

TYPE 7: CHANGE OF BUILDING USE

1. Previous occupancy permit
2. Development data
 - Building Coverage (%),
 - Proposed
 - Existing
 - Proposed number of floors except for category 1 and 2
 - Proposed
 - Existing
 - Gross Floors area (m²)
 - Proposed
 - Existing
 - Number of parking spaces
 - Proposed
 - Existing
 - Building type / Proposed use
 - If mixed use, Proposed estimate % of space designated to each use
 - If Multifamily Residential
 - Proposed Number of Dwelling Units
 - Is it “affordable housing” (note price point)
 - If Hotel, proposed number of rooms
3. Estimated Consumption for waterm³ per month except for category 1 and 2
 - Proposed
 - Existing
4. Estimated Consumption for ElectricityKwH per month except for category 1 and 2
 - Proposed
 - Existing
5. Estimated distance to the nearest land line network.....m except for category 1 and 2
 - Proposed
 - Existing
6. Is there special provision for access for people with disabilities (building and parking)
 - Proposed
 - Existing
7. Estimated cost of the project
8. Location map
 - Point location on Kigali and/or District Master Plan map.
 - Map on Google Earth or aerial image, scale 1:1000 showing existing land use surrounding site (typologies such as residential, commercial, institutions industrial, etc.)
9. Previously approved site plan and building plans (as built)
 - Copy of previously approved site plan and architectural layout drawings and details
 - Copy of previously approved water, plumbing and drainage drawings and details

10. Proposed Plans

- Copy of Architectural layout drawings and details
- Copy of Project brief
- Two to four Photos of existing building vis a vis surroundings
- Copy of General arrangement of artificial ventilation
- Copy of Electrical, mechanical or fiber optical installation layout details except for category 1 and 2
- Copy of Bills of quantities except for category 1
- Safety measure plan (Fire Management and Emergence exit)

11. Disaster prevention except for category 1 and 2

- A Fire alarm system with an alarm bell on each floor
 - Yes
 - No
 - If Not, Why

- Smoke detectors and sprinklers
 - Yes
 - No
 - If Not, Why

- Fire extinguishers every 50m on each floor
 - Yes
 - No
 - If Not, Why

- Functioning exit signs on every floor
 - Yes
 - No
 - If Not, Why

- An emergency exit on each floor
 - Yes
 - No
 - If Not, Why

- Floor plan on each level
 - Yes
 - No
 - If Not, Why

- Sign forbidding the use of elevators in case of fire(where applicable)
 - Yes
 - No
 - If Not, Why

- Are there any facilities for the Disabled provided in this building (PWD sensitive).
 - Yes
 - No
 - If Not, Why

12.Environmental Audit report for the project accommodating more than 100 peoples per day

13.Any other particulars which the applicant feels would be of assistance to the committee

14.Signed Certifications (Structural design sufficiency, supervision,) except for category 1.