

Statutory Checklist

Document Control

Document Title	Version	Date
Statutory Drawings Checklist	Version 03	2023

Important notice

The Development Control Company (DCC) reserves the right to amend or update any information contained in this document as and when necessary.

Only the “latest version” of this document will be valid to guide owners through the design, construction and maintaining phase. Any previous versions of this document will be invalid and will not be acknowledged for new designs. Houses already built should not be used as a precedent, the revised set of guidelines were created to address architectural inconsistency, inappropriate colour choices and lack of integrated landscape planning.

A Statutory Checklist

When doing the drawings use the following checklist to ensure that all the requirements related to the various statutory departments are considered.

B Location Plan

- i. North Point
- ii. Plot boundary of plot and adjacent plots
- iii. The plot in question should be highlighted
- iv. Land Reference Numbers (LR NO.) of plot and adjacent plots
- v. Major services
- vi. Access roads
- vii. If a surveyor has carried out a topographic survey, then the relevant topographic information should be included

C Site Plan

- i. Site layout overlaid on a topographical map with contour heights indicated
- ii. Finished floor and / or plinth levels in meters above sea level (masl)
- iii. Site plot boundary

These guidelines do not absolve the owners/ developers from complying with national building regulations and the requirements of statutory authorities

- iv. Plot LR number
- v. Roads, Kerbs, Pavements
- vi. Planting Areas
- vii. Footpaths
- viii. Fences Plus Details
- ix. Building lines, way leave, Riparian Ways (Riparian Way leave where applicable)
- x. Rain water harvesting underground water tank location
- xi. Building Profiles
- xii. Ground floor slab levels
- xiii. Setting out dimensions
- xiv. Beacons
- xv. North Point
- xvi. External surface material description
- xvii. Gates and access detail
- xviii. Security entrance building 1:100 minimum requirement (plans, section/elevations plus finishes)
- xix. Parking layout (occupants/visitors)
- xx. Service building's location if any.
- xxi. Infrastructure connection points but not limited to sewer, portable water, electricity, storm drainage, plot access etc.
- xxii. Refuse compound details and location (TIP and Bulk)
- xxiii. Existing buildings (to be shown - where applicable)
- xxiv. Road widening (where necessary)
- xxv. Plot boundary dimensions to be indicated
- xxvi. Adjoining plot numbers to be indicated
- xxvii. Indicate method of connection to TCL main (By note on plan - where applicable) sewer line.
- xxviii. Where effluent is to be pre- treated before discharge to TCL sewer line, the Effluent Treatment Plant to be included with the design report that highlights the unit processes involved in the production, type of raw materials and chemicals used, type and characteristics of wastewaters, the concentration of contaminants, and desired removal efficiencies. The end product from the wastewater treatment plant should conform to required standards for discharge into the public sewer as stipulated in the fourth and fifth schedule of the EMCA (Environmental Management and Coordination Act Water Quality Regulations 2012) by NEMA act. A measuring gauge/ flow meter is required to be installed for use by the utility company for effluent management and should be installed at the last manhole and annotated.

D Plans

- i. Indicate the direction of flow of drains, sewers, etc., and the diameter
- ii. Floor finishes. (These may not necessarily be final finishes)

- iii. Domestic staff quarters to be shown (where applicable)
- iv. Building Profiles/Openings windows and doors
- v. Building dimensions (horizontal)
- vi. Permanent Ventilation
- vii. Floor Finishes/Room names
- viii. Rwp (rainwater pipes)
- ix. Treads/risers size
- x. Minimum stair width
- xi. Transformer
- xii. Dry riser location twin outlets on the ground floor and landing valves. (Location)
- xiii. Fire Extinguisher. (Location)
- xiv. Reserve water tank
- xv. Hose reels
- xvi. Escape Stair (protected to 1hr FR building materials).
- xvii. Escape stair 30 meters minimum distance.
- xviii. IC (inspection chambers) (if internal).
- xix. Drainage material size and type (if internal).
- xx. Swimming pools to be provided with grab rails, cat ladders, and skimmers.
- xxi. Foot baths to be provided at the point of entry.
- xxii. All kitchens to have food stores or larders of min. 4.5m³
- xxiii. All contents of the swimming pool when emptied to be contained within the plot boundaries
- xxiv. Hotel/restaurant kitchens to be provided with adequate firefighting equipment, i.e., fire blankets, Co₂, etc.

E Roof Plans

- I. Building roof profile
- II. Roof falls
- III. Grids & grid dimensions
- IV. Roof pitch
- V. Rainwater outlets/gutters
- VI. Material description of roof

F Sections Building Section and a Staircase Section

- I. Building profiles/openings and doors
- II. Grids & grid dimensions
- III. Building dimensions including roof and chimney (vertical)
- IV. Floor levels
- V. Room names
- VI. Permanent ventilation
- VII. Handrail minimum height 900 mm above FFL

- VIII. Floor Levels
- IX. Indicate finishes to walls
- X. Roof pitch and finishes to be indicated
- XI. Damp proof membranes
- XII. Grids & grid dimensions

G Elevations

- I. Building profiles/openings and doors
- II. Grids & grid dimensions
- III. Building dimensions including roof and chimney (vertical)
- IV. Permanent ventilation
- V. Existing power lines
- VI. Existing main sewers
- VII. Existing drains, “canals” etc.

H Standard Notes

Ensure that each of the drawings has the standard scheme design title block that contains the following minimum notes required for scheme design/local Authority submission

- 1) All dimensions are to be checked on site any discrepancies are to be verified with Architects.
- 2) Concrete block/stone walls below 200 mm thickness to be reinforced with hoop iron at every alternative course.
- 3) Depths of foundations to be determined on-site.
- 4) All reinforced concrete works to structural engineer’s detail.
- 5) A single layer of 3-ply bituminous felt is to be provided between masonry and R.C. works.
- 6) Drains passing under driveways and buildings to be encased with a minimum 150 mm thick concrete surround.
- 7) All plumbing and drainage to be to the approval and satisfaction of M.H.O.
- 8) “PV” denotes permanent vents.

These guidelines should be read jointly with the following guidelines:

- a) Building Design Architectural Drawings
- b) Statutory drawings’ checklist
- c) Architectural guidelines- vehicular and pedestrian access.
- d) Sitting control
- e) Relationship to street front
- f) Fire, safety and environmental standards
- g) Signage and building names