**2018/19**



MINISTRY OF PUBLIC WORKS

REVISED POLICY DOCUMENT ON PROCEDURE FOR OBTAINING ZONING PERMIT

1. **Overview & Significance of Zoning Procedure Policy**

The Ministry of Public Works, in fulfillment of its statutory mandate reference in the Executive Law of 1972, Liberian Code of Law, Title 12, Chapter 27.2, Section c,d,e,f and the Zoning Law of 1958 has the responsibility, among others, to:

* To carry out and administer urban and town planning and land use re-zoning;
* To plan, in conjunction with the Ministry of Planning and Economic Affairs and the Public Utilities Authority, public works facilities and public utilities systems;
* To enforce construction standards for non-governmental buildings;

Hence, the Ministry has established and revised a procedure through which permits for construction can be issued as required by the Law.

Below is an update to this procedure that has been approved and is in use by the Ministry.

**APPLICATION FOR CONSTRUCTION PERMIT PROCEDURE**

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| **Activity** | **General Requirements** | **Duration** | **Guidance Comments** |
| Submission of two (2) sets of complete working drawings: | 1. Copies of probated deeds, lease agreement by owner;
2. Specifications, detail designs, site map, structural calculation, soil test report/ geotechnical report,
3. Drawings officially signed and stamped by a licensed architect or engineer,
4. Owner/ Agent completes application form
 | Initial review of 1 day to ensure completeness ; accepted or rejected | * MPW team conducts initial review and comments to client when there are particular requirements omitted;
* For single storey residential buildings, only license Engineer by ESOL is required;
* For commercial structures, licensed Contractor required.
 |
| Land Use Planning Site Inspection / Verification | 1. Ensure conformity with the Land Use and Zoning Regulations. (note detailed requirements pasted at Zoning Office at MPW)
2. Clients are required to be on-site during inspection
 | 3 Working Days; site reviewed and approved by Land Use Inspection Team |  |
| Architect Division Review & Approval | 1. Review Architectural plans including floor plan(s), sections, elevations, perspectives, etc.
 | * 3 Working Days for single storey residential
* 5 Working Days for commercial Structure
* Stamped and approved / rejected;
 | * Architecture review includes check for stamped drawings and ensuring applicable architectural standards
 |
| Electro-mechanical Review & Approval | 1. Review Electro-mechanical plans including, electrical plans, electrical panel plans including power source, plumbing plans, waste management and drainage plans (where applicable)
 | * 2 Working Days
* Stamped and approved / rejected;
 | * Note additional requirements may be requested in case of specialized drawings and including site inspection
 |
| Payment For Construction Permit of Approved Structure / Drawing | 1. MPW issues billing slip (by Engineering Division)
2. Slip signed and stamped by Zoning Director;
3. Payment made to GOL account through Central Bank of Liberia (CBL)
4. Official flag receipt submitted to MPW financial Management Unit
5. MPW issues official receipt, stamped and signed
6. Permit receipt submitted to Zoning Division
 | * 1 Working Day

(within Client’s preview) | * Note that Zoning Office **MUST** stamp the billing form
* Copy of Central Bank receipt must be kept by Client and original receipt returned to MPW
* Duration of activity at the Client’s discretion
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| Structural & Soil Testing Review & Approval; | 1. Review structural drawings, design and calculations, soil testing reports and procedures;
2. Conduct code checks
3. Check Fire and safety design requirements
 | * 3 Working days for single storey residential structures
* 5 – 10 Working days for commercial and other structures
 | * Applicable structural code ACI, BS 8300, ASTM Building Codes 44th Edition, 2006, (other codes subject to approval by MPW)
* Single storey residential structural not located in wet lands do not require soil test reports.
* Site inspection where applicable
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| Final review and Signatory of Permit (s) | * + 1. Print and submit permit to Assistant Minister of Planning & Programming Sings Permit;
		2. For Capital & National Projects, Minister of Public Works and Deputy Minister of Technical Services signs permit.
 | * 1-2 Working Days for AMP&B
* 3-5 Days for Capital & National Projects
 | * Note, capital projects are all projects which estimated value exceeds US$ 500,000.00. (five hundred thousand United States Dollars)
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**General Notes**

* Drawings of irregular or special conditions may require additional review processes not mentioned herein;
* Review and approval processes general requires 15 working days for residential and small structures while commercial, large and national projects with significant detailed drawings may require 15 – 30 working days;