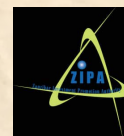


BUILDING PERMIT FOR INVESTORS

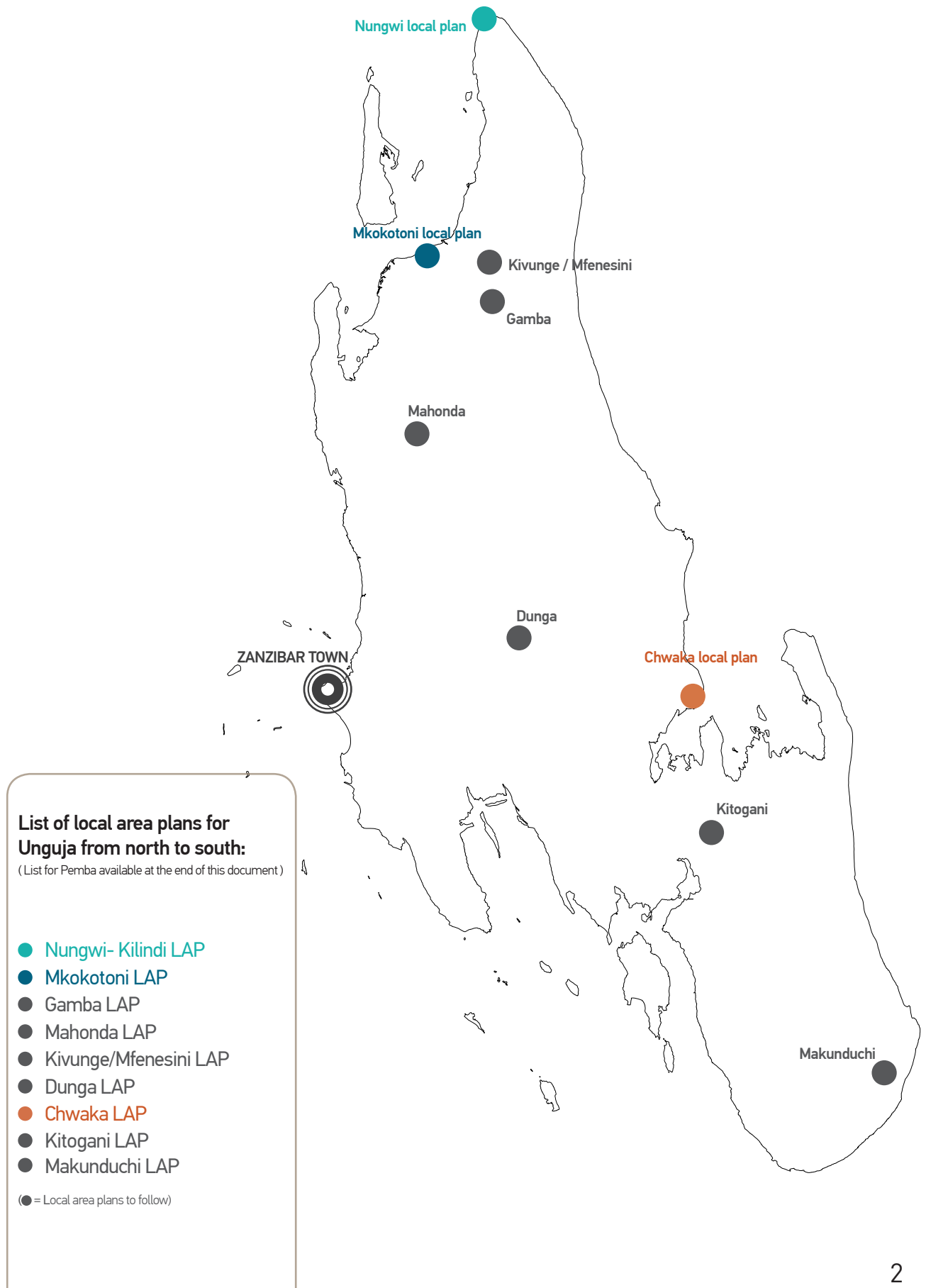
DRAWING GUIDELINES AND PROCEDURES



PREPARED BY:
DEVELOPMENT CONTROL UNIT (DCU)
2018



New Towns and Investment Areas (Unguja)



ISSUANCE OF BUILDING PERMIT

Building permit is issued by Development Control Unit (DCU) through ZIPA for a nonrefundable fee of US\$ 1000 or its equivalent in Tanzania shillings, payable to DCU. The Permit will be valid for a period specified under Zanzibar Investment Promotion and Protection Act (ZIPPA) as grace for construction. Investors are advised to prepare and submit to ZIPA a set of the following drawings /documents drawn in accordance with Rules and Conditions provided under PART I and PART II below.



- A | ARCHITECTURAL DRAWINGS
- B | ENGINEERING | STRUCTURAL DRAWINGS
- C | MECHANICAL SERVICE DRAWINGS
- D | OPTIONAL DRAWINGS
- E | BILL OF QUANTITIES (BOQ)

Building Permit fee should be paid directly to DCU at the following bank account

ACCOUNT NAME : **Development Control Unit**

BANK NAME : **People's Bank of Zanzibar**

ACCOUNT NUMBER : **051103000060**

PART I DRAWING RULES AND CONDITIONS

The following are rules and conditions to be taken into account in making drawings of any approved project

A | ARCHITECTURAL DRAWINGS

These drawings shall include

1/ TOPOGRAPHIC MAP

2/ GENERAL SITE LAYOUT PLAN

3/ PLANS, SECTIONS AND ELEVATIONS OF ALL STRUCTURES

4/ ARCHITECTURAL DETAILS

ARCHITECTURAL DRAWINGS DESCRIPTION

1/ TOPOGRAPHIC MAP

This should include/show

- a\ Boundaries of the plot with numbered beacons at each corner (or wherever provided.)
In this case will be a site plan given by the “Department of Lands and Registration - Zanzibar” drawn into a suitable scale: preferably 1:250 or 1:500.
- b\ Dimensions of each side.
- c\ Contours drawn into appropriate marked intervals in order to show a real situation of terrain of the plot.
- d\ All existing big trees and any other necessary features (e.g. paths, river, well, ruin etc).
- e\ Standard title block that defines the job drawn.

2/ GENERAL SITE LAYOUT PLAN

This should include/show

- a\ Context plan of the scale 1:2500 showing all uses (traffic movement, accessibility for vehicles and pedestrians, building and skyline line if relevant, within a radius of 500m
- b\ Orientation / location of all structures and other site developments (e.g. paths, garden, wells, swimming pools, jetty, etc) drawn into appropriate scale and according to size of the site plan given by the Commission of Land in Zanzibar.
- c\ Line of highest High-Water Mark (HWM), top line of the beach (i.e line of the first vegetation from sea sand, dunes or cliff if any). This is only applicable for coastal plots.
- d\ Boundaries of the site / plot with numbered beacons.
- e\ Any development / structures to be constructed on the coastal plots, the building lines should be located at:

i/ At least 30 metres from the highest High Water Mark ((HWM) for plots having sand beaches at the sea side and at least 10 metres for plots having cliffs at the sea side boundary).

ii/ At least 3 meters from plot boundaries other than the sea side boundary and at least 5 metres from any boundary parallel to the road. (This is also applicable for non-coastal plots).

f\ Standard Title block that defines the job drawn.

NOTE: Item number 1 can be combined with item number 2

3/ PLANS, SECTIONS AND ELEVATIONS OF ALL STRUCTURES

This should include/show

- a\ All suitable dimensioned proposed individual structure shown in the General site Layout Plan which will show clearly the “Spatial Schematic Design” and how the proposed structure / building will look like.
- b\ Roof plans and rain water falls.
- c\ Suitable scale 1:50 or 1:100.
- d\ Title block which defines the job drawn.

4/ ARCHITECTURAL DETAILS

This should include/show:

- a\ All necessary definitions / details of the structures, e.g. roof structure, furniture (e.g. doors, windows and kitchen utilities etc), foundation plan / section and any other complicated features (complex structure / members). The details should be drawn into scale: 1:10 or 1:20 (sketches are not accepted).
- b\ Title block that defines the job drawn.

B | ENGINEERING | STRUCTURAL DRAWINGS

These drawings shall include

- 1/ PLANS, SECTION AND ELEVATIONS OF BEAMS, COLUMNS, SLABS AND ALL OTHER STRUCTURAL MEMBERS FOR EITHER CONCRETE STRUCTURES, TIMBER WORKS OR STEEL STRUCTURES OR ALL
- 2/ PLAN, SECTIONS AND ELEVATIONS OF FOUNDATION
- 3/ “BAR BENDING SCHEDULES” OF ALL STRUCTURAL MEMBERS AND A BOOKLET OF STRUCTURAL DESIGN CALCULATION
- 4/ STRUCTURAL DETAILS

ENGINEERING / STRUCTURAL DRAWINGS DESCRIPTION

1/ PLANS, SECTIONS AND ELEVATIONS OF BEAMS, COLUMNS, SLABS AND STAIR CASES FOR EITHER CONCRETE, TIMBER OR STEEL MEMBERS OR ALL

This should include/show

- a\ If it is applicable, the project should show the reinforcement layout in concrete members such as beams, columns, slabs and staircases with respect to the structural design calculations. If members are timber or steel, the project should show size, shape dimensions and joint connections (i.e either bolted, nailed, glued or welded joints) of the members according to the “Structural Design Calculations”.
- b\ Size, shape and dimensions of the structural members drawn in appropriate scale of 1:50.
- c\ Standard the title blocks which defines the job drawn.

2/ PLAN, SECTIONS AND ELEVATIONS OF FOUNDATION

This should include/show

- a\ The reinforcement layout of Foundation (If applicable) with respect the structural design calculations.
- b\ Standard title block which defines the job drawn.

3/ “BAR BENDING SCHEDULES” OF ALL STRUCTURAL MEMBERS AND A BOOKLET OF STRUCTURAL DESIGN CALCULATION

This should include/show

- a\ Size, dimensions, shape and amount of all reinforcement of the concrete structural members (if applicable).
- b\ “Structural Design Calculation Booklet” which will show the procedures followed during designing. (If applicable).
- c\ Standard title block which defines the job drawn.

4/ STRUCTURAL DETAILS

This should include/show

- a\ Necessary details or complicated structured (complex members) mainly in reinforcement and joint connection aspects to concrete and timber or steel members respectively.
- b\ Standard title block which defines the job drawn.

C | MECHANICAL SERVICE DRAWINGS

These drawings shall include

- 1/ PLANS, SECTIONS AND ELEVATIONS OF CLEAN / FRESH WATER SUPPLY NETWORK / SYSTEM
- 2/ PLANS, SECTIONS AND ELEVATIONS OF WASTE WATER DISPOSAL NETWORK / SYSTEM
- 3/ PLANS, SECTIONS AND ELEVATIONS OF FIRE HYDRANT SYSTEMS(FIRE FIGHTING SYSTEMS)
- 4/ INDOOR AND OUTDOOR ELECTRICAL INSTALLATION NETWORK/ SYSTEM

MECHANICAL SERVICE DRAWINGS DESCRIPTION

1/ PLANS, SECTIONS AND ELEVATIONS OF CLEAN / FRESH WATER SUPPLY NETWORK / SYSTEM

This should include/show

- a\ General site layout of “Fresh Water Piping System” which will show sizes, type and dimensions of all pipes and direction of water flow from the storage device to the required end point (please show the sources of water e.g. from public main line, borehole, well, cave etc). This can be drawn in the “general site layout plan” of the project in an appropriate scale: 1:250 or 1:500 (sketches are not accepted).
- b\ Dimensions of Water Storage devices and its maximum capacity. If it is a reinforced concrete structure, please show the necessary details of the structure such as the reinforcement layout drawings. If there will be a water tower, the structural details will be needed.
- c\ Indoor fitting and fixing systems such as in toilets, kitchen etc.
- d\ Standard title block which defines the job drawn.

2/ PLANS, SECTIONS AND ELEVATIONS OF WASTE WATER DISPOSAL NETWORK SYSTEM

This should include/show:

- a\ General site layout of all sewers (showing size, type and dimensions) from source to the collection point. The inspection chambers, gully traps, and septic tanks should be shown. This can be drawn in the “general site layout plan” of the project in an appropriate scale (sketches are not accepted).
- b\ The whole system of “Waste Water Treatment Plant” which will include the working drawings and technical / functional drawings.
- c\ Standard title block which defines the job drawn.
- d\ Area for hard waste disposal system (collection area within the site).

NOTE: “Waste Water Disposal System” preferably for hotel projects having more than 100 beds in the “Waste Water Treatment Plan System”. Therefore the system of “septic tanks and soak pits” for big hotel projects are highly discouraged on Environmental grounds.

3/ PLANS, SECTIONS AND ELEVATIONS OF “FIRE HYDRANT SYSTEMS” (FIRE PRECAUTION & FIRE FIGHTING SYSTEMS)

This should include/show

- a\ General site layout of escaping roots, secured place for assembly, all piping and equipment systems from the source of water (pumping station) to the jets (discharging points). This can be shown in the “General site layout plan” on the project.
- b\ Dimensions of the storage devices/tanks.
- c\ Technical/function drawings of all equipment to be used for this purpose.
- d\ Standard title block which defines the job drawn.
- e\ Fire aid, fire extinguisher, smoke detector in each room.
- f\ Emergency fire alarm system, hose reels, fire exit assembly area.

4/ PLANS FOR INDOOR AND OUTDOOR ELECTRICAL INSTALLATION NETWORK / SYSTEM

This should include/show

- a\ General site layout Electrical Installation (outdoor installation). ‘General Site Layout Plan” of the project.
- b\ Indoor electrical installation for individual building.
- c\ Standard title block that defines the job drawn.

D | OPTIONAL DRAWINGS

These drawings may be Swimming Pools and jetty for hotel projects, or may be any other structure that is not included in above. If these structures are applicable in the project, their “architectural and structural designs must be shown clearly presented”. Please refer item A and B above for appropriate description.

E | BILL OF QUANTITIES (BOQ)

Every project must provide a book let of “bill of quantities” of all materials to be used for construction of the project.

PART II HOW TO APPLY FOR A BUILDING PERMIT

1/ Approved investor shall apply to ZIPA for a Building permit and submit with application, the following:

- a\ a dully filled Building Permit Technical Form issued by DCU
- b\ ten (10) sets of the project's drawings which drawn in accordance with Rules and Conditions provided under PART I above
- c\ five (5) booklets of "Bill of Quantities"
- d\ name, telephone number, email and physical address of registered contractor(s)
- e\ two copies (2) of Land lease agreement issued by Minister responsible for Land
- f\ two copies(2)of Environmental Impact Assessment /Heritage Impact Assessment Certificate
- g\ evidence of payment of Building Permit fee
- h\ passport size Photograph of all shareholders
- i\ any other documents to support the application

2/ The Authority through DCU shall consider the application (or advise the applicant otherwise) and issue a Building Permit, **within 14 working days from the date of submission.**





GENERAL NOTES

- 1/ Wherever necessary for the project to apply the “thatched” roofs, it will be allowed to do so ONLY in the common/public buildings such as, reception, restaurants and lobbies. Any other roofing materials are accepted but tiled roofs are highly recommended which normally resemble to Zanzibar environment and provide a good out-look.
- 2/ A coverage area of project buildings must not exceed 45% of the total area of the plot, otherwise, please refer to the “Land Lease Agreements” given by the Ministry responsible for land. Therefore, you are required to mention the coverage area of all the buildings which respect to the total area of the plot.
- 3/ If the project is to be used by public, it must make considerations for the Disable peoples’ facilities and access.
- 4/ All drawings should have an official stamp of Zanzibar Architects, Engineers and Quantity Surveyors’ Registration Board.
- 5/ Architectural drawings should be drawn in A3 paper size.
- 6/ The construction works of the approved project should be done by contractors registered under Zanzibar Architects, Engineers and Quantity Surveyors Registration Board.
- 7/ Approved Investor who fails to start construction of the project within one year from the date of Building permit issuance shall renew the permit on payment of full amount.
- 8/ Approved Investor who fails to complete construction of a project in the approved period provided under ZIPPA (grace period) shall be entitled to a renewal of a Building Permit upon payment 50 percent of the actual permit fee.



REVOLUTIONARY GOVERNMENT OF ZANZIBAR DEVELOPMENT CONTROL UNIT (DCU)

BUILDING PERMIT TECHNICAL FORM FOR APPROVED INVESTOR

This form is the property of DCU and shall be completely filled by registered Architects/Engineers recognized by Zanzibar Engineers, Architects and Quantity Survey Registration Board.

In accordance with Section 3 of Town and Country Planning Act (Cap 85 of 1955) and Development Control Regulation of 2015, DCU is the solely Government organ responsible for issuance of building permit in Zanzibar

I submit the request to commence the construction work as per attached architectural and structural drawings.

Name of Architect/Engineer.....

Qualifications

Telephone number

Email.....

SignatureDate

Name of approved project.....

Company name

Sector.....

Location of the projectShehia

DistrictRegion.....

Date of submission.....

NOTE:

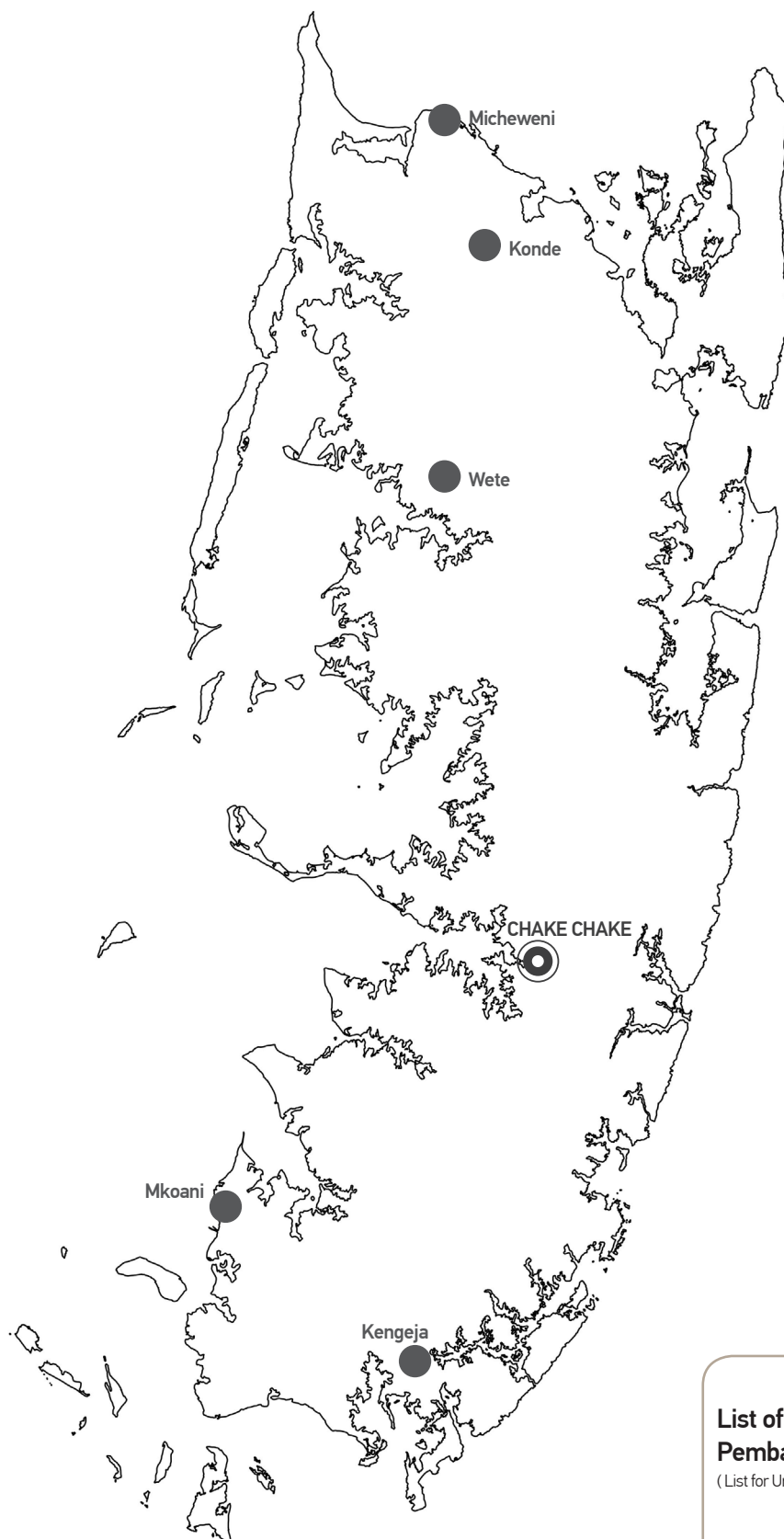
1. Only Registered Architects/Engineers are entitled to fill and sign this form

2. All drawings must have an official stamp of Zanzibar Architect, Engineers and Quantity Surveyors Registration Board

CHECK LIST FOR BUILDING PERMIT APPLICATION

NO.	REQUIRED DOCUMENTS	PLEASE TICK
1/	Application Letter	
2/	Building Permit Technical Form signed by registered Engineer	
3/	Ten (10) sets of the approved investment Drawings which include:	
	a\ Architectural drawings	a\
	b\ Engineering / structural drawings	b\
	c\ Mechanical service drawings	c\
	d\ Optional drawings	d\
4/	Five (5) booklets of “Bill of Quantities”	
5/	Land Lease Agreement	
6/	Name and address of registered contractor(s)	
7/	Evidence of payment Building Permit fees (bank slip)	
8/	Environmental / Heritage Impact Assessment Certificate	
9/	Passport size photographs of all shareholders	
10/	Other documents (please specify) _____ _____ _____ _____	

New Towns and Investment Areas (Pemba)



List of local area plans for Pemba from North to South:

(List for Unguja available at the top of this document)

- Micheweni LAP
- Konde LAP
- Wete LAP
- Mkoani LAP
- Kengeja LAP
- = Local area plans to follow)

