



**Ministry of Infrastructure and Sustainable Energy**  
**Republic of Kiribati**  
P.O Box 498, Betio, Tarawa Phone: (686) 75126192

**Explanatory Note for the Building Permit Application**  
**Building Class 1**

Dear Applicant,

The Building Act 2006 authorizes the Ministry of Infrastructure and Sustainable Energy, MISE, through the Quality Control and Inspection Unit (QCIU), to regulate all building designs and construction practice to comply with conditions and requirements of the National Building Act (2006) and the National Building Code (2006:2012) in Kiribati.

To submit your proposal for review,

- You are required to complete the Building Permit Application Form and submit it along with required documents listed on the Building Permit Checklist Form attached to this note. An incomplete Application Form will be rejected.
- The person who designs or drafts your development proposal should have a complete knowledge of the National Building Code of Kiribati. The designer must sign his name to this application form for verification purposes.
- The proposed residential design should meet the minimum design requirements of the Building Code.
- Similarly, the electrical and plumbing design plan to meet the minimum design requirements of the Australian and New Zealand standards, AS/NZS 3000 wiring rule and AS/NZS 3500 Plumbing and Drainage code respectively.

If you have any question regarding this application form, please do not hesitate to contact officers from the QCIU at MISE's head office in Betio or call 75126142, 75126192 during working hours.

Ko bati n rabwa

Quality Control and Inspection Unit.  
Ministry of Infrastructure and Sustainable Energy



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**Building Permit Application Checklist Form**

- Complete and signed Building Permit Application Form – Form to be obtained from the registry front desk at MISE office in Betio
- Complete set of construction drawings – checklist is attached to the Building Permit Application Form
- Bill of Quantity Summary
- Complete and signed Structural Certification Form – if the proposed building has more than one storey
- Complete and signed Electrical and Plumbing Certification Form – if the proposed building has more than one storey
- Complete and signed Form from the Lands & PUB – for land ownership and acquisition; and PUB clearance for its electricity wires and water/sewage pipes on the site
- Sustainability report – for projects with a value of \$200,000 and more.
- Design Feature Report – for residential buildings with more than one storey
- Complete and signed Form from KLTA – for road clearance endorsement



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Official Use Only	
Received Date	
Application Assessor	
Approval number	
Issue date	
Fee paid	

**Application Form for Building Approval/Permit**  
 Building Act 2006 Section 15 (2) Schedule 3  
**Building Class 1\***

Applicant Details	
Full Name	
Address (or registered office)	
Phone numbers	
Home	
Work	
Mobile	
Facsimile	
Email address	
Signature	
Site Details	
Lot name	
Lot number	
Village	
Island	
Owner of the lot (as specified in Ownership Certificate)	
Proposed Building	
Nature of Building work (erection, alteration, demolition, or renovation)	
Intended use	
Cost of building work (Applicant's estimate)	AUD \$ _____ note that a sustainability report is required when the proposal cost exceeds AUD \$200,000.00. Please refer to page 6 of this form for details on the sustainability report.
Superintending architect/designer	
Full Name	
Qualification	
Address	
Phone number/mobile	
Email address	
Signature	
Structural Engineer	
	<i>Provide if the proposed building has more than one storey</i>
Full Name	
Qualification	
Address	
Phone number/mobile	
Email address	
Signature	
Quantity Surveyor/Estimator	
	<i>Provide if the proposed building has more than one storey</i>
Full Name	
Qualification	



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Address	
Phone number/mobile	
Email address	
Signature	
<b>Builder</b>	
Full Name	
Address	
Phone/mobile number	
Email address	
Signature	
<b>Electrician**</b>	
Full Name	
PUB License #	
Mobile	
Email address	
Signature	
<b>Plumber**</b>	
Full name	
Qualification	
Mobile	
Email address	
Signature	

*Note:*

*(\*) Building class 1 refers to single storey residential buildings only*

*(\*\*) Electrician and Plumber should have a minimum qualification of KIT certificate*



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**Design Drawings and Specification Checklist**  
Building Act 2006 Section 15 (2) Schedule 3

1. **Site Plan** - Showing the proposed building(s) within its context:
  - a) Lot (land) with proposed building(s) outline showing adjacent buildings and other structures, roads, pathways, etc.....   
The building location must be clearly shown on the site plan with:
  - b) A minimum 1.5m from the boundary line.....
  - c) 9.0m minimum distance from the centerline of the public mainroads.....
  - d) A minimum of 3.0m from a structurally sound seawall or 20.0m minimum from the high-water mark (both from the lagoon and ocean sides). If your design is less than 20 m away from the high-water mark, a coastal vulnerability assessment report by a Coastal Engineer is required to be submitted with this application form .....
  - e) North Point should be provided on this drawing.....   
*Note that the plan obtained from the 'Lands' (MELAD) is not a site plan but a locality plan.*
  
2. **Building Layout Plans** – These drawings should show:
  - a) Building size and area (lengths and widths) .....
  - b) Room names i.e., spaces should reflect the building purpose. for residential homes, the following rooms are mandatory and must be included on the layout plans.
    - Kitchen.....
    - Toilet.....
    - Bathroom.....
  - c) Adequate openings (windows, roof vents and/or skylights etc) for ventilation and natural lighting must be evident on the plans and elevation and must adhere to the Building Code.....
  
3. **Plumbing Plan** – The drawing should include:
  - a) The layout plans of both water inlets and outlets for each water fixture:
    - Sink(s).....
    - Shower(s).....
    - WC(s).....
  - b) Also, inlets from water mains (well or rainwater supplies etc.) .....
  - c) And outlets to existing sewer lines.....   
*Information on sewer lines can be obtained from the Public Utilities Board (PUB)*
  - d) If a sewer line is not available on site, wastewater has to be discharged to septic tanks, distribution pits and absorption trenches, therefore additional detailed drawings for these are required.....
  - e) Where clause 3.d) above is adopted then the following *Water and Sanitation Guidelines* should be followed:
    - Septic tanks must be 1.50m min from buildings and 3.0m from any closest window.....
    - Distribution pits and absorption trenches must be 4.0m min away from buildings.....
    - 15.0m min distances between a well and a septic tank .....
    - and 15.0 m min distance between a well and an absorption trench.....



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- f) Rainwater tanks are mandatory to every building proposal and must be integrated into the water system and services.....
- g) Size and material specification for pipe .....   
Rainwater storage/tanks.....   
and other necessary plumbing accessories.....
- h) **Electrical Plan** – Showing how electricity and appliances are distributed around the building.
  - a) Switchboards.....
  - b) Electrical power outlets.....
  - c) Electrical wiring (cable) layouts.....
  - d) Light fittings.....
  - e) And other electrical devices/appliances mounted on wall or ceiling or other locations with the building .....
  - f) Everything must be drawn on the plan with their description depicted on the drawing  
*Legend*.....
- 4. **Elevations** – Include all the necessary elevation views of the building.
  - a) Front Elevation.....
  - b) Both side Elevations.....
  - c) Rear Elevation.....
- 5. **Sections** – It is highly recommended that sections are cut through building openings (doors, windows etc) and should be:
  - a) Indicative of what type of wall construction and/or support structures used: *The proposed building can either have one type of wall/support (tick one box only) or more than one type of wall/support (tick more than one box)*
    - Timber framing *and/or*.....
    - Block wall *and/or*.....
    - Pole supports (columns, posts etc.) .....
  - b) Extended to show footing depths and roof structures with specifications on materials.....   
sizes .....and fixing   
methods.....
  - c) Indicative of ceiling heights not lower than 2.4m for habitable rooms and spaces.....
- 6. **Detail Drawings** – These are close views of the section components such as Footing details.....   
Lintel details and/or concrete bond beams over wall openings (windows and doors etc.) .....   
.....   
Detailed drawings are best presented at a zoom in scale – 1:20, 1:10 etc.....
- 7. **Construction Materials**
  - a). Gravel and sand should be purchased from Te Atinimarawa Company Limited. Beach mining is no longer allowed under the Environment Act.
- 8. **Construction Specifications**
  - a. Concrete work specifications:



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- i. Concrete mix
- ii. Concrete cover
- iii. Size of aggregates
- iv. Size and spacing/arrangement of reinforcement bars
- v. Stirrups
- b. Timber specifications such as:
  - i. Grading.
  - ii. Size; and
  - iii. Treatments
- c. Steel specifications:
  - i. Type and size of steel to be used in construction; and
  - ii. Protective coating against corrosion.



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**Annex 1. Sustainability Report (Building Act 2006 Section 19)**

**19. Sustainability reports**

- (1) A sustainability report must include—
- (a) expected electricity usage of the building and details of building features designed to conserve or generate electricity;
  - (b) expected water usage of the building, and details of building features designed to conserve or collect water;
  - (c) details of building features designed to reuse waste water;
  - (d) details of materials to be used in the building including—
    - (i) durability;
    - (ii) the environmental impact of sourcing the materials; and
    - (iii) whether the materials can be reused or recycled at the end of the building's life;
  - (e) details of—
    - (i) the waste that will be generated by the construction process;
    - (ii) measures to minimise the waste; and
    - (iii) procedures for dealing with the waste;
  - (f) details of building features designed to improve indoor air quality;
  - (g) details of how the building has been designed for additions and reconstruction;
  - (h) consideration of the effects that climate change may have on the building; and
  - (i) any other matter as may be prescribed by regulation.



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**Annex 2. Stages of building work beyond which work must not proceed without approval  
(Building Act 2006 Section 11)**

**Stages of building work beyond which work must not proceed without approval**

- (1) For any building – site setout before any other building work is commenced
- (2) For buildings with reinforced concrete foundation – completion of excavation, placement of formwork and placement of steel reinforcing for the footings before any concrete for the footings is poured.
- (3) For buildings with foundations other than reinforced concrete – completion of excavation, and prior to concealment of foundation
- (4) For any building – completion of the structural framework and before the placement of any internal lining
- (5) For any building – completion of water supply piping, waste lines, septic tanks and soakways and electrical conduits prior to concealment
- (6) For any building – completion of placement of formwork, and placement of steel reinforcing, for any reinforced concrete member before any concrete for the member is poured.