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**Cayman Islands Government**

**Department of Planning**

**Third-Party Plan Review**

**Agency Approval**

**Please complete and return to the Department of Planning with the required documentation.**

I hereby apply for a Grant/renewal of certification for Third-Party Plan Review Agency

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trade Name:** |  | | | | |
| **Address:** |  | | | | |
| **Phone:** |  | **Email:** |  | **Website:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name:** |  | | |
| **Address:** |  | | |
| **Phone:** |  | **Email:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional in Charge:** |  | | |
| **Address:** |  | | |
| **Phone:** |  | **Email:** |  |

Applicant Signature Date

**Note**: Applicant is the person/persons that have been granted a Trade & Business License for the agency under the Trade & Business Licensing Law (2018 Revision)

**Official Use Only**

Date Received

Approved Disapproved

Reason for Disapproval:

For Haroon Pandohie

Director of Planning

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**Cayman Islands Government**

**Department of Planning**

**Third-Party Plan Review**

**Agency Approval Checklist**

* I have read the Cayman Islands Third-Party Plan Review Manual
* A completed application form
* A copy of a current Cayman Islands Trade and Business License.
* A copy of Professional Indemnity Insurance coverage required by the Cayman Islands Government.
* A signed copy of the Third-Party Plan Review Agreement.
* A resume for all Professional(s)-In-Charge and including copies of relevant certifications and qualifications and experience in the discipline for which they will be conducting Plan Review per Table 2.1.
* Provide a List of all plan examiners and their discipline
* A resume for each Plan Reviewers including copies of relevant certifications and qualifications and experience in the discipline for which they will be conducting Plan Review per Table 2.1.
* A completed conflict of interest affidavit by each Professional(s)-In-Charge and Plan Reviewers.
* Two Reference Letters for Professional(s)-In-Charge and all Plan Reviewers.
* A copy of the quality assurance plan that describes the method or plan that the Third-Party Plan Review Agency uses to maintain the quality of all plan review services it provides.