

DEVELOPMENT CONTROL COMMITTEE

BUILDING PLAN PREPARATION AND SUBMISSION

How can I ensure my building plans are approved speedily? This booklet explains the requirements for submission

1. INTRODUCTION

- 1.1. The Development Control Committee (DCC) is a committee comprised of appointees of Tatu City Limited, a city planner, a city engineer and a leading architect and a sustainability consultant who are appointed by Tatu City Limited in the first instance and as long as Tatu City Limited has an interest in the Property and thereafter by the Property Owners Association.
- 1.2. The Property Owners Association through the DCC will, under instruction by and on behalf of Tatu City Limited and/or the Property Owners Association, adopt maintain and administer the development, Precinct Plans, design and modifications and Physical Planning Standards for Precinct planning and Building Permits and improvements in Tatu City, as well as the documents and requirements for submittal to the DCC.
- 1.3. The DCC regulates land use and building development in Tatu City in order to create an effective and efficient built urban environment and ensures that all buildings in Tatu City comply with DCC and Kiambu County approved building plans in order to ensure a safe and healthy built environment for all
- 1.4. Purpose
 - 1.4.1. Ensure compliance to design guidelines, standards and codes
 - 1.4.2. Maintain control and future proof the development
 - 1.4.3. Minimize negative impact on the environment
 - 1.4.4. Co-ordinate use of shared spaces
 - 1.4.5. Promote synergy as well as growth of the developments

2. DCC PROCESS

2.1. Client Consultants Team Selection



- 2.1.1. Architects must be registered by the Board of Registration of Architects and Quantity Surveyors (BORAQS)
- 2.1.2. Engineers must be registered by the Engineering Board of Kenya (EBK)
- 2.1.3. Registered Physical Planner
- 2.1.4. Quantity Surveyor, Mechanical and Electrical Engineer
- 2.1.5. Sustainability Consultant, NEMA Consultant, traffic engineer etc.

2.2. DCC Submission

Each developer within Tatu City must prepare a Site Development Plan, Building plans, Landscape designs, Sections, elevations and all other detailed drawings to sufficient detail as required by the DCC for scrutiny in electronic format for approval prior to submission to the County Government of Kiambu.

Formal applications to the DCC may be submitted at Tatu House during office hours and should be addressed as follows:

Development Control Committee (DCC)
Tatu City Limited, Tatu House
Ruiru-Kiambu Road
Email: dcc@tatucity.com
Phone number: +254 20 513 1000

Electronic submissions must be in PDF and AutoCAD format. Each drawing must be submitted in its own file. Plan sheets submitted as part of your application may not be:
Smaller than A4 (210X297 mm)
Larger than A0 (841X 1189 mm)
Larger than A3 (297 X 420 mm) in the case of minor works permit

The DCC shall review the submitted drawings as per **Ref Document:** DCC_007_Drawings Review Form

2.3. DCC Process map:

- 2.3.1. Electronic submission of Drawings to DCC@Tatucity.com
- 2.3.2. DCC Admn: Fees invoice/ Request for Payment
- 2.3.3. DCC Admn: Client pays DCC Fees
- 2.3.4. DCC Review and Comments: Architect
- 2.3.5. DCC Review and Comments: Physical Planner
- 2.3.6. DCC Review and Comments: Council Submitting Architect



- 2.3.7. DCC Review and Comments: Sustainability Consultant
- 2.3.8. DCC Review and Comments Letter; This letter shall communicate comments from the above consultants if any
- 2.3.9. DCC Approval Letter; if the drawings are found to be satisfactory, the DCC shall issue a DCC Approval letter and a recommendation to submit to Kiambu County for county approval. County approval is not guaranteed and county may still come back with comments or request for additional information

2.4. Kiambu County Submission

Approval by the DCC is separate from all review and approval procedures by the relevant local authority or any other governmental entity. Any material changes made to the final construction drawings and specifications resulting from the requirements of such authority or entity must be resubmitted and reapproved by the DCC and subsequently by the County.

County approvals process;

- 2.4.1. Kiambu County Architectural Submission
- 2.4.2. Kiambu County Invoice
- 2.4.3. Payment of County Approval Fees
- 2.4.4. Kiambu County Circulation and Architectural Approval
- 2.4.5. Kiambu County Structural Approval
- 2.4.6. Submit Blue Prints for stamping
- 2.4.7. Construction Permit Issued

2.5. Construction Phase

- 2.5.1. Intent to start Construction and Site hand over
 - All developers shall notify the DCC of their intent to start construction and arrange for a site handover meeting with the DCC. This will allow the DCC make all necessary arrangements for the contractor to commence works. The DCC shall avail the ***DCC_018_Contractors Code and Guidelines*** prior to the meeting.
- 2.5.2. Signing of Contractors code and Guidelines
- 2.5.3. Inspections;
 - **Setting Out** (*Planner/ Architect/ Council Architect*)
 - **The foundation and excavation stage**—before the footings are poured. Aspects of this stage include boundary clearances, footing excavation, reinforcement etc. (*Architect/ SE*)
 - **The slab stage**—before the concrete is poured. Aspects of this stage include floor level check, termite treatment etc. (*Architect/ SE*)



- **The frame stage**—before the cladding or lining is fixed (after if the cladding forms part of the bracing) or, for reinforced masonry construction, before the wall cavities are filled. Aspects of this stage include sub-floor framing, lower wall framing etc. *(Architect/ SE)*
- **Roof construction** – at completion of roofing *(Architect/ SE)*
- **The final stage**—Aspects of this stage include site works, drainage, fire safety, energy and water efficiency *(Planner/ Architect/ Council Architect/Sustainability Consultant)*
- **Completion of the building construction** and in readiness for occupation before issuance of a certificate of compliance *(Planner/ Architect/ SE/Council Architect/Sustainability Consultant)*
- **Civil works during construction:** For purposes of ensuring that any buildings or features are structurally sound, safe and accessible *(SE/Architect/ Council Architect/Sustainability Consultant)*
- **Exterior works during construction:** for purposes of ensuring that any buildings or features are structurally sound, safe and accessible *(SE/Architect/ Council Architect/Sustainability Consultant)*
- **Alterations:** for purposes of ensuring that any buildings or features are structurally sound, safe and accessible *(SE/Architect)*

2.6. Post Construction

2.6.1. DCC Compliance Certificate

The DCC shall issue a certificate of compliance prior to application for an occupation permit from the county if the construction is found to have complied with the approved drawings and architectural guidelines, standards and codes form Tatu City

2.6.2. Application for County Occupation Permit

2.6.3. County Occupation Permit Issued

2.6.4. Post construction inspections:

- For purposes of ensuring that all buildings or features are structurally sound, safe and accessible
- To ensure compliance with the Reference Documents and lawful directives issued by the DCC and concerned government authorities,
- Ascertaining whether the property is being used for the permitted use and addressing any complaints, incidences or statutory notices reported to the DCC by a concerned government authority or any third party in connection with the property

3. TYPES OF BUILDING PLAN APPROVALS

Almost all building activity requires building plan approval. This includes the construction of all new buildings, the alteration or extension thereof or changing the use of existing buildings (even though there might be no physical alterations involved).

Typical types of building plan approval include:

- Standard building plan approval
- Minor works approval (for work such as swimming pools)

You can also apply for the following:

- Extension of validity of an approved building plan
- Temporary structure permits
- Site hoarding permits
- Demolition permits
- Copies of approved building plans

4. BEFORE YOU START

Before you start preparing a building plans submission, you should obtain copies of the following information for the relevant property:

- Tatu City Structure Plan
- DCC_001_Guidelines on Development and planning approval
- DCC_002_Kijani Ridge Architectural Guidelines, and/or
- DCC_003_Tatu Industrial Park Architectural Guidelines
- DCC_006_Preparation of Building plans
- DCC_010_Building plans Approval Application form
- DCC_011_Council Plan Navigation
- DCC_012_Local Authority Drawings Checklist
- DCC_017_Standard Working Drawings Checklist
- DCC_018_Contractors Code and Guidelines
- DCC_010_Building plans Approval Application form
- DCC_017_National Building Code
- DCC_020_Kiambu County Documents checklist

5. Plan Preparation Requirements

Insert document DCC_006_Preparation of Building plans

6. Submission Requirements

6.1. Standard Documents Required for Building Plans Approval:

1. Duly Approved Master plan and Precinct plan
2. The proposed development
3. Ownership documents duly registered
4. Parcel deed plan
5. Architectural Building Plans as per DCC_006_Preparation of Building plans
6. Architect's Registration Certificate

6.2. Structural Drawings

All approved architectural drawings approved with a condition to submit structural drawings have to comply by submitting the following:

1. Five copies of structural drawings;
2. Copies of receipt for payment of structural approval;
3. Structural Engineer's indemnity form;
4. A schedule of calculations; and
5. One copy of the approved architectural drawings.

6.3. Occupation Certificate

This certificate is issued to completed developments that have complied with all approval conditions and have undergone the regular inspections at the required stages. The application has to be accompanied by:

1. Copy of the approved architectural drawings
2. Copy of the approved structural drawings
3. Site inspection sheet from the county government or equivalent
4. Receipt to prove payment of fee for occupation certificate
5. Duly filled occupation certificate permit circulation sheet – Obtained from county offices
6. Duly filled application for occupation permit form – obtained from county offices

Should your submission involve similar unit types as part of a large development, you may contact the Development Control Committee (DCC) to make special arrangements for the submission of plans in batches in order to minimize administration and streamline the approval process.

6.4. Application/ Scrutiny fees

The DCC is mandated to charge a fee for review of proposed plans for building works to be undertaken in Tatu City (“Plan Approval Fee”). The Building Plan Approval Fee will cater for:

- (i) Review of plans by competent personnel constituting the DCC, appointed in accordance with the Tatu City Master Declaration; and
- (ii) Submission of the proposed plans to the County Government of Kiambu;
- (iii) Issuance of a Certificate of Compliance by the DCC;
- (iv) Application for a Certificate of Occupation from the County Government of Kiambu upon completion of the construction to the satisfactory of the DCC and County Government of Kiambu.

No works shall commence unless and until the prescribed fees are paid in full and written approval of the DCC and Kiambu County Government are obtained.

If any works are carried out on a property before DCC approval is obtained, which is strictly prohibited, the DCC reserves the right to levy the full Plan Approval Fee at any time together with accrued interest computed at market rate from the date of issuance of the Certificate of Occupation by the Kiambu County Government until payment in full.

Review of DCC Plan Approval Fees

The DCC may at its sole discretion review the fee payable for each application based on the nature and complexity of the application and the cost of the development provided always that any decision in respect of review of Plan Approval Fees shall only be valid if communicated in writing.

Exclusions of the DCC Approval Fee

The prescribed fee does not include:

- Any fees payable to any government authority;
- Any fees payable to the plot owner’s contractors, consultants or professional agents or any third party engaged by the plot owner;
- Any fee in respect of review of plans in respect of modifications to building plans at any time after issuance of approval by the DCC;



- Any other fee not expressly indicated in these Guidelines or in writing issued by the DCC

7. WHO MAY PREPARE BUILDING PLANS FOR SUBMISSION?

In terms of the Architects and Quantity Surveyors act (Cap 525) and its related regulations (Rev.2010), any person preparing building plans for approval (involving work of an architectural nature) for submission to the local authority must be registered with the Board of Registration of Architects and Quantity Surveyors (BORAQS) to do so.

- The author of any building plans must appear on all plans and documents prepared by him or her for submission and signed by the client and a duly filled '*DCC_010_Building plans Approval Application form*'

8. OTHER REQUIREMENTS

8.1. Submission times

Formal applications to the DCC may be submitted at Tatu House during office hours and should be addressed as follows:

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Electronic submissions must be in PDF and AutoCAD format. Each drawing must be submitted in its own file.

8.2. Errors and Amendments

Once your application submission has been accepted as valid and complete by the DCC, you will be given a reference number that will be used in all future correspondence or progress enquiries with the DCC to identify the application.

Should any errors, omission or shortcomings be identified on your plans during the scrutiny assessment process, you will be contacted via telephone or email to arrange for corrections or amendments and resubmit them as soon as possible to enable further assessment.

9. CONCLUSION



Should you have any further enquiries regarding the above, or want to find out more, kindly contact the Tatu City DCC as below:

Development Control Committee

Tatu City Limited, Tatu House

Ruiru-Kiambu Road

Email: dcc@tatucity.com

Phone number: +254 20 513 1000