

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

**First Contact Physical Planning
& Works Department for
Pre-submission requirements.**

1

**If applicant satisfied the
pre-submission requirements,
then Applicant is allowed to
purchase Permitting Application
Forms.**

2

**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 complete before submission.

3

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

4

**Technical Sub-Committee meets
to vet and take decisions on
Applications.**

(Findings communicated to
Applicants within 7-Days after meeting)

5

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

6

**Ga East Municipal Spatial Planning
Committee meets to take decisions
on Technical Sub-Committee
Recommendations.**

(Either Approval/Refusal/Deferral
of Application)

7

Note:

- 1. Processing fee is non-refundable**
- 2. Period for obtaining a permit is 30 days
if no queries are raised on submitted document.**