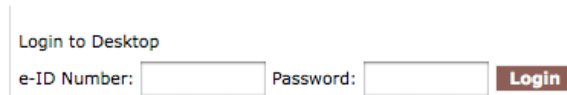


How to submit a building application to MEPA online

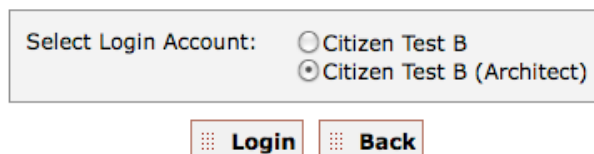
1. Go to <http://www.mepa.gov.mt/>



Login to Desktop
e-ID Number: Password:

2. Log in using your e-ID credentials

3. You will be prompted to choose the login account, that is, as a citizen or as an architect. To submit a building application you are required to log in as an architect.



Select Login Account: Citizen Test B
 Citizen Test B (Architect)

4. From the 'Common Tasks' pane, choose 'Submit New Application'.



Common Tasks

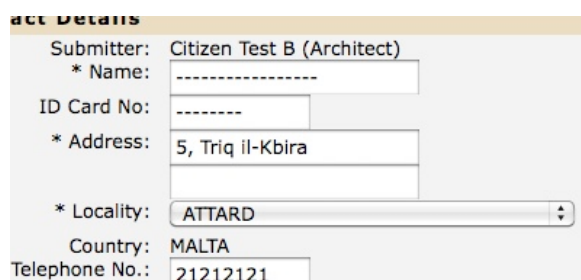
- Submit New Application
- Pay Bill
- Manage Profile
- Manage Delegates

5. You will be prompted with the following choices. Select 'Development Permit Application'



- Development Permit Application**
Description on Development Permit Applications
- Minor Amendments - Proposed Minor Amendments**
Description on Minor Amendments
- Minor Amendments - Sanctioning of Minor Amendments**
Description on Minor Amendments

6. The next step is to fill in the **Applicants' contact details**, as well as yours (the architect). It is advisable to include the applicants' email address.



Applicants' contact details

Submitter: Citizen Test B (Architect)
* Name:
ID Card No:
* Address: 5, Triq il-Kbira
* Locality:
Country: MALTA
Telephone No.: 21212121

7. Once you have inserted the details, click Next.

8. Now you will be asked to choose the **Application Category**, the **Type of Development**, and any **Supplementary Forms**. Upon completion, click Next.

9. On the next page you will be asked to supply the **full address** of the Proposed Development, a **full description** of all project components, indicating both scale and type of development proposed, and the **Development Profile**. The latter needs to describe all proposed alterations in detail, similarly to the image below.

* Site area (m ²):	67	
	Existing	Proposed
No. of Floors:	0	1
No. of Basements:	0	0
Total Floorspace (m ²):	60	60
No. of Dwelling Units:	0	1
Main Use of Site/Buildings:	residential	

10. After clicking next, you will be brought to a page about Applications in **Scheduled Property, Protected Areas or Other Conservation Areas**. Here you will need to input the Type of Floorspace, the Government Notice Number, the Property Reference, and the name and description of building, site or area. If none apply, simply click next.

11. The next page deals with other application details. These include **Access, Trees, Water, Sewage and Electricity, Alignment and Levels** as well as previous applications, permits, clearances and notifications.

Water, Sewage and Electricity	
* Water Supply Source:	<input type="text"/>
* Foul Sewage Disposal:	<input type="text"/>
* Surface Water Run-Off Disposal:	<input type="text"/>
* Max. Electrical Power Requirement (in KVA):	<input type="text"/>

12. The next page contains the **Architect's Declaration**, the **Applicant's Declaration** and the **Certificate of Ownership**. Select the required fields and click Next.

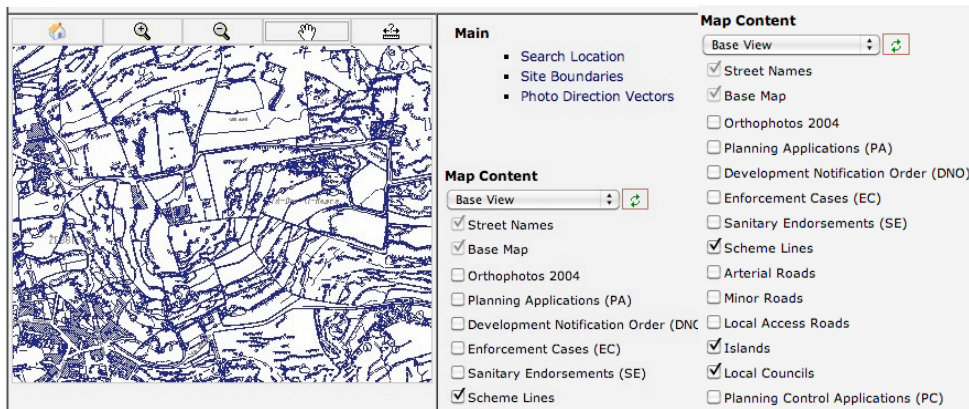
Architect's Declaration

I, the undersigned Perit, hereby declare that to the best of my knowledge all the technical content contained in this application and on the submitted plans and drawings is correct and that I shall undertake the direction and responsibility for the works referred to in this application according to Article 97(o) of the Code of Police Laws (Chapter 10).

Applicant's Declaration

The applicant applies for development permission and declares that, to the best of his/her knowledge, all the information contained in this application and on the submitted plans is correct. The applicant will be required to supply a manual signature for this statement on the physical application.

13. A **map** of the area will be revealed, with a selection of viewing options and parameters.



14. The next page allows you to upload new **documents** to the application file.

15. On the next page you are given every detail you have submitted for vetting. If everything is correct, you can simply click Submit, upon which you will get the below confirmation message.

Confirmation

Your Development Permit Application with reference [REDACTED] has been registered & accepted in the system and still needs to be vetted.

 **My Desktop**