

**HOW TO PROVIDE THE BUILDING PERMIT IN MÄNTSÄLÄ:**

LEAD PLANNER IS NEEDED FOR EVERY BUILDING PROJECT. BUILDING INSPECTOR WILL APPROVE THE PROJECTS LEAD PLANNER. LEAD PLANNERS` QUALIFICATION MUST BE APPROVED BY THE FINNISH BUILDING REGULATIONS.

WORKING LANGUAGE BETWEEN LEAD PLANNER AND BUILDING INSPECTOR IS FINNISH. ALL PLANS, REGULATIONS, STATEMENTS ETC. SHOULD BE PRESENTED IN FINNISH.

THE LEAD PLANNER LEADS FOR THE WHOLE PROJECT THROUGH THE END

WE WILL STRONGLY RECOMMEND THAT YOU WILL HAVE A FINNISH LEAD PLANNER OR A PLANNER WHO KNOWS THE FINNISH BUILDING REGULATIONS

THE FOLLOWING LIST BELOW, ALL DOCUMENTS AND STATEMENTS ARE LEAD PLANNERS RESPONSIBILITIES.

**DOCUMENTS FOR THE BUILDING PERMIT:**

- PRINCIPAL LABELLED DRAWINGS
- OFFICIAL STATEMENTS
  - o CENTRAL UUSIMAA FIRE DEPARTMENT, FIRE INSPECTOR`S STATEMENT  
[raila.viljamaa@vantaa.fi](mailto:raila.viljamaa@vantaa.fi)
  - o BUILDING AND PLANNING REGULATIONS, PLANNERS STATEMENT  
[tapiio.sillfors@mantsala.fi](mailto:tapiio.sillfors@mantsala.fi)
  - o ENVIRONMENT AUTHORITY STATEMENT
  - o CENTRE FOR ECONOMIC DEVELOPMENT, TRANSPORT AND THE ENVIRONMENT STATEMENT
  - o HEALTH AUTHORITY STATEMENT
  - o MÄNTSÄLÄ WATER OY STATEMENT
  - o MÄNTSÄLÄ ELECTRIC OY STATEMENT
- LEAD PLANNER`S CHECKLIST: SIGNED BY THE LEAD PLANNER
- CHECKING OF ANNEXES INCLUDED IN THE BUILDING PERMIT APPLICATION
- COMPETENCE APPROVAL DOCUMENT FOR PLANNERS

**BUILDING PERMIT PACKAGE ORDERS: [outi.kampman@mantsala.fi](mailto:outi.kampman@mantsala.fi)**

- BUILDING PERMIT APPLICATION WITH ANNEXES
- HEARING OF NEIGHBOURS, MUNICIPALITY CAN DO THE HEARING
- MAP PACKAGE, TITLE DOCUMENTS

## **BUILDING PERMIT PROCEDURE (MAJOR SITES)**

### **ADVANCE SHOWING**

- ADVANCE SHOWING OF THE PROJECT IS GIVEN BY THE LEAD PLANNER WITH THE DEVELOPERS REPRESENTATIVES
- ADVANCE SHOWING OF SITE TO BE ARRANGED IN GOOD TIME FOR THE LAND USE BOARD, AT LEAST ONE MEETING BEFORE THE OFFICIAL MEETING TO APPROVE THE BUILDING PERMIT

### **BUILDING PERMIT DECISION TO LAND USE BOARD**

- BEFORE THE LAND USE BOARD, PROJECT MUST ALLOW ENOUGH PREPARATION TIME FOR THE BUILDING INSPECTOR, WHO PREPARES THE BUILDING PERMIT IN TO THE OFFICIAL MEETING TO APPROVE THE BUILDING PERMIT.
- WHEN ALL THE PLANS, STATEMENTS AND DOCUMENTS ARE READY AND IN ORDER, BUILDING INSPECTOR WILL GATHER ALL DOCUMENTS AND PREPARE THE BUILDING PERMIT DECISION TO LAND USE BOARD (2-3 WEEKS BEFORE, WHEN ALL DOCUMENTS ARE READY)
- LAND USE BOARD INCLUDING 9 MEMBERS, ISSUES BUILDING PERMIT. LAND USE BOARD MEETS EVERY MONTH IN MÄNTSÄLÄ COMMUN
- 30-DAY APPEAL PERIOD AS OF PUBLIC NOTICE
- WITH A GOOD AND SKILLED PLANNING ORGANISATION THE WHOLE BUILDING PERMIT-PROCESS WILL TAKE TIME APPROXIMATELY 2-3 MONTHS IN MÄNTSÄLÄ, SINCE THE SKETCH PLANS OF THE BUILDINGS, THROUGH THE ISSUED BUILDING PERMIT

BUILDING INSPECTOR  
JANNE PIIRONEN  
MÄNTSÄLÄ  
12.10.2015