

# Information Sheet following OPS Training July/August 2018

## Planning Applications

1. Planning Application Checklist

I have updated the checklist to include the following: i) Label vacant land as vacant, ii) drawings should not have the statement “NOT FOR CONSTRUCTION” – see checklist below

On the site plan, the driveway curb must be shown within the parcel boundary and should not extend into the road parcel

2. Revised Plans required by Planning Officer

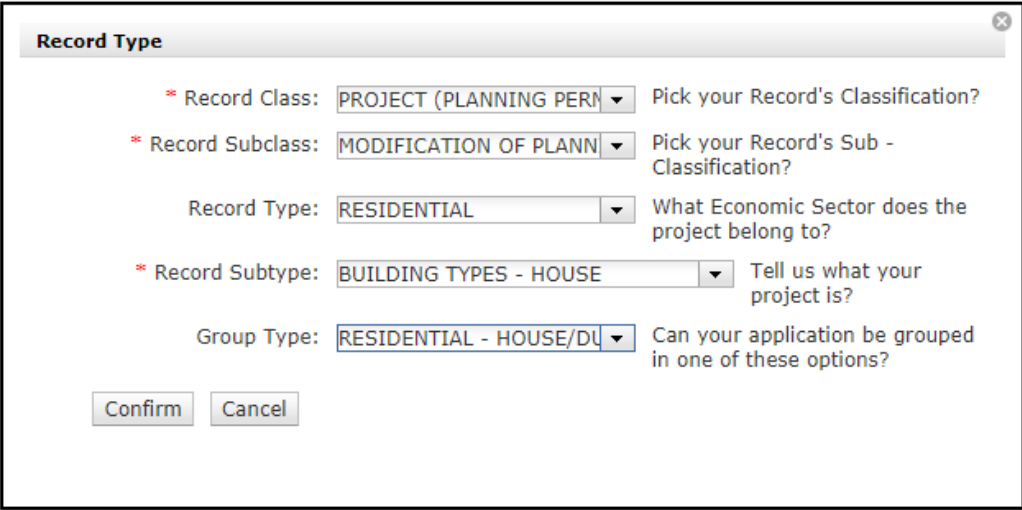
Select the project number (eg P18-0001) and create a plan review for current planning, upload revised plans

3. Additional Information, eg. Notices

Select the project number and create a plan review for supplementary information, upload notices, variance letter, buffer map, etc

4. Modification to Planning Permission

Submit this as a new application. Under “Choose your application” select the following



**Record Type**

\* Record Class: PROJECT (PLANNING PERM) Pick your Record's Classification?

\* Record Subclass: MODIFICATION OF PLANN Pick your Record's Sub - Classification?

Record Type: RESIDENTIAL What Economic Sector does the project belong to?

\* Record Subtype: BUILDING TYPES - HOUSE Tell us what your project is?

Group Type: RESIDENTIAL - HOUSE/DL Can your application be grouped in one of these options?

Confirm Cancel



## 5. Addition

If you are adding floor area, do not select modification under Record Subclass. Choose Addition under Record Subtype

**Record Type**

\* Record Class: (PLANNING PERMISSION) Pick your Record's Classification?

\* Record Subclass: HOUSE OR DUPLEX WITH Pick your Record's Sub - Classification?

Record Type: RESIDENTIAL What Economic Sector does the project belong to?

\* Record Subtype: BUILDING TYPES - ADDITION Tell us what your project is?

Group Type: RESIDENTIAL - HOUSE/DU Can your application be grouped in one of these options?

Confirm Cancel

Search

## Permit Applications

### 1. Approved Planning Drawings

All permit applications must be submitted with the stamped approved planning permission drawings, IF, the planning approved drawings are electronic. If the planning permission drawings were originally done on paper, please upload new architectural drawings

### 2. Re-Review vs Modification to Approved Drawings

Select re-review if your drawings were disapproved and you need to submit revised drawings

Select Modification to approved drawings if the particular discipline was already approved and you wish to make changes

Continue to use the same permit number for revised drawings. Once the CO is issued, you will need a new permit number if you wish to do an addition



3. Uploading Documents in Sets

Ensure all documents are uploaded in sets. Eg, one set of each of the following: Architectural, Structural, Mechanical, Plumbing, Electrical, Roof Truss, Floor Truss, Fire drawings with Fire Protection Form. Specifications can be separate documents. Each discipline must have its own site plan and all documents should be orientated correctly

4. Permit application checklist

The permit application checklist must be completed for all permit applications and uploaded on OPS

5. Correct Labelling of Plans

Ensure all documents have the up-to-date block and parcel and applicant/project name on every page

6. Informational Review

Informational should only be used for additional specification documents. If a plans examiner advises you that you can submit informational, you must attach the email from the plans examiner, otherwise the application will be administratively rejected

7. Printing Plans

Plans are not required to be printed in colour for site inspections

8. Small Electrical Permits

Applications for small electrical permits must include the applicant's name and phone number and a cover letter with the relevant electrical drawings. The cover letter and associated documents should be uploaded as one document.

9. Email notifications

If you do not wish to receive email notifications select "My Account" and deselect email notifications

If your client does not wish to receive notifications, please have them write and sign a letter waiving their right to receive notifications and confirming they will contact their agent if they have any questions

10. Printing the correct invoice

Please wait until the application has been accepted, and then you can print the invoice to take to the cashier. The invoice should have the Record number, block and parcel and applicant details. See example below





DEPARTMENT OF PLANNING  
Cayman Islands Government

Welcome, DEMO CONSTRUCTION CO. (demobiz2)

Client Balance:\$0.00

Total Unpaid Invoices: \$0.00

HOME | MY ACCOUNT | LOGOUT



Payment

Payment

Client: DEMO CONSTRUCTION CO.  
Client Balance: \$0.00  
Record Number: P17-1470  
Description: 5 LOT SUBDIVISION  
Applicant: JON  
Land Ref: 13D1  
Project Name: savannah subdivision

<< Previous		Item List			Next >>	
Item	Description	Account	Price	U/M	Quantity	
<input checked="" type="checkbox"/> 800000A7-1424059671	House & house additions	Executive-Planning Fees	\$0.25	square foot (sqft)	3000	

Payment Method

Pay by Credit Card

Pay by DOP Credit

Convenience fee \$0

Total Invoice Amount \$750.00

Minimum Payment Due \$750.00

Payment Memo:

1. Display of payment transactions will be delayed in OPS
2. Refunds are not available via credit card transfer but will be considered via the standard submission of a refund application form and supporting documentation available [here](#) .  
Transaction/Convenience Fees are non refundable.
3. For assistance please email [info@planning.gov.ky](mailto:info@planning.gov.ky).
4. **Department of Planning | Cayman Islands Government | Government Administration Building,**  
133 Elgin Avenue | PO Box 113, Grand Cayman, Cayman Islands KY1-9000  
+1 345 244-6501 (Main) : [www.planning.gov.ky](http://www.planning.gov.ky)



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# Checklist – Planning Applications – Section 6 Planning Regulations

	<b>Site Plan Must Show the following:</b>
<input type="checkbox"/>	Site Data – clear breakdown of all gross floor areas; patio/deck, trellis, carport, etc
<input type="checkbox"/>	Site lot plan at a convenient natural scale
<input type="checkbox"/>	The location of the proposed building(s)
<input type="checkbox"/>	The location of existing buildings on the site and on adjacent land or label vacant
<input type="checkbox"/>	The front, rear and side setback lines
<input type="checkbox"/>	The dimensions of relevant lots (for subdivisions)
<input type="checkbox"/>	The fronting roads giving their names and widths
<input type="checkbox"/>	Finished Floor Level (FFL)
<input type="checkbox"/>	The existing and proposed site levels
<input type="checkbox"/>	The water and sanitary drainage systems
<input type="checkbox"/>	Radius curve for driveways
<input type="checkbox"/>	The north point
<input type="checkbox"/>	Site plan must have “clean” appearance – no landscaping, contours, etc
	<b>Other Requirements</b>
<input type="checkbox"/>	Floor Plans to scale (1/8”=1’ or 1/4” = 1’)
<input type="checkbox"/>	Front, Side and Rear elevations to scale (1/8”=1’ or 1/4”=1’)
<input type="checkbox"/>	Measurement from <b>finished grade</b> to highest point on building
<input type="checkbox"/>	Every plan must have the name of the person that prepared it
<input type="checkbox"/>	Every plan must have a page number, block and parcel and unit number (if applicable)
<input type="checkbox"/>	<b>All plans</b> must have the statement “I hereby certify that all dimensions shown on this plan are correct” – under this please sign and put address
<input type="checkbox"/>	If site is located on seaside, Highwater Mark Survey Required The High Water Mark Survey must be submitted to Lands and Survey for authentication and a copy of the receipt submitted to planning at same time as submission of application
<input type="checkbox"/>	Land Register (both sides)
<input type="checkbox"/>	Land Registry index map
<input type="checkbox"/>	OPS Form must provide applicant name, P.O. Box, Email and phone number
<input type="checkbox"/>	Correct Block and Parcel and Applicant Name on all plans
<input type="checkbox"/>	Drawings must not have the statement “NOT FOR CONSTRUCTION”

**Note: Planning Notices should not be mailed until the application is accepted and paid**