



# Cayman Islands Third-Party Program

## 3rd Party Plan Review Instruction sheet

The owner of the project has decided to hire a 3<sup>rd</sup> party Plan Review Company to process their plans for a construction project in the Cayman Islands. The following steps are required for the process to go through as smooth as possible.

**Step 1:** Contact an 3<sup>rd</sup> party review firm approved by this department

**Step 2:** Submit a letter and the appropriate form "Owners Notice of Intent" to the Director of Planning or the Deputy Director of Planning Building Control for review and approval.

### Important Notes:

1. Fees to the 3<sup>rd</sup> party are in addition to the fees paid to this department.
2. If you have started the plan review process with this department –then it must be finished with in the department.
3. The 3<sup>rd</sup> party plan reviewer will preform all the following trades: We will not approve any building that does not include all trades;
  - ✓ Building
  - ✓ Mechanical
  - ✓ Plumbing
  - ✓ Mechanical
  - ✓ Fire

### **Items that must be reviewed by other departments**

- Planning Approval
- Elevators (by Building Control)
- Fire –Access by vehicles
- OfReg --LP Gas Tanks –Size and location
- National Roads Authority (NRA) Paving & Water runoff,
- Water Authority (WAC)-- Grease traps/ waste water treatment
- Dept of Health (DEH) –Commercial Pools and Dumpsters( new)

**Step 3:** Have 3<sup>rd</sup> party review your plans –including all resubmissions. Once all plans have been reviewed and stamped.

**Step 4:** Signed owners notice of intent, plans specifications, and any other documentation to the department for verification.

**Step 5:** A Verifier will be assigned to do a cursory review of the plans, and make sure the other departments have signoff on the project. Normal time 5-7 Business Days

**Step 6:** If any changes to the approved plans occur during the construction phase – the original plan review firm must be contacted to review the changes.

**NOTE:** if changes to the exterior of the building, location or any major changes to the interior –approval must be sought by the Planner of the project.

**Important:** As always plan reviews are designed to head off potential problems in the field. Field Inspectors have a duty to make sure the building complies with the adopted codes, whether it was caught during plan review or not.



# Cayman Islands Third-Party Program

## Owner Notice of Intent

Please complete and return via email to the Deputy Director of Planning (Building Control) for review.

Date \_\_\_\_\_

Owner (representative) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Project** \_\_\_\_\_

Lot \_\_\_\_\_ Parcel Number \_\_\_\_\_

Project description \_\_\_\_\_

*(i.e. hotel, office building, apartment complex etc.)*

Project Planning Approval Date: \_\_\_\_\_

We intend to hire the agency listed below to provide 3<sup>rd</sup> party service for this project.

Agency \_\_\_\_\_ E-mail \_\_\_\_\_

Chapter 1 Plan review

Chapter 17 Special Inspections (list disciplines below)

\_\_\_\_\_  
\_\_\_\_\_

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

Included with application on Agency letterhead stating Agency's authority and intent

### Interoffice:

Date received \_\_\_\_\_ Response date \_\_\_\_\_

Approved

Rejected (reason) \_\_\_\_\_

John England, CBO, MCP Deputy Director (BC) [Planning@gov.ky](mailto:Planning@gov.ky)

For Haroon Pandohie, Director of Planning