALLOCATION LETTER FROM CHIEFS/LAND OWNERS
3. BUILDING PLAN. (IF YOU DO NOT HAVE A BUILDING PLAN, THE WORKS DEPARTMENT OF THE ASSEMBLY CAN HELP YOU WITH ONE: PLEASE CONTACT CLIENT SERVICE UNIT
4. SUBMIT THE ABOVE THREE (3) ORIGINAL DOCUMENTS TO THE TOWN AND COUNTRY PLANNING (PHYSICAL PLANNING DEPARTMENT OF THE ASSEMBLY) FOR VETTING AND APPROVAL.
5. IF APPROVAL IS GRANTED, PAYMENT FOR PERMIT IS CALCULATED BY THE AREA OF YOUR DRAWINGS.
6. PAYMENT, RECEIPTING AND ISSUANCE

NB: BRING ALL ORIGINAL DOCUMENTS AND FIRST GO TO THE CLIENT SERVICE UNIT FOR ONWARD PROCESSING: KINDLY BRING ID's FOR VERIFICATION.

DO NOT PAY MONEY TO MIDDLE MEN

THANK YOU