



# 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 (before BCU 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:** 3<sup>rd</sup> party reviews your plans & makes sure approved planning plans are the same –including all resubmissions.

**Step 4:** Submit to BAC the following for verification (stamping)

- ✓ Signed owners notice of intent,
- ✓ Approved Planning (stamped set)
- ✓ 3<sup>rd</sup> party approved (stamped) set/ specificaitons.

**Step 5:** A Verifier will be assigned to do a cursory review of the plans, 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.



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## Owner Notice of Intent

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

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

Address \_\_\_\_\_

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

Email \_\_\_\_\_

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

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

Project description \_\_\_\_\_  
*(i.e. hotel, office building, apartment complex etc.)*

Planning Approval # P \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Planning approved set must be submitted with BCU set

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 \_\_\_\_\_

### Interoffice:

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

Approved

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

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For Haroon Pandohie, Director of Planning