



GOVERNMENT OF BERMUDA

Ministry of Health

Department of Health

RESIDENTIAL CARE FACILITIES AND NURSERIES

The process of opening a residential care facility for seniors and day care nurseries for children involves a number of government departments. This information sheet outlines what you will be required to do in order to obtain approval to operate these services.

PRE- APPLICATION

- Pick up an information package from the Department of Health which will include all the documentation needed to licence the day care/nursery or register the residential care facility.
- Consult with a planner at the Department of Planning to find out whether the property you have chosen is suitable. Key planning concerns include the provision of play areas, access to public roads and parking for staff and visitors.
- Meet with an Environmental Health Officer to discuss regulatory requirements for the service.
- Consult with the coordinator of Seniors and Disabled on operational requirements for residential care facilities.

PLANS SUBMISSION

- You will need both planning permission and a building permit for residential care facilities and nurseries.
- The planner will assess your application for planning taking into consideration the Department of Health's recommendations on the maximum number of persons, the requirements of the development plan and the suitability of the site. If the Development Applications Board approves your proposal, it will make the final decision with respect to the maximum number of seniors or children you can accommodate. The Board also has the option to refuse your application.
- The Plans Examiner at the Department of Planning will assess the proposal against the building code provisions. The Environmental Health Officer will assess the proposal for compliance with health regulations. If it is in compliance, the Department of Planning will issue a building permit.
- The building permit will stipulate the type (structural, electrical, plumbing, fire) and number of inspections during stages of construction/renovation. Ensure that the relevant agency is contacted for these inspections.
- Following successful completion of all stages in the inspection process, the Department of Health and the Bermuda Fire Service will provide a certificate or report to the Department of Planning.
- On receipt of the certificate or report and following confirmation from the Department's building and electrical inspectors that the construction is satisfactory, the Department of Planning will issue a Certificate of Completion and Occupancy.

POST APPLICATION

- You must obtain a licence or be registered by the Department of Health prior to operating the day care/nursery or residential care facility.

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