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**CAYMAN ISLANDS
Department of Planning**

March 23, 2017

Dear Sir/Madam,

RE: Department of Planning- Plan Review Lead Time

Please be advised that due to variations in staffing levels, we have had to adjust our plan review timelines. The revised time-frames listed below are effective April 3, 2017:

New Submittals for Houses/Duplex (R3) (20 working days)

- a. New Application inclusive of:
- b. Solar
- c. Generator/Fuel Tank
- d. Pool
- e. Cabana
- f. LPG Application
- g. Resubmittal/Modification (10 working days)
- h. Revisions/Modification (10 working days)
- i. Foundation Permit (after full review – (5 working days)

New Submittal of Major Commercial /Multi-Family/ Change of Use (35 working days)

- a. New application inclusive of:
- b. Solar
- c. Generator/Fuel Tank
- d. Pool
- e. Cabana
- f. LPG Application
- g. Resubmittal/Modification (15 working days)
- h. Revisions/Modification (15 working days)
- i. Foundation Permit (after full review – (5 working days)

Fit-Out (15 working days)

- a. New application
- b. Resubmittal/corrections (10 working days)

- c. Revisions/Modification (5 working days)

Elevator (15 working days)

- a. New Application
- b. Resubmittal/Corrections (10 working days)
- c. Revisions/Modifications (5 working days)

Other Review (5 working days)

- a. Solar installed on existing structures
- b. Pools submitted alone
- c. Generator/Fuel Tank submitted alone
- d. LPG submitted alone
- e. Trusses
- f. Small Electrical submission
- g. Building Permit Extension/Renewals
- h. Alternate Materials and Methods
- i. Out of Hours review applications- (3 working days for processing)

To assist us in achieving these time frames, it is critical that sufficient care be exercised by applicants, to ensure that submittals are complete, inclusive of application forms and supplementary documentation, such as listing or product specifications. To minimise the disruption caused by the submission of incomplete applications, these will be returned to the agent without further notice and may be subject to applicable re-submittal fees upon re-submittal. We regret having to take this position, but it has become necessary to protect the review chain from being inundated with incomplete and inaccurate applications. As resolving these incomplete submissions divert significant staff resources away from their primary functions, causing further delays.

If you have questions regarding the above, please contact the Department at 244-6501, and thank you in advance for your cooperation.

Sincerely,
Haroon L. Pandohie, AICP
Director of Planning