



## Department of Planning

---

### GUIDANCE NOTE

---

GN0010 - January 2020

## **SHELL, SHELL AND CORE AND FIT-OUT PERMITS**

As per Section 105 of the 2016 Cayman Islands Building Code (CIBC), an owner or his authorized agent who intends to construct, enlarge, alter, repair, move, 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.

### **Scope**

These guidelines are created to aid the applicant with understanding the submission requirements for shell and core and Fit-Out permits and do not waive other Planning Laws, Regulations, or Building Code requirements.

### **1. Shell Permit**

A building that is being constructed and is intended to be divided later into tenant spaces, but the tenant is unknown at the time the application is submitted to the Department of Planning. A shell building is not intended for occupancy upon completion; however, all inspection requirements must be made and a certificate of completion may be issued.

### **Submittal Requirements:**

- Applications for Shell Permits shall follow the "Building Permit Submission Guidelines"
- Drawings should have sufficient details to facilitate a thorough review for code compliance.

*Plans stamped "**Preliminary**" and/or "**Not for Construction**" are unacceptable*

**Note:** All plumbing drains under slabs to treatment tanks/grease trap are required. Future vents are to terminate above the roof, and all bathroom drains are to be stubbed up and cap off.

Plumbing lines must be shown on the permit drawings. Installation of Plumbing lines is at the owner's risk and without assurance that additional requirement will be required, or a permit will be granted.

Electrical - no wiring permitted (Only conduits and boxes). Conduits may be installed at the owners' risk and without assurance that a full permit will be granted. Conduits must be inspected before being installed and concealed in walls, slabs, and underground, and a plan outlining conduit runs is to be submitted.

## **2. Shell and Core permit.**

Similar to the Shell Permit, the tenants are unknown at the time of construction; however, the common areas are known and are allowed to be included in the scope of works. A Shell building is not intended for occupancy upon completion; however, all inspection requirements must be made and a certificate of completion may be issued upon completion. Floor Plans submitted to Building Control shall be the same as those approved by Current Planning.

### **Submittal requirements:**

- Applications for Shell and Core Permits shall follow the "Building Permit Submission Guidelines"
- Drawings should have sufficient details to facilitate a thorough review for code compliance.

*Plans stamped "**Preliminary**" and/or "**Not for Construction**" are unacceptable*

Once the building has been completed a Certificate of Completion can be issued for building shell and a certificate of occupancy for completed common areas.

## **3. Fit Out Permit**

A Fit-Out Permit is required where an owner or tenant is seeking to perform work within a commercial building with a shell and core permit or seeking to occupy a space for which a valid certificate of occupancy is not currently in place.

### **Submission requirements:**

Completed Building Permit application along with required fees

A complete set of plans

Life Safety Code Analysis

Architectural Plans

Structural Plans

Plumbing Plans

Electrical Plans with an approved copy of main electrical drawings

Mechanical Plans

Fire Protection (When required)

Accessibility Requirements (Accessible routes, ramps, parking, etc.)

*Plans stamped "**Preliminary**" and/or "**Not for Construction**" are unacceptable*

**Works listed below are indicated for which a Fit Out Permit is required. Please note this list is not exclusive.**

- Where walls are proposed to be demolished,
- Installation of new walls (adding load-bearing walls will require signed and sealed structural drawings by an engineer of record).
- Alterations.
- Repairs and/or replacement of fire-rated assemblies, means of egress including changes to aisles-ways, exits, relocation of exit doors, etc.
- Erection of new Tenant Separation walls to divide tenant spaces
- Alteration or new installation of water, sanitary drainage or venting systems
- Alteration or new installation of electrical systems
- Alteration or new installation of Mechanical, Fire protection, Gas systems
- Health Care Facilities (Doctor's offices)
  - Provide a letter indicating the types of procedures that will be conducted in the space.
  - Provide patient care classification (basic, general, critical, or support) is required as additional electrical wiring methods will be required.
- Where the building occupancy has changed, i.e. restaurants, bars, schools, daycare, etc. Planning permission is also required.

**Change of use such as restaurant, bar, school, daycare, etc. requires prior approval from the Current Planning and a Fit Out application.**

**4. Remodeling**

A fit Out Permit is not required for remodeling works.

Remodeling is work that is cosmetic and does not include the following:

- Change of use/occupancy
- Modifying structural walls or firewalls
- Addition or upgrade of Electrical, Plumbing or Mechanical services
- Addition to the structure of any kind

**5. Tenant Fit-Out Reverting to Shell Space**

See the Demolition Permit requirements for interior demolition of tenant space to revert to a shell space.

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