

**REPUBLIC OF RWANDA**



**RWANDA HOUSING AUTHORITY**



# **CHECK LIST OF THE BUILDIN PROJECT APPLICATION DOCUMENTS**



REPUBLIC OF RWANDA



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# CONSTRUCTION PERMITS APPLICATION CHECKLIST





## INTRODUCTION

The Ministry of Infrastructure through Rwanda Housing Authority has put in place a regulatory framework composed of Policies, laws, regulations and standards in an effort to organize the Construction Industry in Rwanda. In addition, several application forms for construction permits have been designed.

In order to facilitate the assessment of all required documents and application forms for projects in the construction profession, Rwanda Housing Authority has elaborated the present “Construction Application Checklist”. The entire document is based on regulations in force as well as workmanship logic.

The checklist was designed based on the stages of application which include two stages of Preliminary and detailed design for big projects and one single application for small projects; where big and small projects are defined based on the building coverage area, the number of floors, the number of users and at the same times on use of the project.

<b>TYPE OF PROJECTS</b>	<b>COVERAGE AREA</b>	<b>NUMBER OF FLOORS</b>	<b>NUMBER OF USERS</b>
<b><i>Big projects</i></b>	> 1000m <sup>2</sup>	> G+1	> 100
<b><i>Small projects</i></b>	≤ 1000m <sup>2</sup>	≤ G+1	≤ 100

Nº	Class of occupancy	Required Document	Content	Standards /Verification
<b>Section A. PRELIMINARY DESIGN FOR BIG PROJECT</b>				
1	All class of occupancy	Application Letter (2 Copies)	1.1) Name of the applicant 1.2) Address 1.3) Purpose of the application 1.4) Signature	1.n.1)Authenticity
2	All class of occupancy	Lease contract or land title (1 copy)	2.1)Name of the owner 2.2) Location 2.3) Usage 2.4)Plot Number 2.5)Area	2.n.1)Authenticity
3	All class of occupancy	Deed plan (1 copy)	3.1)Property boundaries 3.2)Name of the owner 3.3)Location	3.n.1)Authenticity

4	All types of buildings except detached and single dwelling houses that are not part of an estate.	Project brief (1 copy) to be compiled in one booklet	<p>3.4) Usage</p> <p>3.5) Dimensions (area, distances, geographic coordinates)</p> <p>4.1) Zoning/ Location</p> <p>4.2) Building coverage/ Landscape coverage</p> <p>4.3) Number of Floors</p> <p>4.4) Floor Area Ratio</p> <p>4.5) Usage</p> <p>4.6) Number of users</p> <p>4.7) Main materials</p>	<p>4.1.1) Check whether the project complies with zoning/location regulations</p> <p>4.2.1) Compare floor area and number of users</p> <p>4.3-4.5) Compliance with zoning regulations</p> <p>4.6.1) Compliance with type and size of the project</p> <p>4.7.1) Compliance with RBS standards/Rwanda Construction Code of Standards</p>
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5			<p>4.8) Description of surroundings</p> <p>4.9) Disposal of wastes</p> <p>4.10) Cost of the project</p> <p>4.11) Implementation plan (Construction period)</p> <p>5.1) highlighting transportation access (with future major road right of ways)</p> <p>5.2) existing major utility lines (water, electricity, telephone, sewer, fiber optics and gas)</p> <p>5.3) existing land use surrounding site (typologies such as residential, commercial, institutions industrial, etc</p> <p>Scale</p>	<p>4.8.1) Compliance with compatible uses</p> <p>4.9.1) Compliance with size and type of the project and REMA mitigation measures</p> <p>4.10.1) Compliance with size and type of the project</p> <p>4.7.1) Start &amp; End time and detailed events/works</p> <p>5.n.1) Compliance with existing situation</p> <p>5.n.2) Compliance with future proposed infrastructure development in line with the zoning guidelines</p> <p>5.3.1) Compatibility of the project with surroundings</p>
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6	All types except buildings without floors.	Topographic map(1 copy)	<p>6.1) wetlands Contours, slope analysis (highlighting slopes &gt; 40%) existing drainage and existing trees larger than 5 m tall or wide</p> <p>6.2)scale</p>	<p>6.1.1) Compliance with REMA maps, LDP for District, Regulations and laws (Organic Law determining the modalities of protection, conservation and promotion of environment in Rwanda, Land use Master Plan ...)</p> <p>6.2.1) 1:2500 or 1:1250 or 1:1000 or 1:500 or 1:250 or 1:200 or 1:100 (depending on the plot and project size)</p>
7	All class of occupancy	Site Plan (1 copy)	<p>7.1) Property lines (Boundaries of the plot)</p> <p>7.2) Outline of existing (if any) and proposed buildings and structures</p> <p>7.3) Dimensions (Setback, road reserve, Distance between buildings...)</p> <p>7.4) Building footprint (rough paving, parking with provision for the disabled, roads and sidewalks, adjacent streets Landscaped...) areas</p>	<p>7.1.1) Compliance with the Deed plan</p> <p>7.2.1) Compliance with the existing situation (if any)</p> <p>7.3.n 7.4.1) Compliance with zoning regulations, existing development (if any)</p>

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			7.5)scale	7.5.1)1:2500 or 1:1250 or 1:1000 or 1:500 or 1:250 or 1:200 or 1:100 (depending on the size of the project)
			7.6)The area covered by each existing or site improvement (including Existing development)	7.6) n 7.7.1) Compliance with zoning regulations, existing development (if any)
			7.7)A clear indication of the proposed addition or alteration (if any).	
			7.8)Connection points for Service utilities (Internet, Electricity, Water, Gas, waste sewer...)	7.8. n 7.9.1) Check connectivity for existing and proposed utilities plans
			7.9)access from any streets	
			7.10) Compass direction	7.10.1)Check Structure orientation
8	All class of occupancy	Perspectives (vis a vis surroundings)	8.1) All relevant views	8.1.1)Compliance with zoning guidelines, project brief

<b>Section B. Detailed design for big project</b>				
			1.1) Name of the applicant 1.2) Address 1.3) Purpose of the application 1.4) Signature	1.n.1) Authenticity
1	All class of occupancy	Application Letter (2 Copies)		
2	All class of occupancy	Site Plan (2 copies)	2.1) Refer to preliminary stage	2.1.1) Compliance with approved site plan at preliminary stage
3	All class of occupancy	Perspectives (vis a vis surroundings) (2 copies)	3.1) Refer to preliminary stage	3.1.1) Compliance with approved site plan at preliminary stage
4	All class of occupancy	Drawings (2copies) (Architectural Drawings & Structural drawings)	4.1) layout drawings (2 copies)	4.1.1) Compliance of drawings with Rwanda Construction Code of Standards and Workmanship

<p>4.2) Water, plumbing and drainage drawings and details (2 copies)</p>	<p>4.2.1) Compatibility of all drawings</p>	<p>4.2.2) position, size, gradient and any connecting point to the drain in relation to a datum established on the site and the level of the ground relative thereto;</p>	<p>4.2.3) position of any point of access to the interior of any drain;</p>	<p>4.2.4) position of any trapped gully</p>	<p>4.2.5) position and details of any septic tank, cesspool, soakage pit, conservancy tank, private sewage treatment plant or sewage pump;</p>

<p>4.2.6) Position of any percolation test hole excavated on the site and any French drain;</p>	<p>4.2.7) Position and arrangement of any sanitary fixture served by the drainage installation;</p>	<p>4.2.8) Positions of all openings in the building, such as chimneys, skylights, doors, windows, ventilation openings and air intakes that could permit the entry of foul air or gas into such building from any ventilating pipe or device;</p>	<p>4.2.9) Position of any well, borehole or watercourse on the site which may be affected by any proposed soakage pit or French drain</p>

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<p>4.2.10) Bar bending schedule comply with structural calculation notes</p>			
<p>4.2.11) Position and size of any soil pipe, waste pipe and ventilating pipe or device;</p>			
<p>4.3.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation</p>	<p>4.3) Electrical, mechanical or fibre optical installation layout details (2 copies)</p>		
<p>4.4.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation</p>	<p>4.4) General arrangement of artificial ventilation (2 copies)</p>		
<p>4.5.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation</p>	<p>4.5) Safety measure plan (Fire Management) (2 copies)</p>		
<p>4.6.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation</p>	<p>4.6) Facilities for PWDs</p>		

			4.7) General Structural arrangement	4.7.1) Compliance of drawings with zoning regulations and workmanship
			4.8) Detailed plan elevation & section	4.8.1) Compliance of drawings with zoning regulations and workmanship
			4.9) Compass	4.9.1) The orientation of North direction

			<p>4.10)Scale</p>	<p>4.10.1)Scale for Layout drawings 1:100 or 1:50 or 1:20; Scale for Sections &amp; Elevations: 1:100 or 1:50; Scale for Drainage installation drawings: 1:200 or 1:100 or 1:50 depending on the size of the project Scale of 1:100 or 1:50 or 1:20 or 1:10 or 1:5 or 1:2 or 1:1 depending on the size of the project Main supply and wiring Scale of 1:100 or 1:50 or 1:20 or 1:10 or 1:5 or 1:2 or 1:1 depending on the size of the project Scale for Fire protection plans: 1:200 or 1:100 or 1:50 or 1:20 depending on the size of the project</p>
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5		Structural calculation notes (2 copies)	<p>5.1) Design loads</p> <p>5.2) Rebar</p> <p>5.3) Detailed calculation notes</p>	<p>5.1.1) Reinforced concrete design calculations where: Dead and Imposed Loads are based on recognized standards</p> <p>5.2.1) Position, size and specification of bars as well as position, size and capacity of bearing members Bending Schedule</p> <p>5.3.1) Compliance with structural drawings</p> <p>5.3.2) Steel details; Foundations; Columns, beams, Load-Bearing Superstructures; Slabs, Walls, Stairs and Lifts</p>
6	All class of occupancy	Estimated Bills of quantities (2 copies)	<p>6.1) Technical specifications of materials.</p> <p>6.2) Units/quantities</p> <p>6.3) Costs</p>	<p>6.1. n 6.3.1) Compliance with drawings and project brief, Rwanda Construction code</p>

7	All class of occupancy that require deep/mat foundations	Soil analysis (original copy) Penetrometer soil testing, sieve analysis test, proctor modified, Oedometer test (obligatory for buildings more than 5 floors), Shear test (obligatory for buildings more than 5 floors)	7.1) The date of testing  7.2) Laboratory, Type of equipments used	7.1.1) The date should be recent  7.2.1) Compliance with Rwanda Construction code
8	All class of occupancy depending on size and type of the project	Environmental Impact Certificate / Clearance for the project. (1 copy)	8.1) Mitigation Measures	8.2) Authenticity

<b>Section C. DESIGN FOR SMALL PROJECT</b>				
1	All class of occupancy	Application Letter (2 Copies)	1.1) Name of the applicant	1.n.1) Authenticity
			1.2) Address	
			1.3) Purpose of the application	
			1.4) Signature	
2	All class of occupancy	Lease contract or land title (1 copy)	2.1) Name of the owner	2.n.1) Authenticity
			2.2) Location	
			2.3) Usage	
			2.4) Plot Number	
			2.5) Area	
3	All class of occupancy	Deed plan (1 copy)	3.1) Property boundaries	3.n.1) Authenticity
			3.2) Name of the owner	
			3.3) Location	
			3.4) Usage	

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			3.5) Dimensions (area, distances, geographic coordinates)	
4	All types of buildings except detached and single dwelling houses that are not part of an estate.	Project brief (1 copy) to be compiled in one booklet	<p>4.1) Zoning/ Location</p> <p>4.2) Building coverage/ Landscape coverage</p> <p>4.3) Number of Floors</p> <p>4.4) Floor Area Ratio</p> <p>4.5) Usage</p> <p>4.6) Number of users</p> <p>4.7) Main materials</p> <p>4.8) Description of surroundings</p>	<p>4.1.1) Check whether the project complies with zoning/ location regulations</p> <p>4.2.. 1) Compare floor area and number of users</p> <p>4.3-4.5) Compliance with zoning regulations</p> <p>4.6.1) Compliance with type and size of the project</p> <p>4.7.1) Compliance with RBS standards/Rwanda Construction Code of Standards</p> <p>4.8.1) Compliance with compatible uses</p>

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5		<p>Location maps ( 1 copy)</p> <ul style="list-style-type: none"> <li>- Point location on Master Plan map or Local development plan</li> <li>- Map over Google Earth or aerial images,</li> </ul>	<p>4.9) Disposal of wastes</p> <p>4.10) Cost of the project</p> <p>4.11) Implementation plan (Construction period)</p> <p>5.1) highlighting transportation access (with future major road right of ways)</p> <p>5.2) existing major utility lines (water, electricity, telephone, sewer, fiber optics and gas)</p> <p>5.3) existing land use surrounding site (typologies such as residential, commercial, institutions industrial, etc</p> <p>5.4) Scale</p>	<p>4.9.1) Compliance with size and type of the project and REMA mitigation measures</p> <p>4.10.1) Compliance with size and type of the project</p> <p>4.7.1) Start &amp; End time and detailed events/works</p> <p>5.n.1) Compliance with existing situation</p> <p>5.n.2) Compliance with future proposed infrastructure development in line with the zoning guidelines</p> <p>5.3.1) Compatibility of the project with surroundings</p> <p>5.4.1) 1:1000 ; 1:2000</p>

6	All class of occupancy	Site Plan (1 copy)	<p>6.1) Property lines (Boundaries of the plot)</p> <p>6.2) Outline of existing (if any) and proposed buildings and structures</p> <p>6.3) Dimensions (Setback, road reserve, Distance between buildings...)</p> <p>6.4) Building footprint (rough paving, parking with provision for the disabled, roads and sidewalks, adjacent streets Landscaped...)</p>	<p>6.1.1) Compliance with the Deed plan</p> <p>6.2.1) Compliance with the existing situation (if any)</p> <p>6.3. to 6.4.1) Compliance with zoning regulations, existing development (if any)</p>
			6.5) scale	<p>6.5.1) 1:2500 or 1:1250 or 1:1000 or 1:500 or 1:250 or 1:200 or 1:100 (depending on the size of the project)</p>
			6.6) The area covered by each existing or site improvement (including Existing development)	6.6. to 6.7.1) Compliance with zoning regulations, existing development (if any)

			6.7) A clear indication of the proposed addition or alteration (if any).		
			6.8) Connection points for Service utilities (Internet, Electricity, Water, Gas, waste sewer,...)		6.8 to 6.9.1) Check connectivity for existing and proposed utilities plans
			6.9) access from any streets		
			6.10) Compass direction		6.10.1) Check Structure orientation
7	All class of occupancy	Perspectives (vis a vis surroundings) (2 copies)	7.1) Refer to preliminary stage		7.1.1) Compliance with approved site plan at preliminary stage
8	All class of occupancy	Drawings (2copies) (Architectural Drawings & Structural drawings)	8.1) layout drawings (2 copies)		8.1.1) Compliance of drawings with Rwanda Construction Code of Standards and Workmanship

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<p>8.2) Water, plumbing and drainage drawings and details (2 copies)</p>	<p>8.2.1) Compatibility of all drawings</p>	<p>8.2.2) position, size, gradient and any connecting point to the drain in relation to a datum established on the site and the level of the ground relative thereto;</p>	<p>8.2.3) position of any point of access to the interior of any drain;</p>	<p>8.2.4) position of any trapped gully</p>	<p>8.2.5) position and details of any septic tank, cesspool, soakage pit, conservancy tank, private sewage treatment plant or sewage pump;</p>



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<p>8.2.6) Position of any percolation test hole excavated on the site and any French drain;</p>	<p>8.2.7) Position and arrangement of any sanitary fixture served by the drainage installation;</p>	<p>8.2.8) Positions of all openings in the building, such as chimneys, skylights, doors, windows, ventilation openings and air intakes that could permit the entry of foul air or gas into such building from any ventilating pipe or device;</p>	<p>8.2.9) Position of any well, borehole or watercourse on the site which may be affected by any proposed soakage pit or French drain</p>	<p>8.2.10) Bar bending schedule comply with structural calculation notes</p>

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8.2.1.1) Position and size of any soil pipe, waste pipe and ventilating pipe or device;			
8.3.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation	8.3) Electrical, mechanical or fibre optical installation layout details (2 copies)		
8.4.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation	8.4) General arrangement of artificial ventilation (2 copies)		
8.5.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation	8.5) Safety measure plan (Fire Management) (2 copies)		
8.6.1) Compliance with Rwanda Construction Code of Standards and Rwanda Building Control Regulation	8.6) Facilities for PWDs		
8.7.1) Compliance of drawings with zoning regulations and workmanship	8.7) General Structural arrangement		

<p>8.8.1) Compliance of drawings with zoning regulations and workmanship</p>	
<p>8.8) Detailed plan elevation &amp; section</p>	
<p>8.9) Compass</p>	<p>8.9.1) The orientation of North direction</p>
<p>8.10) Scale</p>	<p>8.10.1) Scale for Layout drawings 1:100 or 1:50 or 1:20; Scale for Sections &amp; Elevations: 1:100 or 1:50; Scale for Drainage installation drawings: 1:200 or 1:100 or 1:50 depending on the size of the project Scale of 1:100 or 1:50 or 1:20 or 1:10 or 1:5 or 1:2 or 1:1 depending on the size of the project Main supply and wiring Scale of 1:100 or 1:50 or 1:20 or 1:10 or 1:5 or 1:2 or 1:1 depending on the size of the project Scale for Fire protection plans: 1:200 or 1:100 or 1:50 or 1:20 depending on the size of the project</p>

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9		Structural calculation notes (2 copies)	9.1) Design loads	9.1.1) Reinforced concrete design calculations where: Dead and Imposed Loads are based on recognized standards
			9.2) Rebar	9.2.1) Position, size and specification of bars as well as position, size and capacity of bearing members Bending Schedule
			9.3) Detailed calculation notes	9.3.1) Compliance with structural drawings
				9.3.2) Steel details; Foundations; Columns, beams, Load-Bearing Superstructures; Slabs, Walls, Stairs and Lifts
10	All class of occupancy	Estimated Bills of quantities (2 copies)	10.1) Technical specifications of materials.	10.1. n 10.3.1) Compliance with drawings and project brief, Rwanda Construction code
			10.2) Units/quantities	
			10.3) Costs	

11	All class of occupancy that require deep/mat foundations	Soil analysis (original copy) Penetrometer soil testing, sieve analysis test, proctor modified, Oedometer test (obligatory for buildings more than 5 floors), Shear test (obligatory for buildings more than 5 floors)	11.1)The date of testing  11.2)Laboratory, Type of equipments used	11.1.1)The date should be recent  11.2.1)Compliance with Rwanda Construction code
12	All class of occupancy depending on size and type of the project	Environmental Impact Certificate / Clearance for the project.( 1 copy)	12.1)Mitigation Measures	12.2)Authenticity

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