



**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



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.