



Home Builders Checklist

As a Home Builder you will need:

- Proof of Ownership/ Certified copy of Registered Title.
 - In the absence of a Registered Title or Certified Copy, any of the following can be used:
 - Probated Will
 - Sales Agreement
 - Deed of Gift/ Conveyance
 - Letter from Attorney or Government Agency for Land Settlement
 - Letter of Authorization from the owner, stamped and signed by a Justice of the Peace or a Notary Public

- Other Requirements
 - Certificate of Tax Payment
 - Surveyor's Report/Diagram

- Plan, Detail Requirements (All legends and drawings are required to be visible and accurately labelled).

- Location Map; at required scale and shows where the development is located in relation to surrounding areas. Usually in: Urban Areas – 1:2000, 1: 2,500, 1: 4800, 1:5000, or 1:10000 metrics /Rural Areas – 1: 12,500 metrics (1: 50,000 and written details where map scale is not available).

- Site Plan: Drawn to a minimum scale of 1: 500 (depending on the size of the site)
 - Define all survey pegs to the lot(s) involved. Show and calculate all areas of impermeable site coverage showing all trees over 6m in height and/or 600mm girth.
 - The length and bearing of all boundaries.



- Contour lines for Gradient 15 degrees (1:4) and over where the land is susceptible to flooding and landslide (existing land contours at a maximum of 3m increments or as required).
 - Any existing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings (setback).
 - Road Alignment (Centre Line) and significant features such as poles, hydrants,
 - Access and egress.
 - Dimensions must be shown for parking spaces, where applicable car parking spaces and vehicular manoeuvring on the property.
 - North point (Orientation).
 - Required Construction Drawings/Plans drawn to a minimum scale of 1:100 (1:75 for complex drawings, where a building is too large to hold on a 24"x 36" paper).
- Floor Plans; The entire floor layout including existing as well as proposed floor plans (use of rooms, doorways, windows, openings etc.)
- Sections; a minimum of 2 (1 longitudinal & 1 cross-sectional) depicting interior details and showing ground and finish floor levels.
- Elevations; Exterior finishes labelled (Walls, roof material), highlighting ground levels both existing and final (All elevations details for new development, alterations or extensions).
- Structural Details; Include details of all structural components; foundations, columns, beams, footing, lintel, stiffeners, staircase plan (reinforce and section), roof vent detail, etc.
- Roof Plan; showing all structural members (sizes, spacing, types, roof pitch, roof wall connection, ridge, drainage etc.).
- Foundation Plan: show all structural members including, stiffeners, column location etc.
- Drainage Details must include:
- grease trap
 - trap gully basin
 - septic tank
 - absorption pit, tile field, manhole etc.



Electrical Plan which includes the following:

- Layout of all electrical components
- Electrical outlets
- Lighting fixtures etc.

Drainage Plan which includes:

- the existing and proposed storm water drainage and Plumbing layout.
- Position of existing and proposed features such as sanitary drains, septic tanks, absorption pit, soak away pit, tile field, surface/storm water collection, containment and final disposal point etc.

Site Section, Permanent site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height to boundary. Slope sites of more than 1:10 gradient

Landscape Plan

- Show existing tree/vegetation details
- Show existing and proposed landscaping including species, mature height, pot size and number to be planted
- Show existing and proposed ground surfaces (paving, turf etc. to be consistent with site plan)
- Show finished ground levels
- Show Contact details of the Landscape Designer
- Show retaining wall location, height and materials

Fire Concept (For all Commercial, Institutional, Industrial & Multifamily –town houses/apartments)

For further information on the design and construction process of your home, please view our Jamaican Home Builders Guide.

