

KCCA BUILDING PLANS SUBMISSION CHECK LIST

Physical planning & surveying documents	
1	KCCA Application Form fully filled by client, Client contact (phone number)
2	Copy of land title(s)
3	Search statement within a period of three months from date of issuance
4	Payment receipt(s)
5	Old approved plans for extensions and alterations or submission of as built drawings
6	From Drawing Office KCCA : 1) Recent cadastral print 2) Topographical map
7	Survey report from registered Surveyor (open boundaries, verify location & access, check encroachment, show road reserve)
Architectural documents	
8	2 copies of Architectural Drawings stamped and signed by a Registered & Practicing Architect , Architect's contact number, & Application forms
9	ARB Return Form [Architect's Registration Board]
10	Project Brief by Project Architect **
Engineering documents	
11	Structural application certification form
12	2 copies of structural drawings stamped and signed by registered Structural Engineer for storeyed building or structures such as swimming pools, retaining walls, etc, Engineer's contact number
13	Signed Structural Calculations [additionally for high rise structures i.e. 6+ storeys, include lateral loading design i.e. earthquake & wind]
14	Geotechnical report for 1) Low rise, 1-3 stories, in low lying areas. 2) Low rise large developments 2) Medium and High rise developments
15	Excavation plan [where required]
16	Traffic Impact mitigation plan **
17	Structural integrity report for extensions and alterations or submission of as built drawings
Environmental documents	
18	Environmental Impact Assessment report**, Neighborhood consent
19	Storm Water Management Plan **
Public Health documents	
20	Mechanical drawings **
21	Electrical drawings **

**Required in case of medium and big size development projects.

Source: KCCA website