



# Cayman Islands Third-Party Program

## Special Inspections

Chapter 17 of the CIBC (2009 IBC) require special inspections of larger commercial projects. As such the following steps shall be utilized to accomplish this.

**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.

### Department Plan Review Stage

**Step 3:** Submit with plans into OPS (under separate cover) a "statement of special inspections" 1705.2 as to scope and time frame of inspections. Along with approved personal to preform the inspections.

**Step 4:** Plan reviewer will review "Statement of Special Inspections" and make any recommendations

### Or 3<sup>rd</sup> party Plan Review Stage

**Step 3:** Arrange meeting with department to submit "statement of special inspections" 1701.1 as to scope and time frame of inspections.

**Step 4:** Once statement of special inspections are approved by the department , the package will be uploaded into the OPS system along with the approved plans from the 3<sup>rd</sup> party plan review agency.

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### Inspection Stage

**Step 1:** Pre-construction meeting attended by the Building Control, Designer, Contractor, and Special Inspectors to discuss the scope of the project and how the "Approved Special Inspection Program" is to be administered and required reporting to the department.

**Step 2:** Inspections conducted –periodic or continuous as laded out in the "Program and Chapter 17"

**Step 3: 1704.1.2 Project completion:** A final report documenting any discrepancies and corrections shall be submitted to the Department.



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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