

CITY OF ROVANIEMI

INSTRUCTIONS FOR APPLYING FOR THE BUILDING PERMIT REQUIRED DOCUMENTS AND REPORTS:

1. BUILDING PERMIT APPLICATION 1 piece

Building permit application should have signatures of **all** of the persons that are mentioned as titleholders in legal confirmation of title, contract of sale or lease contract.

2. OWNERSHIP OF THE CONSTRUCTION SITE 1 piece

Ownership can be confirmed with certificate of title or its copy. Certificates of title can be acquired (for a fee) from Lapland District Survey Office. Address Hallituskatu 1-3 B.

Ownership can be also confirmed with a copy of a contract of sale, deed of gift or other kind of conveyance or lease contract.

3. PLOT MAP, PLAN EXTRACT OR REGISTER MAP 2 pieces

Plan extracts for construction site situated on local detailed plan or local master plan can be acquired (for a fee) from Osviitta. Address Hallituskatu 7, 1st floor. For construction sites that are situated outside the plan areas an extract of register map can be acquired (for a fee) from Lapland District Survey Office. Address Hallituskatu 1-3 B. Register map should be to the scale of 1:10 000.

4. SITE PLAN 3 pieces to the scale of 1:500 for the area less than ½ hectare (to the scale of 1:1000 if over ½ hectare)

Site plan of a plot or construction site should explain:

a) The position of the new edifice, extremities and distances from the borders, buildings or known sites as well as possibly other currently situated or marked to be dismantled buildings or constructions on the plot.

b) The arrangement of technical and other services, such as water supply, sewage and waste management.

c) The arrangement of the yard area, such as access ways, parking places, playgrounds and rest areas, as well as drying and ventilating areas.

d) Topography of the site, presented in contours, if needed, vegetation and surface materials of the yard after the construction, as well as compass points.

e) Dimensions and lengths of the construction site and markings of neighbouring properties and their names, if needed.

f) Machines and equipment situated outside the plot on the street area.

5. CONSTRUCTION DRAWINGS 2 pieces to scale of 1:100 or 1:50

a) All of the facades, surface materials and colours.

b) Floor plan with marked edifice dimensions, intended use of rooms and the arrangement of air-conditioning.

c) Vertical plane cut with heights of the floor, eaves and rooftop in relation to the ground level, as well as room heights.

d) Cross section of the flue if there is a hearth in the building, should be presented to the scale of 1:50.

e) Construction report about the materials and strength of the base floor, outer walls and upper ceiling. Report can be made separately.

6. ENERGY REPORT 2 pieces, according to section D3/2012, paragraph 5.1 of National Building Code of Finland.

Applies to new construction (not to renovation, expansion or holiday housing ≤ 50 m²)

7. HEPAC DRAWINGS 2 pieces with site plan

For detached houses, the location and measurements of water and sewage piping, as well as air conditioning and water central heating devices or district heating should be presented on the site plan to the scale of 1:50. For larger construction projects different HEPAC instructions apply.

8. SEWAGE SYSTEM PLAN 2 pieces with cross sections

When building outside the range of the sanitary sewer network a sewage plan according to the Decree 542/2003 should be attached.

http://www.rovaniemi.fi/suomeksi/Palveluhakemisto/Ymparisto_ja_luonto/Jatevesien_kasittely.iw3

When building within the range of the sanitary sewer network building should be connected to the sanitary sewer system.

9. HEARING OF NEIGHBOURS (LUBA section 133, paragraphs 1-2)

Neighbours should be notified about pending of the building permit. Title holders of the adjacent or opposing property are considered as neighbours. If the hearing is performed by the municipality, the applicant is charged with a fee of 30€ per neighbour, approved by the municipal council.

10. STATISTICAL FORM 1 piece/building

A statistical form RH1 (notification of construction project) should be filled separately for every building.

11. CONSTRUCTION MANAGEMENT

Before the commencement of the construction works a site manager, as well as plumbing and sewage and air-conditioning managers should be acquired.

Blanks and forms can be acquired from Osviitta, Building Supervision Office and from the internet:

<http://www.rovaniemi.fi/suomeksi/Palveluhakemisto/Rakentaminen/Rakennusvalvonta/Lomakkeet.iw3>

http://www.rovaniemi.fi/suomeksi/Palveluhakemisto/Rakentaminen/Rakennusvalvonta/Sahkoiset_lupahakemukset.iw3