



## Department of Planning

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### GUIDANCE NOTE

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GN 0005 - January 2020

### **PHASED PERMIT PROCESS**

#### **Purpose**

The Department of Planning in an initiative to improve customer service has developed this Guidance Note to aid the applicant with the submission for a Phased Building Permit.

#### **Scope**

The information presented in this bulletin does not waive other Planning Laws, Regulations, and Building Code requirements. As per Section 105 of the Cayman Islands Building Code (2016) (CIBC), any owner or authorized agent who intends to construct, enlarge, alter, repair, remove, demolish, or change the occupancy of a building, erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, shall first make an application to the Department of Planning and obtain the required permit.

#### **Guidance**

Subject to the CIBC - 2016 Section 107.3.3 the Director of Planning is authorized to issue a Phased Building Permit for the construction of the foundation or any part of a building or structure before the construction documents for the whole building have been submitted. A Phased Building Permit application can be submitted once compliance with all pre-permit Current Planning Conditions, a Building Life Safety Code Analysis, Phased Building details, and components have been reviewed for code compliance. Where there are no major life safety issues found, the Director of Planning may issue a Phased Building Permit.

**Exception:**

*A Phased Building Permit will not be allowed for detached one-and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade plane in height and their accessory structures.*

The holder of a Phased Building Permit may proceed at their own risk without the assurance that a Building Permit for the entire structure will be granted.

**Phased Building Permit Application Process (steps to be followed):**

1. Submit a written request (email/letter) to the Director of Planning for permission to apply for a phased permit. The request must clearly outline the scope of works to be covered and outlining the basis for the request.
2. Wait for the decision from the Director or the Director's designate.
3. If approval has been granted, an application for a Phased Building Permit can be submitted.
4. Complete the application using the Online Planning System (OPS) accompanied by all required plans and payment of the Building Permit and Infrastructure Fees in full.
5. Wait for the review of the plans submitted.
6. Upon the approval of the required plans, a Phased Building Permit may be issued. After the issuance of the Phased Building Permit, all works within the scope of the Phased Building Permit may commence.

**1. Phased Foundation Permit**

To facilitate a review under the Phased Foundation Permit requirements, the permit application shall include, but is not limited to the following drawings:

- Life Safety Code Analysis
- Site Plan and Floor Plan
- Structural design criteria inclusive of live load and dead loads, wind loads, seismic design criteria
- Foundation plan and details

- If the footing and foundation include underground plumbing, mechanical and/or electrical work, the submitted foundation plans must be in sufficient detail to allow review for associated underground works.

**Note:**

- A Phased Foundation Permit does not allow the pouring of the floor slab.
- Plans stamped/labeled “**Preliminary**” and/or “**Not for Construction**” are unacceptable.

## **2.Phased Structural Permit**

A Phased Structural Framing Permit will allow for the structural framework to commence whilst awaiting the issuance of a full Building Permit or Shell Permit. **Phased Structural Framing Permit Application Process (steps to be followed):**

To facilitate a review for a Phased Structural Permit, the permit submission shall include, but is not limited to the following drawings:

- Life Safety Code Analysis
- Site Plan, Floor Plans and Elevations
- Submit complete engineered signed and sealed building structural details.

**Note:**

- Refer to the CIBC – 2016 Chapter 17 for Special Inspection requirements.
- Plans stamped/labeled “Preliminary” and/or “Not for Construction” are unacceptable.



**Cayman Islands Government**  
**Department of Planning**  
**Phased Permit**

**Notice of Intent**

**By initialing and signing, I understand and agree to each of the following:**

\_\_\_\_\_ I understand that I am proceeding at my own risk by applying for a Phased Building Permit.

\_\_\_\_\_ I understand that additional approvals are still required for the issuance of a Building Permit.

\_\_\_\_\_ I understand that I am responsible for submitting a full set of permitting documents inclusive of Structural, Mechanical, Electrical, Plumbing, Elevator (where applicable) and Fire Protection (where applicable) drawings to be reviewed for code compliance before the completion of phased construction.

\_\_\_\_\_ I understand and agree that the Department of Planning will not be held liable for works carried out outside the scope of phased permit approval.

\_\_\_\_\_ I understand that modification to Planning Approval or on-site deviation from approved drawings may result in a stop-work order.

**By my signature below, I affirm that I have read, understand, and agree to the provisions of this application.**

\_\_\_\_\_  
Print Name (Owner)

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date