



**REPUBLIC OF LIBERIA**  
**MINISTRY OF PUBLIC WORKS**  
South Lynch Street  
Monrovia Liberia



**MINIMUM REQUIREMENTS FOR DRAWING APPROVAL:**

Before an application will be accepted for processing at the Ministry of Public Works, it must contain the following:

**A. Drawing cover sheet indicating:**

- Project title
- Location (physical address) of the project
- Name, address, and two (2) contact numbers for the applicant
- Applicant relationship to property (eg. Owner, lessee etc.)
- Provide name, address and phone number of the firm/architect/engineer/designer who gave final approval of the project drawings.

**NOTE: NO DRAWINGS WILL BE ACCEPTED WITHOUT THE SIGNATURE OF A LICENSED ARCHITECT/ENGINEER.**

**B. Table of contents**

- List all the sheets that go into the drawing package

**C. Drawing**

- Plot/plan/site plan
- Foundation plan/details
- Floor Plan
- Structural/Details
- Sections/Details
- Elevations
- Schedules
- Roof Plan/Details
- Electrical Plan/Details
- Plumbing Plan/Details

**D. Land use requirement**

- Deed or lease agreement (including legal description) for the property that is being developed
- Site plan
- Description of the existing design or structure, if any
- Coordinate with zoning for site visitation and approval. Client must be on site during the zoning inspection
- Document indicating specific land-use for approval
- At least two (2) photocopies of the original set of drawings to the office of the Assistant Minister for Technical Services. Minimum paper size of 17" x 11.5".

**E. Contact information**

- Provide contact information for designer, draftsman etc, including name, telephone and address