
How to Apply for Permission to Develop Land

Guidelines for applicants, based on the Physical Planning and Development Control Act, the Statutory Rules and Orders of Grenada, the OECS Building Code and the OECS Building Guidelines.

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This document sets out the guidelines for applying for permission to develop land in Grenada. Its contents are based on the Physical Planning and Development Control Act, the Statutory Rules and Orders of Grenada, the OECS Building Code and the OECS Building Guidelines.

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The Physical Planning and Development Control Act 2016 repealed the former principal Acts (Cap. 241A) but saved the Regulations pending formal amendment or revocation. The information that follows is therefore based, where indicated, on Cap. 241A of the Physical Planning and Development Control Act.

Introduction to the Guidelines

This document contains guidelines concerning how to apply for permission to develop land. The contents are based on documents such as legislation, SROs of Grenada, the OECS Building Guidelines and the OECS Building Code.

NOTE TO APPLICANT

1. ADOPTION OF THE OECS BUILDING CODE

Grenada has formally adopted the OECS (Organization of Eastern Caribbean States) Building Code as its national building standard under the Physical Planning and Development Control (Adoption of Building Code) Order, 2016. This provides a harmonized regional framework tailored to local conditions, particularly natural hazards and environmental factors.

2. REGULATORY STRUCTURE AND PLANNING CONTEXT

The Physical Planning and Development Control Act establishes the legal basis for physical planning, land development control, and enforcement of building standards. It requires that no development of land, including building works, commence without prior written permission from the Planning and Development Authority (PDA).

The Physical Planning and Development Control Act 2016 repealed the old principal Acts (Cap. 241A) but saved the Regulations pending formal amendment or revocation.

KEY PRINCIPLE

No development may lawfully commence without permission from the Planning and Development Authority.

How an Application is Processed

Steps and flow chart, with legal citations.

LEGAL AUTHORITY

- Physical Planning and Development Control Act (PPDCA), No. 23 of 2016
- Physical Planning and Development Control (Amendment) Act, No. 23 of 2017
- OECS Building Code (1 June 2015)
- OECS Building Guidelines
- Relevant Statutory Rules and Orders (SROs)

STEP 1

Determine whether permission is required

Any person proposing to carry out development must first determine whether planning permission is required. “Development” includes building operations, engineering works, subdivision of land, and material change of use.

Legal basis: PPDCA 2016, ss. 2, 17–19

STEP 2

Optional — apply for Approval in Principle

An applicant may apply for Approval in Principle to determine whether the proposed use or concept is acceptable before preparing detailed plans.

- Approval may be granted, conditioned, or refused.
- Approval can later be revoked without compensation if public health or safety concerns arise.
- Approval in Principle does not authorise construction.

Legal basis: PPDCA 2016, s. 20

STEP 3**Prepare and submit a full application**

A full application must be made on the prescribed form and include:

- | Location plan and site plan — s. 19(1)(a)
- | Building drawings, where applicable
- | Owner's consent or proof of title — s. 19(1)(b)
- | Other required consents: any licence, approval or consent required by law — s. 19(1)(c)
- | Professional certification if required, for example from a licensed surveyor, architect, engineer or planner — s. 19(1)(d)
- | Supporting studies (drainage, traffic, environmental)
- | Payment of prescribed fees

Land identification options sufficient to identify the land include Google Maps, telephone pole numbers, and the nearest identifiable landmark such as a church or school. Submit to the Planning and Development Authority via the Physical Planning Unit, and ensure all documents are complete to avoid delays.

Legal basis: PPDCA 2016, s. 19 and s. 19(1); Land Development Control (Fees) Regulations

STEP 4**Validation of application**

Upon submission, the Planning and Development Authority checks whether the application is complete and valid. Incomplete applications may not be processed.

Legal basis: PPDCA 2016, s. 19

STEP 5**Request for further information, if required**

The Authority may request additional information necessary to properly assess the application.

- | You must respond within 14 days.
- | If you fail to respond, the application may be cancelled and fees are not refunded.

Legal basis: PPDCA 2016, s. 21(1)–(4)

STEP 6**Environmental Impact Assessment**

EIA requirements are tied specifically to significant environmental impact and to developments listed in the Third Schedule. Where applicable:

- | The PDA cannot approve the development without considering the EIA.
- | Other agencies cannot issue licences until EIA compliance is confirmed.
- | Public participation may be required.
- | The application cannot be determined until the EIA is submitted and reviewed.

Legal basis: PPDCA 2016, s. 22

STEP 7**Technical and planning assessment**

The Authority assesses the application against material considerations, including land use compatibility, environmental impacts, infrastructure and access, public health and safety, and compliance with building standards.

Legal basis: PPDCA 2016, s. 23

STEP 8**Assessment of complexity — Check Consultant requirement**

Where the proposed development is complex or falls within categories specified by the Building Code, the Authority may impose a condition requiring the appointment of a Check Consultant (Technical Controller). The Check Consultant is advisory only and subordinate to PDA decision-making, and may:

- | Independently review designs, calculations and specifications
- | Review the contractor's quality-control and inspection systems
- | Carry out periodic checks during construction

Legal basis: OECS Building Code s. 114.1; PPDCA 2016, s. 25 (conditions of approval)

STEP 9**Decision by the Authority**

The Authority will consider the approved physical plan, apply planning and building standards, and assess site reports, EIAs and representations. It may grant permission with or without conditions, refuse permission with reasons, request plan amendments, or defer the application.

Decision timelines: 30 days from receipt of a complete application; up to 120 days where an EIA is required; longer if agreed in writing.

Legal basis: PPDCA 2016, s. 24; s. 23(1)–(7)

STEP 10**Notification and commencement**

Once permission is granted:

- Development must start within 12 months
- The applicant must notify the Authority in writing of the start date
- A site billboard must be displayed
- Works must be completed within 30 months unless otherwise stated
- Notify the Authority when works are completed and receive a Completion Certificate

Legal basis: PPDCA 2016, s. 26(1)–(3), 26(4)–(6), 26(7)

STEP 11**Construction and inspections**

During construction the PDA carries out statutory inspections, the Check Consultant conducts independent technical checks where applicable, and approved plans must be kept on site.

Legal basis: PPDCA 2016, s. 26; OECS Building Code s. 114.1

STEP 12**Changes or variations**

- Minor changes may be approved by the CEO
- Major changes require a new application
- Unauthorised deviations are an offence

Legal basis: PPDCA 2016, s. 27(1)–(5)

STEP 13**Completion and certification**

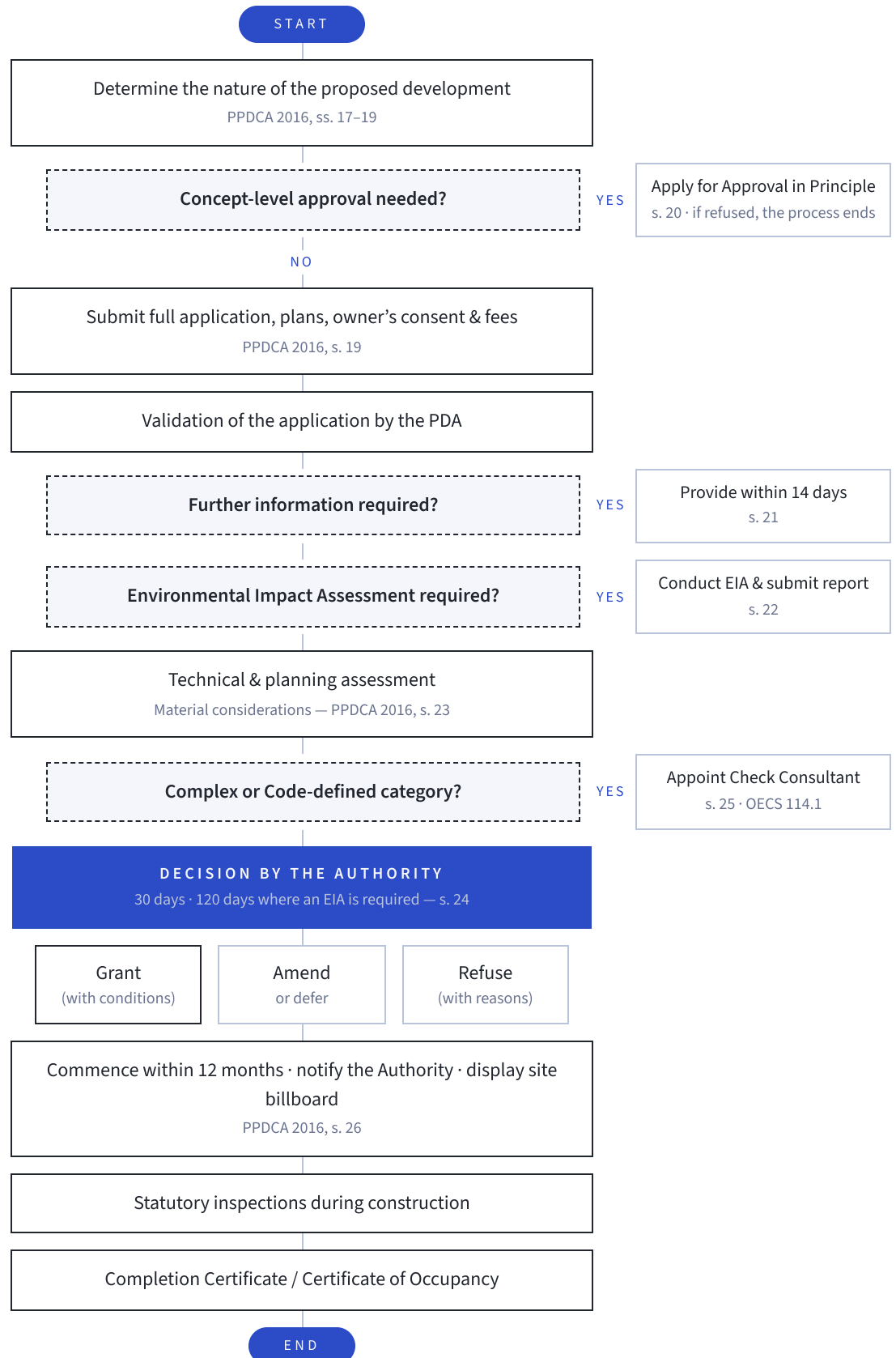
Upon completion of works the Authority verifies compliance with approved plans and conditions, and a Completion Certificate / Certificate of Occupancy is issued. Buildings may not be occupied before certification.

Legal basis: commencement obligations — PPDCA 2016, s. 26 and the OECS Building Code; completion and occupancy — OECS Building Code and Completion / Occupancy Certificate practice

KEY LEGAL PRINCIPLES

- Planning permission is mandatory before development.
- The PDA may lawfully impose conditions, including technical oversight.
- The Check Consultant supports, but does not replace, PDA authority.
- Non-compliance constitutes an offence under the Act.

How to apply — application process



Customer development journey

The process from concept to completion can be illustrated as the developer’s journey.

STAGE	CUSTOMER ACTION	PDA ACTION	OUTPUT
Concept	Identify development opportunity	Provide guidance	Pre-application consultation
Planning	Prepare drawings and studies	Technical advice	Application preparation
Submission	Submit development application	Validate submission	Application registered
Assessment	Respond to requests	Technical review	Assessment report
Decision	Receive decision	Board determination	Approval or refusal
Construction	Build project	Conduct inspections	Compliance monitoring
Completion	Request occupancy certificate	Final inspection	Occupancy approval

Types of Applications

Residential	Commercial	Industrial	Subdivision
Infrastructure	Change of Use	Approval in Principle	Fast Track

1. Residential applications

Residential development applications cover the construction, extension, or modification of private dwelling houses and small-scale residential buildings. This includes new homes, additions to existing residences, and associated works such as garages, boundary walls, driveways, and on-site services.

Applications are assessed to ensure compliance with planning standards relating to plot size, building setbacks, height limits, drainage, parking, environmental controls, and public health requirements. The objective is to ensure that residential development is safe, orderly, and compatible with surrounding land uses while protecting the amenity of neighbouring properties.

301.6 RESIDENTIAL BUILDINGS — OECS GRENADA BUILDING CODE

Being all buildings in which sleeping accommodation is necessary or a major provision, except buildings classified under Group B in 301.3 of the Code, and including:

- Apartment buildings containing fewer than 10 apartments; guest houses accommodating fewer than 25 persons; private residences and duplex buildings; residential club accommodation for fewer than 25 persons; terrace houses
- Apartment buildings containing 10 or more apartments; guest houses accommodating 25 or more persons; halls of residence; hotels; motels; residential club accommodation for more than 23 persons
- Tenement buildings
- Dormitories

Sources: OECS Grenada Building Code, 1999 Edition, Section 3 General Requirements; Planning and Development Authority.

2. Commercial applications

Commercial development includes buildings and land uses intended for business, trade, and service activities. This category covers shops, offices, warehouses, restaurants, bars, and other facilities providing goods or services to the public.

Applications are reviewed to assess traffic impact, parking provision, access, drainage, waste management, noise, and compatibility with nearby land uses. The PDA ensures that commercial developments contribute positively to economic activity while maintaining public safety, environmental standards, and the character of surrounding communities.

301.4 GROUP C — COMMERCIAL AND INDUSTRIAL BUILDINGS

Being buildings used for manufacture, assembly, servicing, repair and factory operations, or for storage other than for display purposes, of materials or finished products where no hazardous processes or materials are involved, and including:

- Aeroplane hangars, cold storage, freight depots, parking garages, warehouses

- Factories, commercial laboratories, laundries, processing plants, power stations, telephone exchanges, workshops

Sources: OECS Grenada Building Code, 1999 Edition; Planning and Development Authority.

3. Industrial applications

Industrial development applications relate to facilities used for manufacturing, processing, storage, and other industrial activities. This includes light, heavy, and specialised industrial operations, as defined under national planning regulations. Given their potential environmental and infrastructural impacts, industrial developments are subject to detailed technical review. Considerations include environmental protection, waste management, noise, emissions, traffic, drainage, and worker safety. In some cases, an Environmental Impact Assessment may be required before permission can be granted.

Source: Planning and Development Authority.

4. Subdivision of land

Subdivision applications involve the division of a parcel of land into two or more lots for the purpose of sale, lease, or development. Subdivision proposals must demonstrate that each lot can be adequately serviced and developed in a safe and sustainable manner. The PDA assesses subdivision applications against standards for road access, drainage, utilities, plot size, land use, fire safety, and environmental protection. The aim is to ensure orderly settlement patterns, avoid land-use conflicts, and prevent the creation of poorly serviced or unsafe developments.

Source: Planning and Development Authority.

5. Infrastructure and special developments

Infrastructure and special developments include projects of a public or strategic nature, such as roads, bridges, utilities, public facilities, coastal works, and other developments not covered under standard application categories. These applications are assessed in close coordination with relevant Government agencies and may require specialised studies or environmental assessments. The PDA ensures that such developments meet national standards, protect public safety, and align with long-term development and resilience objectives.

Source: Planning and Development Authority.

6. Change of use

A change of use application is required when land or a building is proposed to be used for a purpose different from its existing or previously approved use. Examples include converting a residence into a business, changing agricultural land to residential use, or altering the function of a commercial space.

These applications are assessed to determine whether the proposed use is appropriate for the location and consistent with planning policies, infrastructure capacity, and surrounding land uses. Impacts such as traffic, noise, parking, and environmental effects are carefully considered.

Source: Planning and Development Authority.

7. Approval in Principle

Approval in Principle is a preliminary form of planning approval that confirms whether a proposed use of land is acceptable before detailed plans are prepared. It is particularly useful where applicants wish to confirm land-use suitability prior to investing in full architectural and engineering designs. Approval in Principle does not authorise construction. Once granted, the applicant must submit a full development application with detailed plans and supporting documents for final approval.

Source: Planning and Development Authority.

8. Fast Track

A Fast Track application is an accelerated review of development applications within 5–10 business days, compared with 30–60 days for standard applications, designed to improve service efficiency and support projects. Fast Track does not guarantee approval of your application. All fees are non-refundable and must be paid in advance. See Section 04 for additional details.

Types of applications — summary

APPLICATION TYPE	DESCRIPTION	KEY CONSIDERATIONS
Residential	Houses, apartments, guest houses	Setbacks, drainage, parking
Commercial	Shops, offices, restaurants	Traffic, waste, parking
Industrial	Manufacturing, storage	EIA, emissions, safety
Subdivision	Division of land	Roads, services, drainage
Change of Use	New land or building use	Compatibility, impacts
Approval in Principle	Concept approval	No construction
Fast Track	Accelerated review	Higher fees, no guarantee

Fast Track Service — Key Notes for Clients

PURPOSE OF FAST TRACK

Accelerated review of development applications within 5–10 business days, compared with 30–60 days for standard applications.

Designed to improve service efficiency and support priority projects.

ELIGIBILITY

Residential, commercial and industrial projects may apply.

Priority is given to institutional and nationally important projects.

Large or complex projects, and those requiring Environmental & Social Impact Assessments (ESIAs), may not be eligible.

IMPORTANT CLIENT NOTES

Fast Track does not guarantee approval of your application.

All fees are non-refundable and must be paid in advance.

The PDA reserves the right to refuse Fast Track applications if resources are unavailable or over-allocated.

The review clock stops if your application is incomplete or requires corrections.

Official decision letters will include conditions, if any, and may be issued electronically.

FEES & COMPENSATION

Fees are calculated using the PDA's approved formula:

$(\text{Standard fees} + \$15 \text{ forms}) \times (2-3)$

$\$200 \times 3$ per reviewer

$\$40 \times 13$ for the Board's technical committee

Compensation: if a fully compliant application is not processed within 10 days, the PDA will repay the difference between the regular fee and the Fast Track fee, except in force majeure cases.

Process at a glance

STEP	STAGE	WHAT HAPPENS
1	Preliminary validation	Application screened for completeness
2	Acceptance & payment	Eligibility checked, Fast Track fees paid upfront

STEP	STAGE	WHAT HAPPENS
3	Technical review	By PDA staff, outsourced engineers, the Ministry of Health, and others as required
4	Consolidated review support	Summary prepared by PDA leadership
5	Board approval	Via Round Robin System
6	Approval letter signed	By the CEO and Board Secretary, or their designees
7	Final notification	Applicant contacted and decision letter issued

Source: Planning and Development Authority.

Permits & Fees

PERMIT REQUIREMENTS

A permit is required whenever work regulated by the Code is to be undertaken. To obtain a permit the owner shall file an application with the Authority as described in Subsection 109, “Application to Build”, and pay the applicable fees established by the Authority.

The Authority shall establish a fee structure specific to the processing of applications requiring the services of a special inspector as provided for in section 114 of the Code.

Fees for applications requiring the services of a special inspector may be paid in two parts: the first when the application is filed with the Authority, and the remainder before the start of construction work on the approved development.

After issuance of a permit, an application may be made by the developer or owner for a revision of the permit; such application shall be made in the same manner as for the original permit.

The approval of proposed work shall be deemed to have lapsed, and the rights of the owner or developer under the permit terminate, if the work authorised is not commenced within 12 months from the date of issuance, or if work is suspended for a period of 24 months or more.

Permit fees payable, and all procedures and conditions applicable, shall be established by the Authority in accordance with the Land Development and Control Act and the Code.

Source: OECS Building Code, 1999 Edition.

Land development control fees

AREA	FEE (EC\$)
1 acre or less	300
1.1 to 2 acres	500
2.1 to 3 acres	1,000
3.1 to 4 acres	2,000
4.1 to 5 acres	3,000
5.1 to 10 acres	5,000
10.1 to 20 acres	7,000
20.1 acres or more	10,000

Additional land development control fees

Cabinet considered the Submission by the Minister of Agriculture, Lands, Forestry and Fisheries and approved the following additional fees for land development applications.

TYPE OF APPLICATION	AREA	FEE (EC\$)
19. Subdivision of land	Less than 1 acre	300.00
	1–2 acres	500.00
	2–3 acres	1,000.00
	3–4 acres	2,000.00
	4–5 acres	3,000.00
	5–10 acres	5,000.00
	10–20 acres	7,000.00
	20 acres or more	10,000.00
20. Commercial development (wholesaling and retailing of goods and services)	Up to 500 sq. ft.	100.00
	501–1,000 sq. ft.	200.00
	1,001–2,500 sq. ft.	2,000.00
	More than 2,500 sq. ft.	3,500.00
21. Buildings and public spaces used for community purposes: schools, churches, temporary worship structures (tents), meeting spaces for public use including recreation grounds, public supporting facilities, communal parks, national parks, environmentally protected areas, wildlife sanctuaries and marine parks as exempted by the Minister of Planning		Exempted
22. Any other development (not classified 1–21)		1,000.00

Copies, searches and printing services

HARD COPY BUILDING PLANS

Up to 1,200 sq. ft.	\$60.00
Up to 2,500 sq. ft.	\$80.00
Up to 3,500 sq. ft.	\$120.00
3,600 sq. ft. & above	\$150.00

HARD COPY LOT SUBDIVISION PLANS

1–10 lots	\$150.00
11 lots and above	\$200.00

APPLICATION SEARCHES FOR PLANS BEFORE 2023

Whether the document is found or not	\$50.00
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SCANNED BUILDING PLANS

Up to 2,500 sq. ft.	\$50.00
2,500 sq. ft. and above	\$100.00

SCANNED SUBDIVISION PLANS

Up to 10 lots	\$50.00
11 lots and above	\$100.00

PRINTING SERVICES

Per page 8.5 × 11 (black & white)	\$5.00
Per page 8.5 × 11 (colour)	\$10.00

Statutory Rules and Orders No. 3 of 2002

Land Development Control (Fees) Regulations 2002

In exercise of the powers conferred by section 27 of the Land Development Control Act (Cap. 160), the Minister responsible for Land Development Control makes the following Regulations. Gazetted 22nd March, 2002.

1. **Citation.** These Regulations may be cited as the Land Development Control Fees Regulations 2002.
2. **Application form.** A fee of \$5.00 is payable for each application form.
3. **Fee schedule.** The fees set out in the Schedule are payable in respect of land development applications and are non-refundable.
4. **Repeal.** The Land Development (Fee Structure) Regulations 1991 are repealed.

SCHEDULE

TYPE OF APPLICATION	AREA	FEE (EC\$)
Residential development (private dwelling house)	Up to 500 sq. ft.	50
	501 to 1,000 sq. ft.	100
	1,001 to 5,000 sq. ft.	250
	More than 5,000 sq. ft.	500
Occasional residential development (boarding or guest house, hotel, apartment hotel & dormitory)	Up to 10 rooms	1,000
	11 to 20 rooms	1,750
	More than 20 rooms	3,000
Placing of a mobile caravan		500
Heavy industry development (chemical, metal, brick, stone, glass, rum, distillery, construction and building industry)	Up to 1,000 sq. ft.	1,000
	1,001 to 2,500 sq. ft.	2,000
	More than 2,500 sq. ft.	3,500
Noxious industry development (abattoir, fish curing, processing and making of foodstuffs)	Up to 500 sq. ft.	100
	501 to 1,000 sq. ft.	200
	1,001 to 2,500 sq. ft.	2,000
	More than 2,500 sq. ft.	3,500
Light industry development (textile, furniture, appliances, printing and publishing)	Up to 500 sq. ft.	100
	501 to 1,000 sq. ft.	200
	1,001 to 2,500 sq. ft.	2,000
	More than 2,500 sq. ft.	3,500
Warehousing development (lumber, food, drink, tobacco, clothing, textile & footwear)	Up to 1,000 sq. ft.	1,000
	1,001 to 2,500 sq. ft.	2,000
	More than 2,500 sq. ft.	3,500

TYPE OF APPLICATION	AREA	FEE (EC\$)
Entertainment services development (theatre, cinema, dance hall, night club and concert hall)	Up to 1,000 sq. ft.	1,000
	1,001 to 2,500 sq. ft.	2,000
	More than 2,500 sq. ft.	3,500
Mineral extraction development (mining, quarrying and drilling)	Per cubic yard	100
Leisure and recreation development (gymnasium, health club, sport hall, swimming pool & golf course)		2,500
Construction of a road	For each 100 feet	50
Erection of a jetty		10,000
Erection of an advertisement	Up to 32 sq. ft.	50
	Each additional sq. ft.	100
Erection of a bridge	For every 10 ft.	100
Erection of a fence	Any length	100
Approval in Principle		100
Re-submission		100
Change of use	Land use classification will determine the fee	
Subdivision of a lot	Up to 5 acres	3,000
	5 to 10 acres	5,000
	10 to 20 acres	7,000
	More than 20 acres	10,000

Made this 14th day of March, 2002. Anthony Boatswain, Minister of Finance. Printed by the Government Printer, at the Government Printing Office, St. George's.

FAST TRACK FEES & COMPENSATION

Fees are calculated using the PDA's approved formula:

(Standard fees + \$15 forms) × (2–3)

\$200 × 3 per reviewer

\$40 × 13 for the Board's technical committee

Compensation: if a fully compliant application is not processed within 10 days, the PDA will repay the difference between the regular fee and the Fast Track fee, except in force majeure cases.

Application for Permission to Develop Land

Planning and Development Authority

Physical Planning & Development Control Act, No. 23 of 2016

FORM 1 · PAGE 1 OF 4

Application for Permission to Develop Land

The attention of applicants is drawn to the directions at the back of this form.

To the Secretary: I/We hereby make an ☐ application ☐ approval in principle for permission to carry out the development described hereunder and on the attached plans and drawings.

Tick as applicable; see paragraph 4 of the Directions.

SIGNED

NAME AND ADDRESS OF APPLICANT (IN BLOCK LETTERS)

TITLE & NAME (MR., MRS., MISS)

POSTAL ADDRESS

TELEPHONE NO.

IF SIGNED BY AN AGENT ON BEHALF OF THE APPLICANT

NAME AND ADDRESS OF AGENT

TELEPHONE NO.

DATE

Applicants are advised to read the Directions at the back of this form before submitting application papers to the Planning and Development Authority.

In this form the word “land” includes any buildings on it.

1 (i) Particulars of the applicant’s interest in the land, for example freeholder, lessee, prospective purchaser.

(ii) If the applicant is a prospective purchaser or lessee of the land, state whether the vendor or lessor has consented to the proposed development.

2 Address or location of the land to be developed.

3 Describe briefly the proposed development, including the purpose for which the land and/or buildings are to be used. If for more than one purpose, give details.

4 State the purpose for which the land and/or buildings are now used. If used for more than one purpose, give details.

5 State whether the proposed development involves the construction of a new vehicle access, or the alteration of an existing vehicle access, to or from the public highway. If so, state the purpose for which the new or altered access is required.

- 6 Does the land form part of a subdivision approved by (a) the Planning and Development Authority? If so, (b) state the reference number and date of approval.
-
- 7 If the land is to be used wholly or partly for industrial or commercial use, state:
- (i) The nature of the proposed industry or business, including, if for industrial use, a brief description of the type of processes to be carried on.
-
- (ii) If for industrial use:
- (a) Means of disposal of trade refuse or trade effluents

- (b) Estimated water requirements, gallons per day

- (c) Estimated electricity requirements, in kilowatts

- (d) Estimated number of persons to be employed

- 8 Where appropriate, state:
- (i) Source of water supply — (a) existing

- (b) proposed

- (ii) Means of wastewater and sewage disposal — (a) existing

- (b) proposed

- 9 Where appropriate, state building materials:
- (i) Walls

- (ii) Roof covering

- (iii) Roof support

Directions to applicants

1. Every application under section 19(1) of the Physical Planning and Development Control Act No. 23 of 2016 shall be made on this form and shall be submitted in triplicate.
2. Where appropriate, full particulars should be given in answer to each question. Failure to do so is liable to cause delay.
3. Each application shall be accompanied by:
 - a. In the case of an application for permission to subdivide land, three copies of a plan drawn to a scale of not less than 1/250. The plan shall show the situation, boundaries and size of the lots into which the land is proposed to be divided, the position and width of any road reserve and of any gutters, trenches or other means of taking off water to be made or constructed over and through the land, and the levels for surface drainage.
 - b. In the case of an application for permission to erect any building, carry out any building or engineering operations, or change the use of any building, three copies of a plan drawn to a scale of not less than one sixteenth of an inch to one foot, in sufficient detail to show the layout and design of the proposed development in relation to any existing building on the land and to the boundaries of the plot on which it is situated, and the layout of any proposed or existing road or other vehicular access.
 - c. In all cases, three copies of a location plan to a scale of 1/2500 showing clearly the location of the property in relation to the nearest identifiable road junction or other landmark. The names of all roads and such other descriptions as may be necessary to identify the property should be marked on the plan. The orientation of the property shall be indicated by a north point on each drawing or plan, and the scale to which each drawing or plan is drawn shall be noted on it.
4. Where an applicant so desires, they may make an outline application for permission to erect any building or to subdivide any land, reserving for the subsequent approval of the Planning and Development Authority, on a further application, any matters relating to the siting, design or external appearance of the building, or the layout of the land or the means of access to it. An outline application need not be accompanied by the plans or drawings required by paragraph 3(a) and (b).

Where this application involves the erection of a building nearer than six feet, in the case of development for housing purposes, or nearer than ten feet, in the case of all other classes of development, from any side or rear boundary of the plot to which the application relates, it must be accompanied by the following statement signed by the owner or owners of any conterminous plot affected by the encroachment.

I/We (Mr., Mrs., Miss) hereby consent to the proposals contained in this application, which involve the erection of a building in the manner proposed within the prescribed distance of the boundary of my land.

SIGNED (1)

CONTACT NO.

SIGNED (2)

SIGNED (3)

In the case of any conterminous owner who objects to the proposed encroachment, a separate statement signed by that owner and stating the grounds of any objection should be obtained and attached to this application. Should a statement of consent or objection for some reason not be obtainable, the applicant should notify this office in writing,

stating the reasons why the statement is not obtainable.

PLEASE NOTE

Every application must be supported by a location map indicating the site in relation to the area in which it is situated, and a site plan showing the proposed development in relation to the property boundaries and existing buildings, drains, utility poles, trees and other features on or adjoining the site. Applicants who have queries about the information required are advised to consult the Secretary of the Authority or the Chief Executive Officer before submitting application papers.

Notice of Consent

Planning and Development Authority

Notice of Consent for Planning Application Submission

TO

The Chief Executive Officer
Planning and Development Authority
GCNA Complex Building, Kirani James Boulevard
St. George's

Consent Notice

I/We, the undersigned, being the owner(s) of the land which is subject to this application, hereby give consent to

to submit a Planning Application to the Planning and Development Authority under section 19(b) of the Physical Planning and Development Control Act, No. 23 of 2016, which states: “a notice, in writing, signed by the owner of the land to which the application relates, or an agent of the owner, acknowledging that the owner has knowledge of and does not object to the making of the application.”

OWNER'S DETAILS

NAME OF PERSON GIVING CONSENT

SIGNATURE

ADDRESS

CONTACT NUMBER

LOCATION OF THE LAND

DATE

Complaint Form

Planning and Development Authority — Complaint Form

NAME

DATE

ADDRESS

EMAIL ADDRESS

CONTACT

LANDMARKS

NATURE OF COMPLAINT

- | | |
|---|--|
| ☐ Unauthorized development | ☐ Boundary encroachment |
| ☐ Building without planning permission | ☐ Subdivision |
| ☐ Excavation of land | ☐ Reclamation |
| ☐ Waste disposal | ☐ Drainage |
| ☐ Building line violation | ☐ Motor vehicle violation |
| ☐ Motor vehicle repair shop | ☐ Derelict building |
| ☐ Environmental or heritage concerns | ☐ Other |

GENERAL COMMENT

FOR OFFICE USE ONLY

REFERRED TO

DATE

RECORDING OFFICER — NAME

DATE AND TIME

Health Control Form

Ministry of Health — Environmental Health Division · Grenada, West Indies

Application for permission to construct or install a septic tank and/or sub-surface sewerage disposal system.

APPLICANT'S NAME

ADDRESS

TELEPHONE NO.

LOCATION OF INSTALLATION (ATTACH SITE PLAN)

SITE — OR BUILDING TO BE USED FOR

AVERAGE NO. OF USERS PER DAY

ESTIMATED SEWERAGE FLOW PER DAY

NO. OF BEDROOMS

PERCOLATION RATE OF SOIL ABSORPTION AREA*

Minimum septic tank dimensions

MAX. NO. OF PERSONS	BEDROOMS	SLUDGE CHAMBER	EFFLUENT CHAMBER	WIDTH	LIQUID DEPTH	AIR SPACE	VOLUME (GAL)
1-4	1-2	4'-0"	2'-0"	3'-0"	4'-6"	1'	500
6	3	6'-0"	2'-0"	4'-0"	4'-6"	1'	900
8	4	7'-6"	2'-6"	4'-0"	4'-6"	1'	1,115
10	5	9'-6"	3'-0"	4'-0"	4'-6"	1'	1,395

For flow rates greater than 1,395 gallons per day, contact the department.

PLEASE NOTE

All sub-surface disposal systems, including septic tanks installed for hotels, guest houses, apartments, commercial establishments, and individual houses in housing developments, must be inspected by the District Environmental Health Officer before the system is back-covered.

It is the responsibility of the owner, builder or contractor to arrange the inspection with the Officer. Covering without approval may result in uncovering the system for inspection.

For any questions, contact the Environmental Health Department on 440-2846.

* All hotels, guest houses, apartments and commercial establishments will be required to conduct percolation tests in the absorption area.

Development Control Form

Planning and Development Authority

APPLICATION NO.

DATE RECEIVED

To be completed by the applicant.

1. PROPERTY ADDRESS

2. DESCRIPTION OF PROJECT

3. Has planning permission been given before? ☐ Yes ☐ No

IF YES — OUTLINE APPROVAL APPLICATION NUMBER

FULL APPLICATION NUMBER

4. FUNCTION

☐ New building☐ Extension to building☐ Change of use

NO. OF FLOORS

NO. OF BEDROOMS

5. DEVELOPMENT PARTICULARS

TOTAL LOT AREA — SQ. FT. (SQ. M.)

TOTAL FLOOR AREA — SQ. FT. (SQ. M.)

LOT COVERAGE — PERCENTAGE

NO. OF CAR SPACES PROVIDED

ESTIMATED COST OF DEVELOPMENT (EC\$)

6. MINIMUM DISTANCE FROM THE CENTRE LINE OF THE ROAD

MEASUREMENT

FT.

IN.

METRES

Property boundary

MEASUREMENT	FT.	IN.	METRES
Building line			
Property boundary			
Building line			

7. MINIMUM DISTANCE FROM THE BUILDING TO THE PROPERTY BOUNDARY

MEASUREMENT	FT.	IN.	METRES
Side			
Side			
Rear			

Inspections

9.1 PROCEDURE

- (a) No person shall commence development authorised under the Code without notifying the Director.
- (b) The Director, upon receipt of 48 hours' notice from the builder, developer or owner — exclusive of Saturdays, Sundays and declared public holidays — is authorised to make the following inspections, and shall either approve the portion of works completed or notify the builder, developer or owner in writing where such work does not meet with the approval granted:

Setting out	Foundation before concreting
Structural frame and roof	Ring beams, casing and reinforcement
Sewage disposal works and drainage, with Environmental Health officials	Electrical works, with the Government Electrical Inspector
Other inspections as the developer, owner, builder or Authority may reasonably require	Final inspection, before a Certificate of Occupancy is issued

- (c) The holder of the building permit shall notify the Director of the date the development is scheduled to commence.
- (d) All inspections shall be carried out by a suitably qualified person of the department of Government responsible for physical planning and/or inspections under the Code or these Guidelines.
- (e) If, after proper notice, the Director fails to conduct an inspection within 48 hours of such notice — exclusive of Saturdays, Sundays and public holidays — the builder may proceed to the next stage of construction. This does not absolve the applicant, the developer or the builder from responsibility for any contravention of the building permit, the Code or these Guidelines.

Source: OECS Building Guidelines, 1999 Edition.

Compliance

SECTION 117

The issuance and granting of a permit shall not be deemed or construed to be a permit for, or an approval of, any violation of these Guidelines.

The issuance of a permit upon presentation of plans and specifications shall not prevent the Authority or the Director from thereafter requiring the correction of errors on such plans and specifications, or from preventing building operations being carried on under them when in violation of these Guidelines.

Notwithstanding the issuance of a permit or the commencement of work authorised under these Guidelines, should the Authority or Director reasonably believe that approved plans are in violation of the Guidelines, it shall notify the permit holder, and the permit holder shall correct the drawings or otherwise satisfy the Authority or Director that the design and working drawings are in compliance with these Guidelines.

The permit granted for construction work shall be available at the construction site during working hours for inspection by any person authorised or appointed to carry out inspections under the Code or these Guidelines.

Source: OECS Building Guidelines, 1999 Edition.

Certificate of Occupancy & Group Classification

115 — CERTIFICATE OF OCCUPANCY

A new building may not be occupied, nor a change made in occupancy or the nature of the use of a building or part of a building, until the Authority has issued a Certificate of Occupancy.

Upon completion of a building erected in accordance with a building permit, and after the final inspection referred to herein, and upon application, the Authority shall issue a Certificate of Occupancy stating the nature of the occupancy permitted.

A Temporary Certificate of Occupancy may be issued for a portion or portions of a building which may safely be occupied prior to final completion of the building.

Final inspection shall be made by the Director before a Certificate of Occupancy is issued.

A Certificate of Occupancy shall not be issued until the necessary certificates of acceptance have been issued by the Electrical Inspector in respect of the electrical works, in accordance with the applicable electricity regulations in force.

Source: OECS Building Code, 1999 Edition.

301.1 — BASIS OF CLASSIFICATION

Certificates of use and occupancy shall be based on the following group classification, subject to the special provisions of section 306 of the Code, and provided that:

Any building having a use or occupancy not specifically mentioned shall be classified in the group it most nearly resembles.

Different buildings on the same property shall be certified separately for use and occupancy, even when constructed under one permit.

Adjoining parts of the same building may be certified separately for different use and occupancy, provided the division between them satisfies the fire resistance requirements of the Code for the most restrictive use.

More than one use and occupancy shall be permitted in any building without division, provided the building conforms to the requirements of the Code for the most restrictive use.

Source: OECS Grenada Building Code, Section 3 General Requirements.

Existing and Historic Buildings

104 — EXISTING BUILDINGS

Alterations, repairs or rehabilitation work may be made to any existing building without requiring the building to comply with all of the requirements of the Code, provided that all new construction forming part of such alterations, repairs or rehabilitation work conforms to the requirements of the Code.

Alterations, repairs and rehabilitation work shall not cause an existing building to become unsafe.

If the occupancy classification of an existing building is changed, the building shall be made to conform with the occupancy requirements of the Code.

Repairs and alterations not covered by the preceding paragraphs, restoring a building to its condition previous to damage or deterioration, or altering it in conformity with the provisions of the Code, shall use materials as those of which the building is constructed. Not more than twenty-five per cent of the roof covering of a building shall be replaced in any period of twelve months unless the entire roof covering is made to conform with the requirements of the Code for new buildings.

No building shall be removed or demolished without the written approval of the Authority.

105 — HISTORIC BUILDINGS

Repairs, alterations and additions necessary for the preservation, restoration or continued use of a building or structure may be made without conformance to all the requirements of the Code when approved by the Authority, provided:

The building or structure is designated by the official action of the legally constituted authority as having special historic or architectural significance.

The restored building or structure will be no more hazardous, based on consideration of life, occupancy, fire, sanitation and safety, than the original building.

The owner has submitted for the approval of the Authority plans and specifications for the work to be carried out. These plans and specifications must be prepared by, or under the general supervision of, a professionally qualified architect or engineer, in consultation with the body responsible for the designation of historic buildings.

The Authority, in the interest of public health, safety and welfare, has required all necessary improvements to be made before the use and occupancy of such building.

Land Use, Maximum Plot Cover & Minimum Car Parking

LAND USE	MAX. PLOT COVER	MIN. CAR PARKING
Residential See note 1	40%	1 space per dwelling, where possible
Commercial Shops, offices and warehouses. See notes 2 & 3	60% (80%)	1 space per 500 sq. ft. (46 sq. m.) of gross floor area of the building, or 1 space per shop, whichever is greater
Restaurants and bars		1 space per 100 sq. ft. (9 sq. m.) of floor space used for dining and consumption of liquor
Industrial Special regulations apply to heavy and noxious industries	60%	1 space per 700 sq. ft. (65 sq. m.) of gross floor area of the building
Hotels Hotels, guest houses and hotel apartments. See note 2	20% (40%)	1 space per 4 bedrooms; 1 space per 2 apartments. In addition, 1 space per 150 sq. ft. (14 sq. m.) of floor space used for dining. Taxi spaces to be assessed on the size of the development
Other development	40%	1 space per 50 sq. ft. (4.6 sq. m.) of floor space used by the public
Churches, community halls and other places of assembly		1 space per 25 seats
Health centres and clinics		2 spaces per practitioner

STANDARD, BUT NOT STATUTORY LAW

Residential A, B & C zones: 1 space per dwelling (minimum). Residential D: 1 space per 2 dwellings. Residential E: 2 spaces per 5 accommodation units. Zoning Guidelines & Planning Standards.

Plans Guidelines

APPLICATIONS TO BUILD

New and existing residential and commercial buildings having a gross floor area of not more than 2,500 sq. ft. and two storeys high are exempted from the requirements of the Code, provided that such building or development conforms to the provisions of the Grenada Building Guidelines.

Location plan

Where available, a copy of the Director of Overseas Survey plans must be used as the basis for the location plan. These plans are available for most areas of the island and are obtainable at the Lands and Survey Office or at the office of the Authority.

The location plan must be drawn to a scale of 1:25,000 for towns, and 1:500 for villages and rural areas.

The location plan must show the name and position of existing roads and fixed, easily identifiable points such as streams, road junctions, bridges and nearby houses.

Site plan

At the option of the applicant, site plans may be drawn to a scale of 1:200, 1:500 or 1:1000, as may be appropriate. The site plan must show:

- The boundaries, area and principal dimensions of the land
- At least one boundary connected to the trigonometrical control station, or alternatively to identifiable points of detail on the national map sheets (scale 1:5000) available at the Survey Department
- The dimensions and area of each proposed subdivided lot
- The location of any proposed building, and the relevant dimensions of appropriate setbacks
- The location of existing buildings on the land and on lands immediately adjacent
- The location and spread of any existing mature trees on the land
- The roads, walks and utility services proposed to be made available to each lot
- Location and width of existing and proposed means of access, including roads adjacent to the property
- The use to which each lot is proposed to be put — residential, commercial or industrial purposes, or for churches, schools or parks. Residential lots shall be designated as high, medium or low density; see the Planning and Infrastructure Standards Manual
- Any land reserved for public access or other public use
- The proposed location of fire hydrants
- The location of existing utility lines, poles and stays
- Such contours or spot levels as are necessary for determining the grade of any proposed road and for the proposed drainage

Water and sanitary drainage systems

The proposed landscaping plans

Building plans — conceptual drawings

FLOOR PLAN

Generally to scale 1/8" or 1/4" to 1'-0", or metric equivalent. To show room sizes and materials used in construction.

ELEVATIONS AND SECTIONS

Generally to scale 1/4" to 1'-0", or metric equivalent. To show roof heights, floor to ceiling, pitch, and the height of the main floor above ground.

Subdivision plan

The scale of subdivision plans shall be at least 1:1250 for subdivision areas of half an acre or more, and 1:200 for subdivided areas of less than half an acre. The subdivision plan must show:

All relevant physical features related to the proposed development, such as watercourses, rock outcrops, trees, swamps, and existing buildings, roads and walks

Such contours or spot elevations as are necessary for any proposed road

Positioning of doors and windows

Sewage disposal — a general statement of the type of plant or septic tank to be used and its location, where the development is not or will not be connected to a public system

Water catchment — a statement on the type and location of catchment proposed, where the development is not or will not be connected to a public supply

Final permission — buildings

The following plans must be supplied for final permission to construct buildings. The metric equivalent of the imperial scales shown will be accepted. Three copies of each are required.

DRAWING	WHAT IT MUST SHOW
Floor plan 1/4" = 1'-0", or 1/8" = 1'-0"	General floor layout; dimensions of spaces; width of openings; thickness of walls; materials of construction
Sections	Roof height and pitch; floor heights, ground to floor and floor to ceiling; height of openings; materials of construction
Elevations At least three	General architectural style of the building; position of openings
Foundation plan	General foundation type proposed; type of soil on which the foundation will rest
Structural plan	Details of beams, columns and slabs; details of all walls; roof design and construction details; foundation details, piling; details of water cisterns and catchments where required; all reinforcement details

Plumbing	Location of inspection boxes, grease traps; sizes and slopes of the pipes used in the sewer lines; location of shut-off valves; size and location of pumps
Water supply	Sizes of water lines; water storage and catchment details
Sewage	Details of septic tanks and soakaways where needed
Electricity	Electrical layout; amount of wires in conduit and wire gauges; number of circuits; panel sizes and locations

For the grant of a building permit, the Authority may also require submission of all calculations for the determination of sizes of structural members and walls, water catchments, and sewage treatment and disposal facilities where required. Depending on the size of the proposed building, the Authority may accept the electrical and plumbing layout on the floor plan.

Source: Grenada Building Code, 1999 Edition.

Public Health & Building Guidelines

The main areas of concern and the standards used by the Planning and Development Authority are given in this sheet.

Health requirements

Every habitable building must be provided with proper sanitary conditions and a means of disposing of sewage and wastewater.

Where the soil is sufficiently pervious, ground water is low and the density of development is low, septic tanks discharging into an underground drain field are acceptable. Where problems exist with ground conditions, landform or high-density development, other means of disposing of waste should be investigated.

SEPTIC TANKS

A septic tank must:

- Be at least 6 feet (1.8 m.) from any building on the plot
- Be at least 10 feet (3 m.) from any plot boundary
- Be at least 50 feet (15 m.) downhill from any source of water supply
- Allow space for effluent disposal by soakage
- Be sited so that it may be hooked into a future public system

The required size of a septic tank will depend upon the size of the building on the plot, for example the number of bedrooms. The minimum size of tank is:

BEDROOMS	SIZE	DEPTH	VOLUME
2 or less	3 ft. × 6 ft. (0.9 m. × 1.8 m.)	4 ft. (1.2 m.)	500 gallons (2,270 litres)
3 or less	3 ft. × 7 ft. (0.9 m. × 2.1 m.)	4 ft. (1.2 m.)	900 gallons (4,100 litres)
4 or less	3.5 ft. × 7 ft. (1.0 m. × 2.1 m.)	4 ft. (1.2 m.)	1,125 gallons (5,115 litres)
5 or less	3.5 ft. × 8.5 ft. (1.0 m. × 2.6 m.)	4 ft. (1.2 m.)	1,350 gallons (6,140 litres)

The size of the drain field will depend on the absorption capacity of the soil. The Ministry of Health recommends that all liquid waste be subject to primary treatment in the septic tank.

Building requirements

All buildings must be constructed with materials of a solid and durable nature. The following structural details must be submitted as part of the application:

Foundation	Columns and footings	Beams	Slabs
Staircases	Retaining walls	Other works	

This information may be shown on the planning drawings, or separately on structural and engineering drawings.

SPECIFIC GUIDELINES

Every habitable room in a building shall comply with the following:

The height of rooms on the ground floor must not be less than 9 feet (2.7 m.) from floor to ceiling, or to the underside of the roof. Roof rafters or other structural members may come below this height provided they do not come within 8 feet (2.4 m.) of the floor. The height of each of the upper floors must not be less than 8 feet (2.4 m.) from floor to ceiling or the underside of the roof.

The minimum height of rooms in churches, schools, community halls, discos and other buildings to which the public have access shall be not less than 10 feet (3 m.).

No habitable room shall be less than 80 sq. ft. (7.4 sq. m.).

Each room shall have at least one window in an outside wall. For bedrooms and bathroom areas, the window must be not less than one fifth of the floor area.

DRAINAGE OF THE SITE

Land should slope away from buildings with a minimum gradient of 2%. Run-off is to be collected in drainage channels.

Run-off from roofs should be collected and discharged into water storage tanks, or channelled to areas of planting or soakaways.

PLEASE NOTE

All sub-surface disposal systems, including septic tanks installed for hotels, guest houses, apartments, commercial establishments and individual housing developments, must be inspected by the District Environmental Health Officer before the system is back-covered. It is the responsibility of the owner, builder or contractor to arrange the inspection. Covering without approval may result in uncovering the system for inspection.

In the absence of a building code for Grenada, where applicable, British Standard Specifications should be used.

Figure 1: *Acceptable Septic Tank design*

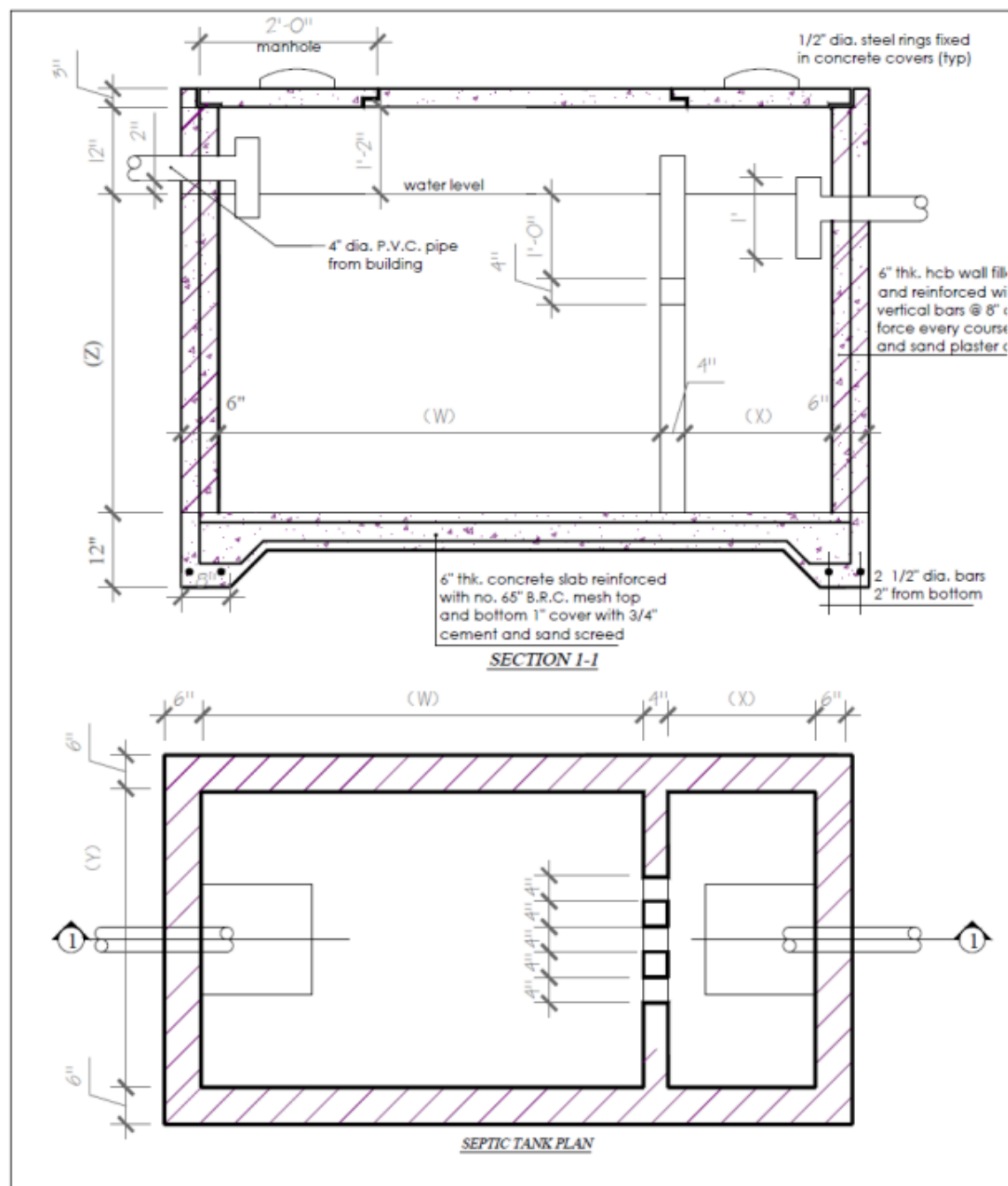


Figure 1 — Acceptable septic tank design. Source: Ministry of Health, Environmental Health Department.

Road Classification & Setbacks

“Road” means the entire highway, road, street, footpath, passage or other way, whether public or private and whether a thoroughfare or not, and includes the carriageways, curbs, sidewalks, verges and other reservations. Physical Planning and Development Control Act 2016.

CAP. 241A, PART III — STANDARD CONDITIONS

1. The Authority shall not authorise any development on any plot which abuts onto a road classified as 1A, 1, 2, 3 or 4 in the table in regulation 3.
2. No part of any building erected, enlarged, improved or altered shall project beyond the appropriate building line prescribed in the table in regulation 3, subject to the provisions of regulation 4.
3. The distance for the road reserve and building line shall be measured from the centre line of the road.

Minimum dimensions

CLASSIFICATION OF ROAD	ROAD RESERVE	BUILDING LINE
1A. Regional Road	43 ft. (13.0 m.)	65 ft. (20.0 m.)
1. Regional Road	20 ft. (6.0 m.)	30 ft. (9.0 m.)
2. District Road	16 ft. (5.0 m.)	26 ft. (8.0 m.)
3. Local Road	13 ft. (4.0 m.)	23 ft. (7.0 m.)
4. Access Road	10 ft. (3.0 m.)	20 ft. (6.0 m.)

NOTE FROM THE AUTHORITY

The distances are measured from the centre line of the road. The building line refers to the eaves of the building.

Cap. 241A, Part IV — road classifications

All roads in Grenada are classified in accordance with the roads shown on the 1:50,000 scale map of Grenada, DOS 442 (Series E703) 1985, as follows.

CLASS 1A — REGIONAL ROAD

The road between Point Salines International Airport and the Sugar Mill roundabout, coloured red on the 1:50,000 scale map, classified as a road sealed and surfaced.

CLASS 1 — REGIONAL ROAD

The roads coloured red on the 1:50,000 scale map, classified as sealed and surfaced, and described as follows:

Western / Eastern Main Road — from the junction with Melville Street and River Road, north of St. George’s, running northerly via Gouyave and Victoria, then at Duquesne Bay easterly via Chantimelle to Sauteurs, then along the Eastern Main Road southerly via La Fortune, Mount Rose, Tivoli and Pearls to Grenville, then southerly via Soubise, St. David’s and Corinth until Red Gate (Bacolet Estate), then westerly via St. Paul’s to the roundabout at Government House, St. George’s.

Westerhall Main Road — from the junction with Westerhall Main Road and Belmont Main Road, south of St. George’s, in a south-easterly direction via The Cliff and Calivigny to Red Gate (Bacolet Estate).

Grand Anse Main Road — from the Sugar Mill roundabout northerly via Grand Anse and Belmont, and along the Lagoon Road to the Regal roundabout.

Woodlands Road — from the Sugar Mill roundabout in a north-easterly direction via the Sugar Factory to the junction with the Westerhall Main Road.

Grand Etang Road — from the junction with Melville Street and River Road, north of St. George’s, in a north-easterly direction via Mount Gay, Constantine, St. Margaret, Lower Capital and Grand Bras to Grenville.

CLASS 2 — DISTRICT

Roads coloured red on the 1:50,000 scale map, classified as sealed and surfaced, and not described as Class 1A or Class 1.

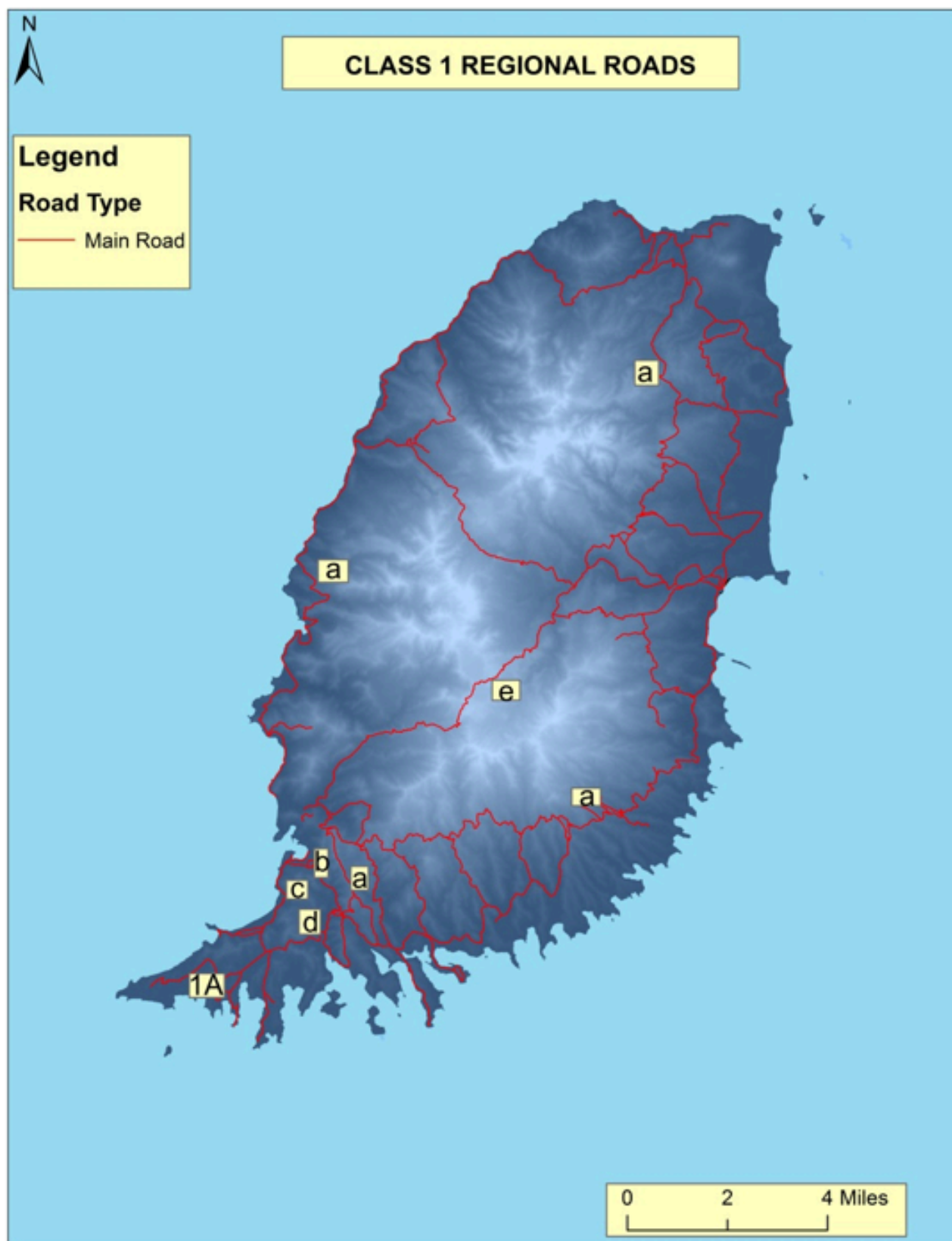
CLASS 3 — LOCAL

Roads coloured orange on the 1:50,000 scale map, classified as unsealed and unsurfaced.

CLASS 4 — ACCESS

Roads coloured orange on the 1:50,000 scale map, classified as a track and four-wheel-drive trail.

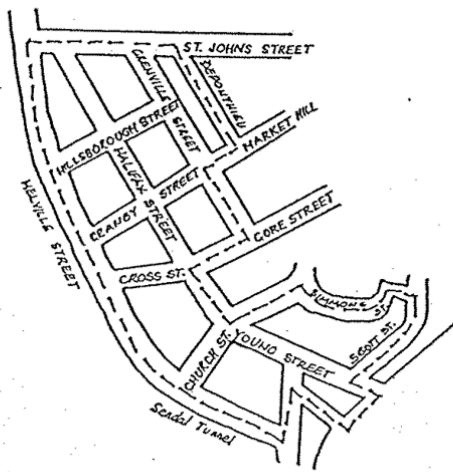
The Authority may at any time make amendments or redesignate the above classification of roads.



Class 1 regional roads, Grenada. Source: Cap. 241A Physical Planning and Development Control Act.

The maximum plot cover allowed for commercial development, commercial building with housing, and hotel or guest house development may be increased to 80% and 40% respectively, provided the development falls within one of the urban areas. In certain areas, car parking standards may also be relaxed.

ST. GEORGE'S



PLANNING AND DEVELOPMENT AUTHORITY · GRENADA

Environmental Health Guidelines

Ministry of Health — Environmental Health Department. Guidelines for the submission of buildings for review by the Ministry of Health.

1. The following must be included in the submission:

- | Location plan — the site must be clearly identified
- | Site plan — must be legible
- | Details of the sewage disposal system — dimensions must be clearly identified in keeping with Ministry of Health guidelines
- | Direction (north) must be identified on the site plan

2. The following must be clearly identified on the site plan:

- | Location of the sewage disposal system — septic tank, soakaway or tile field, grease trap, or other system used. The connection to the proposed development must be clearly shown.
- | Connection to the NAWASA sewage system where necessary
- | Proposal for storm water drainage

3. Wastewater from the kitchen must pass through a grease trap, with final disposal via a sub-surface disposal system. A tile field is recommended, though a soakaway is also acceptable.
4. The distance of the sewage disposal system from the property boundary must be clearly identified — a minimum of 10 ft. It must not be located under a building. See Table 1 for recommended distances.
5. For subdivisions, a complete drainage pattern must be provided around and between each lot.
6. A soil percolation test may be required for some developments based on particular factors; recommendations for the final disposal of sewage may be influenced by the results of the test.
7. The design of the septic tank, soakaway and tile field must conform to that recommended by the Ministry of Health.
8. The sizing of septic tanks must conform with that stipulated by the Ministry of Health. Forms are provided with sizing details; for sizing not on the forms, contact the Environmental Health Department.
9. For developments in the marine environment, written authorisation from the Grenada Ports Authority is required.
10. For commercial developments such as restaurants, a hand wash sink must be provided in food preparation areas.
11. An Environmental Impact Assessment may be required and requested for some developments in accordance with the Physical Planning and Development Control Act, Cap. 241A, Second Schedule.

This list of guidelines is not exhaustive, and further recommendations may be made by the Ministry of Health during the review process.

Table 1 — Recommended minimum setback distances for sewage disposal systems

FROM	DISTANCE (FT.)
Building or structure	5
Property boundary	10
Watercourse	50
Large trees	10

Note: waste disposal systems must be located downhill of water cisterns, drinking water wells, and swimming pools.

Septic tank sizing — larger developments

BEDROOMS	PERSONS	SLUDGE CHAMBER	EFFLUENT CHAMBER	WIDTH	LIQUID DEPTH	AIR SPACE	VOLUME (GAL)
6	12	11'	4'	4'	5'	1'	1,800
7	14	12'5"	4'	4'	5'	1'	1,912.5
8	16	12'9"	4'	4'	5'	1'	2,025
9	18	13'	4'	4'	5'	1'	2,137.5
10	20	13'5"	4'	4'	5'	1'	2,250
11	22	13'9"	6'	4'6"	5'	1'	2,362.5
12	24	14'1"	6'	4'8"	5'	1'	2,475
13	26	14'5"	6'	4'10"	5'	1'	2,587.5
14	28	14'9"	6'	4'11"	5'	1'	2,700
15	30	15'	6'	5'	5'	1'	2,812.5
16	32	15'4"	7'	5'	5'	1'	2,925
17	34	15'7"	7'	5'	5'	1'	3,150
18	36	15'11"	7'	5'4"	5'	1'	3,262.5
19	38	16'2"	8'	5'5"	5'	1'	3,375
20	40	16'5"	8'	5'6"	5'	1'	3,375

Figure 2: *Acceptable Soak Away Design*

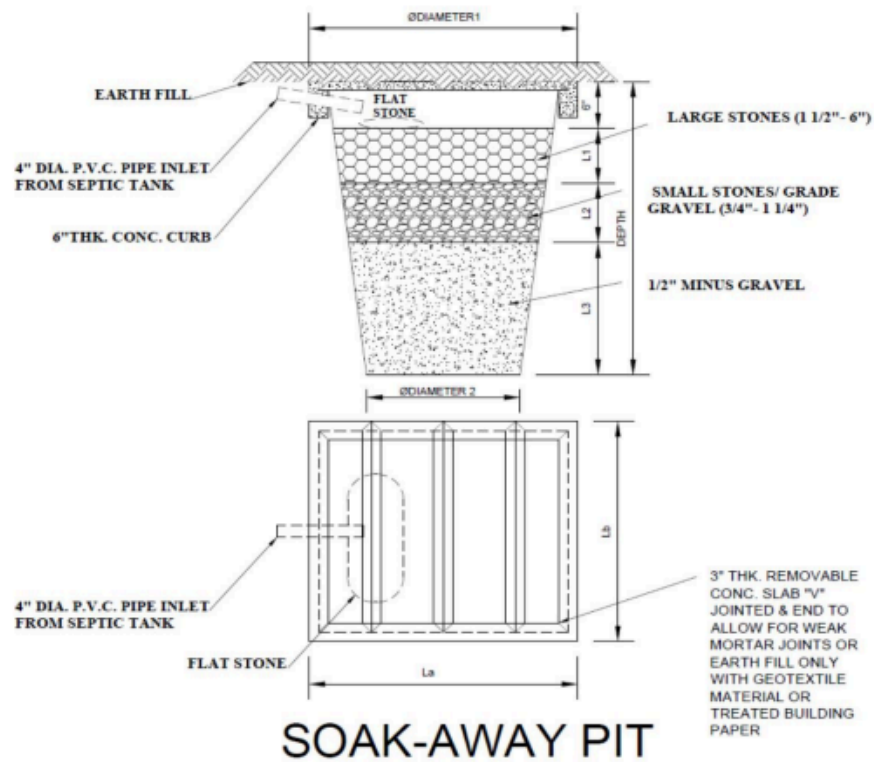


Figure 2 — Acceptable soak away design.

Figure 3: *Acceptable Tile Field Design*

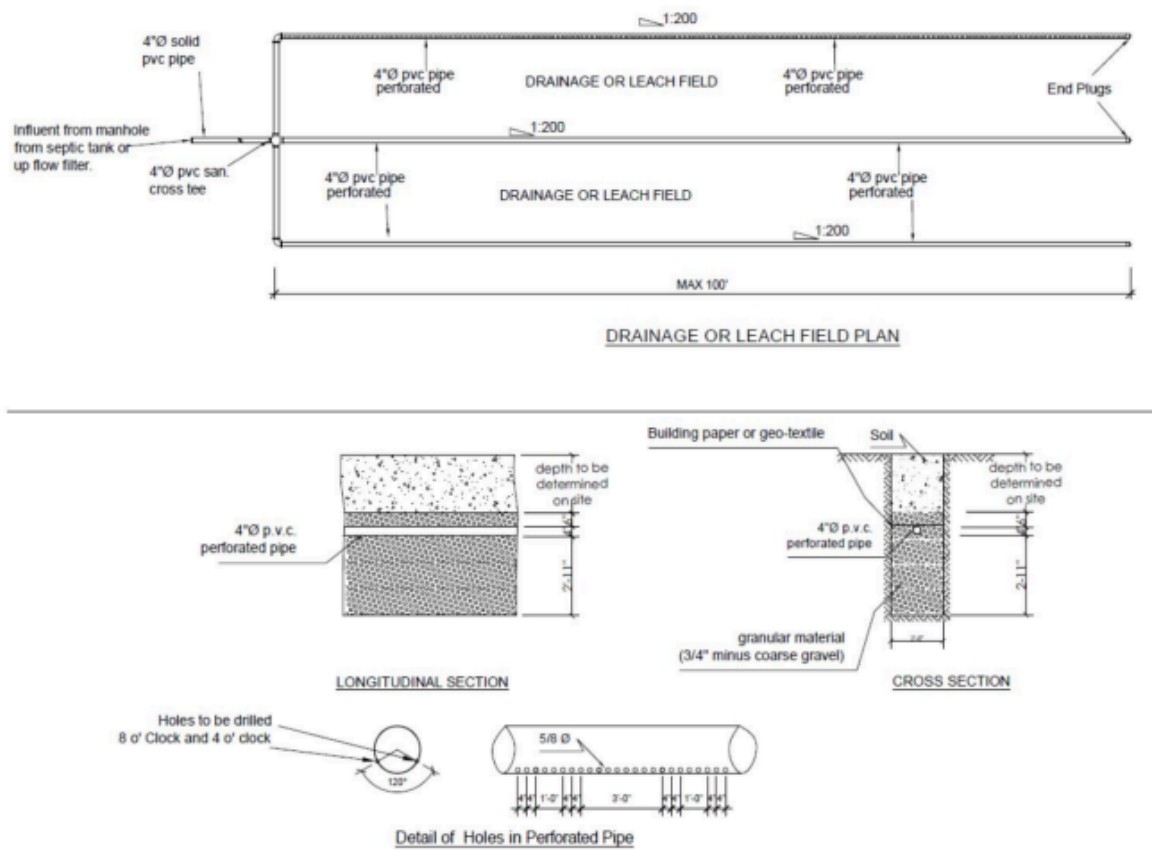


Figure 3 — Acceptable tile field design.

Appeals Tribunal

Appeals Tribunal procedure, step by step.

1 Determine if you have the right to appeal

Any applicant, or any other person whose interest in land may be affected, may appeal a decision of the Authority to the Appeals Tribunal.

Section 59(1)

2 Confirm that the decision is appealable

Appeals may be made against decisions such as refusal of, or conditions on, development or building permits, advertisement consent decisions, modification or revocation of permits, building preservation orders, stop notices, and related matters.

Section 59(2)(a)–(j)

3 Submit a notice of appeal within the time limit

The appellant must submit a notice of appeal in the prescribed form to the Secretary of the Tribunal within 14 days of receiving the Authority's decision, within 14 days of service of an Order, or within the period stated in the notice, where applicable.

Section 59(4)(a)–(c)

4 Contents of the notice of appeal

The notice must clearly state the decision being appealed, a description of the affected land, the appellant's name and interest in the land, and the grounds of appeal.

Section 59(6)(a)–(e)

5 Notification to the Authority and Minister

Upon receiving the appeal, the Secretary of the Tribunal must immediately forward a copy to the Authority and the Minister.

Section 59(5)

6 Submission of supporting documents

Within 21 days, the appellant must submit copies of all documents previously sent to the Authority, a copy of the decision being appealed, and a plan identifying the affected land.

Section 59(7)(a)–(c)

7 Rectification of defective appeals

If the appeal does not comply with the requirements, the Tribunal may notify the appellant and allow time to correct the defect.

Section 59(8)

8 Tribunal determines the hearing method

Within 28 days, the Tribunal decides whether the appeal will be handled by written submissions or by a public inquiry, based on public interest, practicality, and the nature of the development.

Section 59(9)–(11)

9 Public inquiry, if applicable

If a public inquiry is ordered, notice must be given to the parties and published in the Gazette and a local newspaper.

Section 59(12)

10 No automatic stay of the Authority's decision

Filing an appeal does not automatically stop the Authority's actions. A stay must first be requested from the Authority, and may then be appealed to the Tribunal if refused.

Section 59(13)–(15)

11 Written submissions procedure, if applicable

Parties submit written arguments within 6 weeks; responses may be submitted within 14 days. No oral evidence is allowed unless permitted.

Section 60(1)–(3)

12 Tribunal decision

The Tribunal records its findings, reasoning, and final decision. The decision of the Tribunal is final.

Sections 59(16) and 60(4)–(5)

Applicable Legislation

Core legal framework

INSTRUMENT	PURPOSE
Physical Planning and Development Control Act, 2016 & 2017	Establishes the planning system, development control, decision-making powers, timelines, enforcement, and appeals
OECS Building Code, adopted by Grenada	National building standards for safety, structural integrity, and occupancy
OECS Building Guidelines, 1999 Edition	Detailed procedures for inspections, compliance, and permits
Land Development Control (Fees) Regulations, 2002 (SRO No. 3 of 2002)	Prescribes standard fees
Public Health Act & Regulations	Sanitation, sewage, and environmental health requirements
Electricity Supply Act, Fire Brigades Act, NAWASA Act	Utility, fire safety, and water and sewerage compliance

Planning and building

Chapter 241A Physical Planning and Development Control Act No. 25 of 2002 — laws.gov.gd

Physical Planning and Development Control Act No. 23 of 2016

Physical Planning and Development Control (Amendment) Act No. 23 of 2017 — grenadaparliament.gd

Physical Planning and Development Control (Adoption of Building Code) Order, SRO 42 — grenadaparliament.gd

Land and Development Control Act — oas.org

Land Development Regulations — grenadaparliament.gd

OECS Grenada Building Code and Building Guidelines — oecs.org

Grenada Bureau of Standards, Standards Act No. 6 of 1989 — grenadaparliament.gd

Housing Authority Act — laws.gov.gd

Public health and utilities

Chapter 263 Public Health Act — laws.gov.gd

Public Health Regulations SRO 218

Act No. 19 of 2016 Electricity Supply Act — laws.gov.gd

Chapter 103 Fire Brigades Act — laws.gov.gd

Act No. 3 of 2025 National Water and Sewerage Authority (Amendment) Act — laws.gov.gd

Environmental legislation

Integrated Coastal Zone Management Act, 2019 — grenadaparliament.gd

Chapter 108 Fisheries Act No. 15 of 1986, amended by Act 25 of 1989 and Act No. 1 of 1999 — laws.gov.gd; Fisheries (Amendment) Act 2025 — laws.gov.gd

Chapter 116 Forest, Soil and Water Conservation Act — laws.gov.gd

Chapter 206 National Parks and Protected Areas Act — grenadaparliament.gd

Chapter 334A Waste Management Act, Grenada Solid Waste Management Authority — laws.gov.gd

Heritage and cultural protection

Chapter 204 National Heritage Protection Act — grenadaparliament.gd

For additional information, see the Law.gov.gd legislative folder at laws.gov.gd. Developers should also consult the Planning and Development Authority for further guidance on the application of these Guidelines.

Frequently Asked Questions

Q1. Can I start construction before approval?

No. Development without permission is an offence.

Q2. How long does approval take?

Standard applications are decided within statutory timelines; applications requiring an EIA take longer.

Q3. Is Approval in Principle mandatory?

No. It is optional and advisory only.

Q4. When is an EIA required?

Where development may significantly affect the environment.

Q5. Can I appeal a PDA decision?

Yes, to the Appeals Tribunal within the statutory timeframe.

Q6. What scale must be used to fit the measurements used in the application?

At the option of the applicant, site plans may be drawn to a scale of 1:200, 1:500 or 1:1000, as may be appropriate. Note that the scale used must fit the measurements used on the application at all times.

Q7. Can coloured drawings be submitted to the PDA?

All architectural drawings submitted to the Authority must be in greyscale, black and white. No coloured drawings will be accepted.

Q8. Are fees payable at the PDA?

Yes. All fees are now payable at the PDA. Persons making payments by cheque should write clearly.

Q9. Should proof of ownership be submitted with the planning application?

All planning applications must be accompanied by a title deed showing ownership of the site to be developed. In the absence of the title deed, please provide one of the following:

- | Supporting documents demonstrating transfer of title deed to the developer
- | Written permission to the developer or owner
- | Lease agreement demonstrating permission to develop

No application will be processed without verifying land ownership or authorisation for the development.

Master Checklist

This sheet sets out four checklists: (A) the master checklist of all documents, (B) the checklist to develop land, (C) the checklist for building operations, and (D) the checklist for subdivision of land. Requirements depend on the type of development.

A. Master checklist — all documents

APPLICATION & ADMINISTRATIVE

- ☐ Completed Planning Application Form (three copies)
- ☐ Development Control Section (three copies)
- ☐ Proof of payment of prescribed fees
- ☐ Fast Track request form, if applicable
- ☐ Resubmission form, if applicable

PLANS & DRAWINGS

- ☐ Location plan, correct scale
- ☐ Site plan — north arrow, boundaries, dimensions
- ☐ Building plans, where applicable
- ☐ Subdivision plan, where applicable
- ☐ Engineering and infrastructure plans
- ☐ Structural drawings and calculations, if required
- ☐ Electrical layout
- ☐ Plumbing and sanitary layout

PROFESSIONAL CERTIFICATIONS

- ☐ Licensed surveyor certification
- ☐ Architect certification
- ☐ Engineer certification

OWNERSHIP & LEGAL

- ☐ Written landowner's consent, section 19(b)
- ☐ Proof of ownership or interest in land
- ☐ Agent authorisation, if submitted by an agent

ENVIRONMENTAL & HEALTH

- ☐ Ministry of Health form (three copies)
- ☐ Sewage disposal design
- ☐ Storm water drainage proposal
- ☐ Grease trap details, commercial uses
- ☐ Environmental Impact Assessment, if required
- ☐ Coastal or marine authorisation, where applicable

POST-APPROVAL & CONSTRUCTION

- ☐ Notice of commencement of development
- ☐ Inspection requests
- ☐ Electrical Inspector certificate
- ☐ Final inspection request
- ☐ Application for Certificate of Occupancy

B. Checklist to develop land

Planning permission, general.

- ☐ Completed Planning Application Form (three copies)
- ☐ Development Control Section
- ☐ Location plan, approved scale
- ☐ Site plan showing north arrow, boundaries and dimensions, adjacent landowners, existing buildings to remain or be demolished, access roads and building line

- ☐ Written landowner's consent
- ☐ Proof of fee payment
- ☐ Environmental Health form
- ☐ Drainage and sewage disposal proposal
- ☐ Environmental Impact Assessment, if required under the Act
- ☐ Any other statutory licence or consent required by law

C. Checklist for building operations

In addition to Checklist B.

SITE & LAYOUT

- ☐ Exact position of proposed buildings
- ☐ Setbacks from all boundaries and roads
- ☐ Distance from the high water mark, if applicable
- ☐ Vehicular access and circulation
- ☐ On-site parking and loading spaces

STRUCTURAL & ENGINEERING

- ☐ Foundation plan
- ☐ Slabs, beams, columns and staircases
- ☐ Retaining walls, if any
- ☐ Structural calculations, if requested

ARCHITECTURAL PLANS

- ☐ Floor plans — room use, dimensions
- ☐ Elevations, all sides
- ☐ Sections — levels relative to site and roads

SERVICES & CONSTRUCTION

- ☐ Sewage disposal details
- ☐ Storm water drainage layout
- ☐ Water supply and storage, cisterns
- ☐ Electrical layout and panel details
- ☐ Plumbing layout
- ☐ Notice of commencement of works
- ☐ Inspection requests at required stages
- ☐ Electrical Inspector's certificate
- ☐ Final inspection request
- ☐ Application for Certificate of Occupancy

D. Checklist for subdivision of land

In addition to Checklist B.

- | | |
|--|--|
| <ul style="list-style-type: none"> ☐ Subdivision plan, approved scale ☐ Proposed land use and density per lot ☐ Existing and proposed roads, plans and cross-sections ☐ Drainage channels, existing and proposed ☐ Potable water supply and reticulation plan ☐ Contours at 5-foot vertical intervals, sloping land ☐ Trees and features to be preserved | <ul style="list-style-type: none"> ☐ Area, shape and dimensions of each lot ☐ Ownership details of land to be subdivided ☐ Road reserves, carriageways and building lines ☐ Sewage disposal strategy for the subdivision ☐ Fire hydrant locations ☐ Earthworks, cut and fill sections ☐ Ministry of Health approval for subdivision drainage |
|--|--|

Glossary

Definitions from Part I, Preliminary, of the Physical Planning and Development Control Act 2016. In this Act, unless the context otherwise requires:

Advertisement

Any word, letter, model, sign, placard, board, notice, awning, blind, balloon, device or representation, whether illuminated or not, in the nature of and employed wholly or partly for the purpose of advertisement, announcement or direction, or calling attention to any person, matter, object or event, excluding any such thing employed wholly as a memorial. Without prejudice to the foregoing, it includes any hoarding, billboard, wall, fence, or similar structure used, adapted, designed or intended for use for the display of advertisements.

Agriculture

Includes horticulture, fruit growing, seed growing, dairy farming, the breeding and keeping of livestock, including any creature kept for the production of food, wool, skins or fur or for use in farming the land, the use of land as grazing land, market gardens and nursery grounds, but does not include the use of land for aquaculture.

Authority

The body established as the Planning and Development Authority under section 5.

Building

Includes any structure of whatever material and in whatever manner constructed, or any part of a building, and, where the context so permits, includes the land on, in or under which the building is situated, but does not include plant or machinery comprised in a building.

Building operations

Includes the commencement of buildings, demolition works, rebuilding operations, structural alterations or other additions to a building, and any road or drainage works preliminary or incidental to the erection of buildings.

Chief Executive Officer

The person responsible for the day-to-day administration and supervision of the staff of the Physical Planning Unit and the implementation of the policies of the Authority.

Clearing

In relation to land, the demolition of buildings or parts thereof, the removal of materials from land, grading of the surface of the land, the removal of vegetation or topsoil, and the carrying out of such other operations in relation thereto as may be prescribed.

Committee

The Natural and Cultural Heritage Advisory Committee established pursuant to section 39.

Completion certificate

A certificate that building or engineering operations, or the subdivision of lands, have been carried out and completed in accordance with the terms and conditions of any development permit or building permit granted for development.

Designation order

An order issued by the Authority under section 44.

Development

In relation to land, the carrying out of building, engineering, mining or other operations in, on, over or under land, the making of any material change in the use of land or buildings, or the subdivision of land.

Enforcement notice

A notice issued by the Authority under section 31.

Engineering operations

Includes the laying out, construction and maintenance of roads, drains, culverts, bridges and retention structures, the preparation of land for carrying out any development, the clearing and grubbing of land, earthworks, dredging, land-filling and land reclamation.

Environmental Impact Assessment

The process of collection, analysis, evaluation and review of information on the likely effects of a proposed development on the environment, and the means to overcome adverse effects, which enables the Authority to determine whether development permission should be granted and with what conditions.

Land

Incorporeal as well as corporeal hereditaments of every tenure or description, and any interest therein, and also an undivided share in land, and includes land covered with water and land underlying the sea surrounding the coast within the limits of the territorial waters of Grenada.

Listed / unlisted

In relation to a building, monument or site, “listed” means included on a list compiled by the Authority under section 41; “unlisted” has the correlative meaning.

Local authority

Any local government body established by or under the Constitution or laws of Grenada.

Mining operations

The carrying out, in relation to any mineral or substance including oil and geothermal energy in or under land, of any activity with a view to searching for, removing by underground or surface working, carrying away, treating or converting that mineral; includes the removal of beach sand, quarrying, and drilling and boring operations.

Minister

The Minister for the time being charged with the responsibility for planning and development.

Occupier

In relation to any building or land, includes any caretaker, contractor or other person authorised to undertake, or engaged in undertaking, any works in relation to the building or land.

Owner

In relation to any building or land, a person, other than a mortgagee not in possession, who is for the time being entitled to dispose of the right of ownership of the building or land, whether in possession or reversion, and includes a person holding, or entitled to, the rents and profits of a building or land under a lease or agreement the unexpired term of which exceeds ten years.

Physical plan

A plan prepared by the Chief Executive Officer under section 10.

Physical Planning Unit

A unit, whether or not called by that name, responsible for the implementation of this Act and located in the Ministry responsible for physical planning.

Public agency

A ministry or department of the Government, a statutory body, or a non-governmental organisation which has interests in, and expertise and information relevant to, the purposes of this Act.

Referral agencies

Governmental and non-governmental agencies to which applications for permission to develop land are routinely referred for technical advice.

Road

The entire highway, road, street, footpath, passage or other way, whether public or private and whether a thoroughfare or not, and includes the carriageways, curbs, sidewalks, verges and other reservations.

Site

In relation to a building, includes the area of any courtyard, outbuilding, yard or garden, whether enclosed or not, occupied or intended to be occupied therewith.

Statutory undertaker

Any authority, company or person empowered by any Act to execute or construct authorised works, or to carry into effect the purposes of that Act.

Stop notice

A notice issued by the Authority under section 33.

Subdivision

In relation to land, the division of any piece, parcel or lot of land into two or more pieces, parcels or lots, by way of vesting order, partition order, conveyance, transfer or any other legal instrument, for the purposes of succession, sale, gift, lease, mortgage or any other purpose, whether or not the division involves building, engineering, mining or other operations on, over or under the land, or a material change in the use of any of the pieces, parcels or lots, and whether or not any engineering or other operations are necessary or expedient for the purpose of laying the land out in the manner in which it is being divided.

Tribunal

The Physical Planning Appeals Tribunal established under section 58.

Source: Physical Planning and Development Control Act 2016, Part I Preliminary.

Measurements

UNIT	EQUIVALENT
1 acre	43,560 sq. ft.
1 rod	10,809 sq. ft.
4 rods	43,560 sq. ft.
1 pole	272.25 sq. ft.
160 poles	43,560 sq. ft.