



CHECKLIST FOR BUILDING PROPERTY OCCUPATION

Form prescribed by the National Building Review Board

SELF-CHECK

S/N	Detail	Yes	No	N/A
1.	a. Are you the first buyer/ occupant of the unit?			
	b. Do you know the age of the building?			
2.	a. Has proof of ownership been provided by the Seller? (<i>Certificate of title or Power of attorney from registered proprietor</i>)			
	b. Have you checked on whether there are any encumbrances on the property (<i>Caveats, used as security for loans</i>)?			
3.	Is there an Occupation Permit for the unit you intend to buy issued by the Local authority? ¹			
4.	Are the following as-built drawings available:			
a	Architectural drawings, signed & stamped by a Registered Architect?			
b	Structural engineering drawings, signed & stamped by a Registered Engineer?			
c	Electrical drawings, signed & stamped by a Registered Engineer?			
d	Mechanical and Plumbing (including site drainage plans) drawings, signed and stamped by a Registered Engineer?			
5.	Are the as-built drawings accurate? (<i>Consult a professional² if necessary to accompany you during inspection</i>)			
6.	Is the Certificate of Fitness endorsed (signed and stamped) by the relevant professional available for the following installations:			
a	Electrical installations (including installations for fire detection, protection and fighting)?			

¹ A person intending to occupy a building shall apply for an occupation permit, temporary occupation permit or partial occupation permit in accordance with section 44 of the Act and these Regulations. (Reg.34(1) of BCR,2020).

² "professional body" includes the Engineers Registration Board, the Surveyors Registration Board and Architects Registration Board



S/N	Detail	Yes	No	N/A
b	Mechanical and plumbing installations?			
7.	Is the Certificate of Stability ³ of the structure, signed and stamped by a Registered Structural Engineer available?			
8.	Is there access to these services?			
a	Access road			
b	Water			
c	Sewer Connection			
d	Electricity			
e	Internet			
f	Soak pit			
g	Septic tank			
9.	Are these communal areas available?			
a	Parking spaces			
b	Lawns/Green areas			
c	Laundry areas/wires for hanging clothes			
d	Garbage collection point			
e	Recreational facilities			
10.	If the building has a lift, is the copy of the lift Inspector's certificate from the Ministry of Gender, Labour and Social development available ⁴ ?			
11.	Is there a lightning arrestor installed on the building? ⁵			
12.	Is a description of specifications available and are they acceptable to you, especially:-			
a	Wall finishes (painting/wall paper/tiling)?			
b	Windows (Number, Size, Steel/Aluminium, Burglar proofed or not, with or without vents, thickness of glazing)?			
c	Doors (Size, Number, Shutter type, with or without vents)?			
d	Floor finish (Screed/Tiled/Terrazo/Timber flooring, etc.)?			
e	Skirting finish (Tiles/Timber, etc.)?			

³ "stability" means resistance of a structure or part of a structure to overturning or overall failure;

⁴ According to section 75 of the OSH ACT 2006, each lifting gear, lifting appliance, or lifting machine should be registered with the commissioner, department of occupational safety and health

⁵ Lightning protection: All buildings shall be provided with a lightning protection system (Par 35(1) of the National the national building (standards for electrical installations in buildings) code, 2019



S/N	Detail	Yes	No	N/A
f	Painting (Type of paint, colour of paint, number of coats)?			
g	Kitchen Furniture (Work tops, Cupboards)?			
h	Wardrobes (Material, size, location)?			
i	Roofing (Truss material, Double pitched/flat/mono pitched, tiled/shingles/iron sheets, gutters material and size)?			
j	Plumbing fittings (Number, Brand, etc.)?			
k	Electrical fittings (Number, location, brand, etc.)?			
13.	If you answered 'No' for item 1., have you sought a professional opinion on the following building aspects?			
a	The structural integrity of the entire building			
b	The integrity of the electrical installations			
c	The integrity of the mechanical and plumbing installations			
14.	If you answered 'No' for item 1.:			
a	Has the unit been well maintained?			
b	Have you observed the unit and the surroundings during a rainy season?			
c	Are the walls especially near the ground level, dry and not showing signs of dampness?			
d	Is the ceiling dry, not cracking and not showing patches/staining?			
e	Are the finishes intact, without a sign of cracking?			
15.	For the buyer-seller contract for condominium properties, does the sale agreement include the unit factor of the unit (<i>the share of the owner in the common property</i>)?			
16.	Does the buyer-seller contract allow for a Defects' Liability Period (DLP), with part of the payment (nominal fee) retained and payable after the period?			
17.	Have you consulted a lawyer before signing the sales contract?			

Guidance for the buyer:

- Consider and discuss the risks with your legal advisor if you have answered 'NO' to any of the questions 2 to 17.



- The quality (suitability) of fittings and integrity of provisions should be assessed by a professional person (Architect, or Engineer or Surveyor or Lawyer).
- Professional associations and their regulatory bodies can assist with nominations for professionals to assist you.

Profession	Association	Regulator
Engineering	Uganda Institution of Professional Engineers (UIPE) https://uipe.co.ug/	Engineers Registration Board (ERB) https://www.erb.go.ug/
Surveying	Institution of Surveyors of Uganda (ISU) https://surveyorsofuganda.org/	Surveyor Registration Board (SRB) https://srb.go.ug/
Architecture	Uganda Society of Architects https://architectuganda.com	Architects Registration Board (ARB) https://www.arbuganda.go.ug
Lawyers	Uganda Law Society (ULS) https://www.uls.or.ug	Uganda Law Council https://justice.go.ug/our-directorates-2/ https://lawcouncil-go-ug/

ADDITIONAL INFORMATION (If any)

Disclaimer: *The checklist is not intended to substitute the laws, regulations and codes that form the Building Control Legal Framework. Buyers and sellers of building property are encouraged to refer to the detailed text of the relevant laws.*

The NBRB assumes no liability arising from the use of this checklist.