

## BUILDING CONTROL GUIDELINES FOR CONSTRUCTION PROJECT PERMIT PROCEDURE

Even a successful construction project is based on the old saying:

**Well begun is half done**

The first thing to do before starting to plan is to order a map package of the plot from the municipality. This package contains all the necessary information available from the municipality to guide the planning process, such as the local detailed plan and its regulations, the land registry extract, the map extract, the certificate of title, the base map extract in pdf and dwg formats, the water connection point map, instructions for creating a layout with a template, a list of the neighbouring properties and their contact details for neighbour consultation, a neighbour consultation form, and building method instructions if the area has them. The package can be ordered from the building control office.

It is a good idea to get a principal designer for the project from the very beginning. The principal designer is a professional who not only knows how to do the drawings, but according to the Land Use and Building Act, is responsible for guiding the design of the project, including the level and quantity of the plans. The principal designer usually also handles the building permit application and is often the site foreman.

The principal designer liaises with the relevant authorities, such as the Finnish Environment Institute (on health and environmental issues) and the Fire and Rescue Service (on fire and rescue issues), from the beginning if necessary. These authorities comment on the plans at the initial stage and give their statements at the authorisation stage. Any conditions of the permit are recorded in the building permit decision, and usually at least a so-called special fire inspection, which the fire protection engineer, who gives the statement, carries out at the site before the building inspector conducts the commissioning review.

You can apply for a building permits online via Lupapiste, a nationwide building permit service. It is a common platform for all those invited to take part in the project and the authorities. Once the sufficient permit documents have been uploaded to Lupapiste, the application progresses to the "submitted" status, and can be processed.

Depending on the size of the project, the decision is made by either the local building inspector or the municipal development committee. The processing time varies depending on how clear and well-written the application is. If the project complies with the local detailed plan and the regulations and does not otherwise require any changes or additions, through statements, for example, processing takes between one and five weeks.

Even if you apply for a building permit through Lupapiste, it is recommended that you contact the local building inspector in advance for more detailed instructions, to avoid unpleasant surprises and to ensure smooth processing. Our contact details are on the Municipality of Mäntsälä's website.

With constructive regards,  
The Municipality of Mäntsälä's building control staff

<https://www.mantsala.fi/asuminen-ja-ymparisto/rakentaminen/rakennusvalvonta/>