


Form No BP-001	REPUBLIC OF THE UNION OF MYANMAR Yangon Regional Government Yangon City Development Committee Building Control Authority	
BUILDING PERMIT APPLICATION FORM (For low, medium and high risk projects)		
1. Application Number (to be filled by YCDC)		
2. Site		
Address: _____ Ward: _____ Township: _____ Postal code: _____ Site area in acre: _____ Block No: _____ Lot No: _____ Site coordinates: In DMS: ° ' " N, ° ' " E OR in DMM: . , .		
3. Applicant / Land owner's details		
Name: _____ Address: _____ Ward: _____ Postal code: _____ Township: _____ Phone No: _____ Email: _____ @ _____		
Is there an representative person acting on behalf of the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Address: _____ Ward: _____ Postal code: _____ Township: _____ Phone No: _____ Email: _____ @ _____ Registration number of the general or special power: _____ Date of issue: _____		
4. Certified professionals		
4.1. In charge of the architectural design		
Name: _____ Address: _____ Ward: _____ Postal code: _____ Township: _____ Phone No: _____ Email: _____ @ _____ Rank: _____ Registration No: _____ Discipline: <input type="checkbox"/> Architect <input type="checkbox"/> Civil Engineer in construction		
4.2. In charge of the construction		
Name: _____ Address: _____ Ward: _____ Postal code: _____ Township: _____ Phone No: _____ Email: _____ @ _____ Rank: _____ Registration No: _____ Discipline: <input type="checkbox"/> Architect <input type="checkbox"/> Civil Engineer in construction		
5. Project's details		
5.1. General description		
The object of the project is: <input type="checkbox"/> New building (which even includes a demolition) <input type="checkbox"/> Regularization of an existing structure <input type="checkbox"/> Extention or renovation		
5.1.1. If the project is a new building (including a demolition), an extention, a renovation or a regularization of an existing building		
Description of the proposal and future use of the building:		

Category of risk (see matrix in annexes 01 and 02):		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Type of structure: <input type="checkbox"/> RC <input type="checkbox"/> Steel <input type="checkbox"/> Brick <input type="checkbox"/> Other				
Number of storeys: _____ Total built-up gross area in sq.f: _____				
Is the project be considered by the Section 42(b) of the Environmental Conservation Law			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the project intended to be build in an industrial area (see map) ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Land Title has a D-Map			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the project located in the Shwe Dagon Pagoda (see map) ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.1.2. If the project includes the construction of a fence				
Does the project include the construction of a fence ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please include in the architectural drawings and details of the materials used				
Total length of the fence in ft: _____ Height in ft: _____				
5.1.3. If the project requires any demolition				
Description of the intended works of demolition and safety measures to be taken:				
Total gross area of the demolition in sq.f: _____ Total gross volume of the demolition in cb.f: _____				
Is the project be considered by the Section 42(b) of the Environmental Conservation Law			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of storeys to be demolished: _____				
Type of structure to be demolished:				
<input type="checkbox"/> Load bearing masonry		<input type="checkbox"/> Wood	Mixed: _____	
<input type="checkbox"/> Reinforced Concrete framed		<input type="checkbox"/> Steel	Other: _____	
5.2. Vehicle parking (for new buildings, enlargement or alteration) based on YCDC By-laws				
The land owner will have to provide the sufficient number of car park depending on the use of the building based on YCDC standards				
Type of vehicles	Existing number	Total proposed (including spaces retained)	Difference in spaces	
Cars				
Light goods vehicles or public carriers vehicles				
Motorcycles				
Persons with disability spaces				
Cycle spaces				
Other:				
5.3. Materials				
Describe the proposed material and finishes for the following items: (A legend of the external used materials and colors shall be added in the drawings)				
Type of structure	<input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Metal	<input type="checkbox"/> Wood <input type="checkbox"/> Mixed:	<input type="checkbox"/> Load bearing masonry <input type="checkbox"/> Other:	
External walls	<input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Stucco	<input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Tile	<input type="checkbox"/> Fiber cement <input type="checkbox"/> Glass: <input type="checkbox"/> Other:	
Roof	<input type="checkbox"/> Tile <input type="checkbox"/> Green roof	<input type="checkbox"/> Metal <input type="checkbox"/> Reinforced concrete	<input type="checkbox"/> Other:	
Windows	<input type="checkbox"/> PVC <input type="checkbox"/> Wood	<input type="checkbox"/> Aluminium <input type="checkbox"/> Other:		
Type of fence	<input type="checkbox"/> Bricks wall <input type="checkbox"/> Iron fencing	<input type="checkbox"/> Concrete <input type="checkbox"/> Timber fencing	<input type="checkbox"/> No fencing required <input type="checkbox"/> Other:	
Vehicle access and Parkings	<input type="checkbox"/> Permeable <input type="checkbox"/> Impermeable			
Others				

5.4. Access (for new buildings, extension or renovation)

Methods of existing or proposed means of access to and from an adjoining road:

- ☐ Access exists and it is not to be altered ☐ New or improved pedestrian access proposed
☐ New or improved vehicle access proposed (all access, to be shown on the submitted plans)

5.5. Water supply (for new buildings, extension or renovation)

Is the water supply into the building will be satisfied by:

- ☐ Public pipes into the building ☐ Public pipes to standpipes within the site
☐ Other source, specified as: _____
☐ Water supply is already provided (in case of an enlargement or alteration of an existing building)

Do you intend to require a connection to the YCDC main pipe ? ☐ Yes ☐ No

If yes, please fill the WS-001 application form and add additional specific required documentation

5.6. Electricity supply (for new buildings, extension or renovation)

Is the electricity supply into the building will be satisfied by:

- ☐ New connection into the building ☐ No connection will be made at present time
☐ Connection is already provided (in case of an enlargement or alteration of an existing building)

5.7. Sewage System (for new buildings, extension or renovation)

The sewage system will be directed:

- ☐ to the mains which exist ☐ to a wastewater treatment plant
☐ into a septic tank ☐ other mean specified as: _____

5.8. Licensed Contractor

Shall the project be undertaken by a licensed contractor ?

- ☐ Yes ☐ No

6. TAIS (Technical Administrative Information Sheet) (for new buildings, extension and renovation)Has a TAIS been sought from the local authority concerning this application? ☐ Yes ☐ No

If Yes, please provide the following information: Reference number: _____ Date of issue: _____

7. Site accessibilityIs the site accessible from a public road, public footpath or other public land ? ☐ Yes ☐ No**8. Previous Building Permit issued**Is there any valid building permit that has been issued within the past 24 months ? ☐ Yes ☐ No

The previous building permit will be automatically cancelled from the moment the new building permit is issued.

9. Check-list of documents to be submitted	
If the project is a Cat. 1 project	<input type="checkbox"/>
For the Building Permit	<input type="checkbox"/>
<ul style="list-style-type: none"> - Application Form - Power of attorney in the case there is an agent acting on behalf of the applicant / land owner - Declaration of responsibility of the applicant - Declaration of responsibility of the certified professional in charge of the architectural design of the project - Copy of the National Registration Card of the applicant - Suggestion letter of the SBTF (if needed) - Architectural drawings - Photo report of the existing environment of the projected building - Suggestion letter of the Fire Services Department (if needed) 	
For those case where the land was acquired through a land purchase agreement:	
<ul style="list-style-type: none"> - Copy of the land purchase agreement - Clearance letter from Ward office on no disputes of tenant and landlord - Consent letter from adjacent land owners 	
For those case where the D-MAP is available:	
- Copy of the D-Map	
For those case where the D-MAP is not available:	
<ul style="list-style-type: none"> - Grant / Registered deed with the name of Land owner; - All registered ownership documents if applied with registered deed - Degree of Courts or decision of Courts - Power of the attorney (General or Special) - Original paper of Affidavit - Latest Land Lease Tax Receipt - Declaration form from the relative district where the plot is located 	
If the project is a Cat. 2 project	<input type="checkbox"/>
For the Approval in Principle	<input type="checkbox"/>
<ul style="list-style-type: none"> - Application Form - Power of attorney in the case there is an agent acting on behalf of the applicant / land owner - Declaration of responsibility of the applicant - Declaration of responsibility of the certified professional in charge of the architectural design of the project - Copy of the National Registration Card of the applicant - Copy of the D-Map - Suggestion letter of the SBTF (if necessary) - Architectural drawings - Photo report of the existing environment of the projected building - Traffic Impact Assessment (if needed) - Theodolite reading of adjacent building (if the adjacent building(s) is (are) above 3 storeys) - A pile location plan and description of pile test works (if necessary) - Environment Compliance Certificate uncluding the DNI (if needed) 	
For the Building Permit	<input type="checkbox"/>
<ul style="list-style-type: none"> - Declaration of Responsibility of the certified professional in charge of the structural design - Declaration of responsibility of the certified professional in charge of the construction - Declaration of Responsibility of the certified professional in charge of the water supply and sanitation - Declaration of Responsibility of the certified professional in charge of the deep excavation design (if needed) - Declaration of Responsibility of the pilling company (if needed) - Updated drawings (architecture and structure) - Structural calculations, soil test and result of the pile load test - Water connection and sanitation designs - Suggestion letter of the Fire Services Department - Approved drawings from the Fire Services Department - Persons with Reduced Mobility Study (if needed by the chapt. 2.7. of the MNBC) 	
If the project is a Cat. 3 project	<input type="checkbox"/>
For the Approval in Principle	<input type="checkbox"/>
<ul style="list-style-type: none"> - Application Form - Power of attorney in the case there is an agent acting on behalf of the applicant / land owner - Declaration of responsibility of the applicant - Declaration of responsibility of the certified professional in charge of the architectural design of the project - Copy of the National Registration Card of the applicant - Copy of the D-Map and Grant or evidence of land ownership - Suggestion letter of the SBTF (if needed) - Architectural drawings - Photo report of the existing environment of the projected building - Traffic Impact Assessment (if needed) - Theodolite reading of adjacent building (if the adjacent building(s) is (are) above 3 storeys) - A pile location plan and description of pile test works (if necessary) - Environment Compliance Certificate uncluding the DNI (if needed) 	
For the Building Permit	<input type="checkbox"/>
<ul style="list-style-type: none"> - Declaration of Responsibility of the certified professional in charge of the structural design - Declaration of responsibility of the certified professional in charge of the construction - Declaration of Responsibility of the certified professional in charge of the electrical study - Declaration of Responsibility of the certified professional in charge of the mechanical study (if needed) - Declaration of Responsibility of the certified professional in charge of the water supply and sanitation - Declaration of Responsibility of the certified professional in charge of the Air Conditioning and Mechanical Ventilation (ACMV) study - Declaration of Responsibility of the certified professional in charge of the deep excavation design (if needed) - Declaration of Responsibility of the pilling company (if needed) - Updated drawings (architecture and structure) - Structural calculations, soil test and result of the pile load test - Mechanical designs (if needed); - Electrical drawings - Water supply and sanitation drawings - ACMV drawings - Suggestion letter of the Fire Services Department - Approved drawings by the Fire Service Department - Persons with Reduced Mobility (PRM) Study (if needed by the chapt. 2.7. of the MNBC) 	

9. Declaration and Signature of the applicant / Land owner

I hereby apply for a building permit as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Name of the applicant / land owner	Signature	Date

SAMPLE