



Department of Planning

GUIDANCE NOTE

GN0002 - JANUARY 2020

BUILDING PERMIT EXTENSIONS & RENEWALS

Purpose

The Department of Planning in an initiative to improve customer service has developed this Informational Bulletin to provide guidelines to aid the applicant with Building Permit Extensions & Renewals.

Scope

According to section 105.5 of the 2016 Cayman Islands Building Code, the Building Official, herein referred to the Director of Planning may grant one or more extension of time to a building permit for periods not exceeding 180 days (six months).

Building Permit Extension

The applicant shall submit a building permit extension application along with the requisite fee, and a written explanation of why the extension is needed.

Once a permit has been issued, the applicant has one year to commence construction or the permit will expire.

After construction has started, and the foundations have been inspected, the client has 6 months to get subsequent inspections, work that has stopped or abandoned for more than 180 days, and no inspections have been requested, will result in the permit being expired.

The department has developed the following guidelines for Building Permit Extensions:

1. Request for a 180-day extension TO ORIGINAL PERMIT (not a permit that has already been extended) made before the permit expiring NO FEE (maximum number of extensions permitted - 2)
2. Request for a 180-day extension TO ORIGINAL PERMIT, after the permit, has expired and no work has commenced, but within one year of the permit expiring, \$50 FEE (**maximum number of extensions permitted -2**).
3. Request for a 180-day extension made after the permit has expired:
 - a. where work has commenced but within 180 days of the permit expiring, or
 - b. Where substantial work has been done but within 1 year of the permit expiring, \$50 FEE (**maximum number of extensions permitted -2**).

(Updated June 2023)

4. Projects where the permit is expired and the next stage is to receive final inspections to obtain a certificate of completion or a certificate of occupancy. The Permit may be granted a 30-day extension to allow the applicant to apply for the final inspections, \$50 fee. Where the building prior final inspections have been conducted for a period of one year or more, a reinspection is required.
5. If the permit has been expired for more than the period noted above in point (1-3), the permit will be deemed to be expired and must be renewed.

Due to the permit being expired or building inspections conducted in excess of one year, a structural report from an engineer of record confirming the structural integrity of the structure is required prior to considering an extension/ renewal under this policy.

Where the permit has expired and building inspection have been conducted in excess of one year, a reinspection is required for all disciplines prior to the issuance of a certificate of occupancy.

Renewal

Once a permit has expired, and the applicant does not qualify for a building permit extension, a renewal of the building permit is required. (Building Permit application and required fee).

Where the permit has expired and building inspection have been conducted for one year or exceeding one year, a reinspection is required for all disciplines prior to the issuance of a certificate of occupancy.

The Department of Planning has adopted the 2016 Cayman Islands Code, based on the 2009 International Residential Code and 2009 International Building Code as amended; as such, building permits that have expired will be required to comply with the new Building Codes and Regulations.

The list of Building Codes being used in the Cayman Islands along with the 2016 Building Code Regulations can be found on the Department of Planning website www.planning.ky

Note:

Ancillary structures such as pools, cabanas and LPG applications will also be extended as a part of the extension to the main permit.

Substantial Work

Buildings that have received inspection of the belting beam, and above

For additional information, please email the Department of Planning at info@planning.gov.ky or call (345) 244-6501 or visit our website at www.planning.ky.