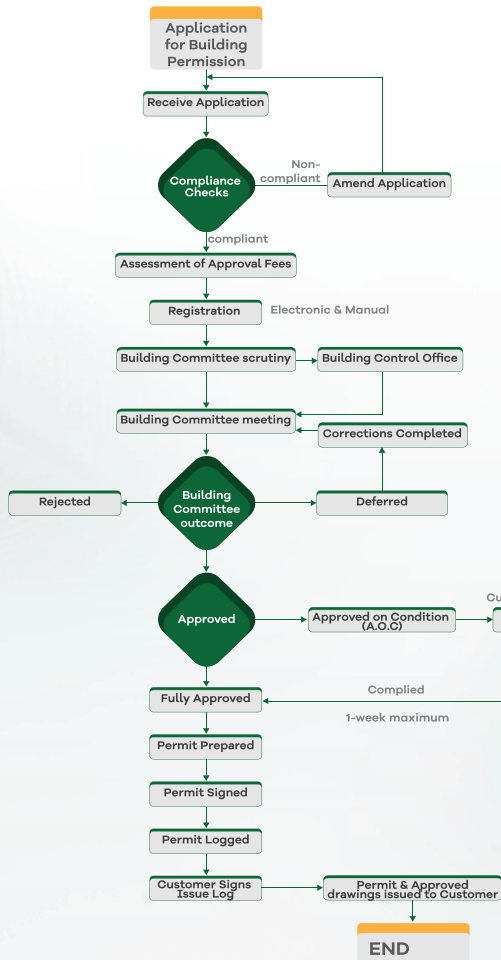


# PERMIT ISSUANCE PROCEDURES



## Notice of Commencement of Building Operations

After being issued with a building permit, the system allows a building permit bearer to log in to the system and confirm when they want to start building. This

application can only be done when one has an approved building permit since reference is made to the previous permit. The system checks the permit for validity before the applicant submits a request to start building.

At this stage the applicant is able to change the professionals assigned to the project where necessary. The professionals receive emails notifying them about the application to commence building operations.

## Notice of Requirement for inspection

The system allows a supervising engineer to request for routine inspection. The inspections are based on the inspection booklet which is issued following notification of commencement.

## Application for Occupation Permit:

The system allows the logged in user to apply for an occupation permit after construction.



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Note: For more details about BIMS and its user manual visit our website ([www.nbrb.go.ug](http://www.nbrb.go.ug))

## About NBRB

The Government of Uganda through the Ministry of Works and Transport enacted the Building Control Act, 2013 in a bid to “Consolidate, harmonize and amend the law relating to erection of buildings, to provide for building standards; to establish a National Building Review Board (NBRB) and Building Committees; to promote and ensure planned decent and safe building structures that are developed in harmony with the environment and for other related matters”.

NBRB is mandated to monitor all building developments, oversee, inspect and monitor operations of building committees, determine the fees to be charged by the Urban and District Building Committees for approval of plans, issue building permits and occupation permits and hear and determine appeals from persons dissatisfied with the decisions of the Building Committee, among others.

## About BIMS:

Building Industry Management System (BIMS) is an automated system that allows all those intending to apply for building control services to do so online.

It is aimed at reducing delays and improving efficiency and effectiveness of the building control process.

The system further allows citizens to lodge complaints and whistle blow about non-compliant building operations and can be accessed through link <https://bims.go.ug> using a computer or mobile devices.

It's a Government of Uganda eService through a collaborative effort between the NBRB and the National Information Technology Authority Uganda (NITA-U).

### *The system shall;*

- Fully automate the building and occupation permit process. The application and issuance process will be paperless, accurate and timely;
- Have the ability to pull data from various data sources directly without manual intervention in order to verify any submissions including identity, payment, land information among others; and
- Ensure a central archival and repository for all submissions, which allows for easy retrieval

## The BIMS Stakeholders.

The key stakeholders in BIMS include persons involved in a building operation as stipulated under the Building Control Act, 2013, the Building Control Office, Building Committees, Engineers, Architects, Appeals Committee, NBRB, URA, URSB, Ministry of Lands, Housing and Urban Development, NIRA and Ministry of Internal Affairs – Immigration Department.

## Building Permit Application

A person who intends to carry out a building operation is required to login to BIMS on <http://www.bims.go.ug> and choose the application option. The applicant will be required to choose the category of building as stipulated under schedule 2 of the Building Control Act, 2013 as below:

1. Minor and Temporary Buildings:(Class C Buildings)  
Minor Building works are for buildings, which have a floor area of less than 30m<sup>2</sup>, single storey and of simple structural form. Permit for Class C building is valid for 6 months.
2. Residential or commercial buildings. (Class B Buildings)  
These are building works with floor area >30m<sup>2</sup>; single or multi-storeyed of up to 12m high of simple structural form, boundary wall built of bricks, concrete or other solid material of permanent nature. Permits for Class B building are valid for 60 months.
3. Complex structural forms; (Class A Buildings)  
These are multi storeyed buildings of more than 12m high, building complexes (mixture of all) such as schools, hospitals, shopping malls, and buildings of high social impact or to be located in sensitive ecosystem among others. Permits for Class A building are valid for 60 months.

**Note: The online permit application processes satisfy all the requirements as stipulated under section 35 of the Building Control Act as illustrated below;**