



GOVERNMENT OF BERMUDA  
Department of Planning

## **Getting a Building Permit for Construction**

### **When do you need a building permit?**

If you want to carry out work that is a building operation then you need a building permit. A building operation includes:

- (Re)erecting, structurally altering or extending any building
- Demolishing any building that is located within 25 ft of a road\*
- Demolish any building to which the public has access
- Changing the use of a building or part of a building
- Installing or renewing electrical, plumbing, gas fuel or mechanical systems
- Carrying out work which affects fire protection measures in a building, and
- Excavating or quarrying any land, including basements under existing buildings

### **Who grants building permits?**

The Building Official, who is the Director of Planning, grants building permits. The Building Control Officer and Plans Examiner, on behalf of the Building Official, review the applications to check for compliance with the Building Code and issue the permits. It is important to remember that, for a building permit to be valid, the planning permission must be up to date.

### **How do you apply for a building permit?**

You can apply for a building permit in one of two ways depending on the complexity of your project. You must use either the Permitted Development Permit or the Building Permit Application. We strongly recommend that you hire a qualified person such as an architect or engineer to prepare your construction drawings. Provide 3 copies of the detailed drawings (including specifications and the stamp of a professional engineer where necessary) and 1 copy of the application form.

5<sup>th</sup> Floor, Dame Lois Browne-Evans Building, 58 Court Street, Hamilton HM 12, Bermuda

Phone: (441) 295-5151 Fax: (441) 295-4100

General Enquiries: (441) 297-7756 Development Control: (441) 297-7810 Building Control: (441) 297-7755

Building Inspection Requests 24-Hr. Line (441) 297-7828

Website: [www.planning.gov.bm](http://www.planning.gov.bm)

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### **Permitted Development (Minor Works)**

The Permitted Development Permit application is for building operations that do not require the Board's discretion for approval. This work is 'minor' and includes electrical re-wiring, upgrading or relocating residential meters, rebuilding cesspits and non-structural interior residential and commercial renovations. It also includes projects such as small sheds (less than 250 ft<sup>2</sup>) that are considered to have planning permission already. Permitted Development applications are accepted once a week on Tuesdays between 9:00 am – 3:45 pm. A Permitted Development is typically available within one week. If the Fire Service or Health Department needs to review the proposal it is your responsibility to get the application "signed off" by them before the application is submitted to the Department of Planning.

### **Building Permit (Residential and Commercial)**

The regular Building Permit Application is for all other projects that are not minor works such as: office buildings and new residential dwelling units. Planning permission is required prior to the submission of a building permit application. Health Department technical officers come to the Department of Planning to review these permit applications. You must take all commercial and multiple dwelling unit (in excess of 8 units) applications to the Bermuda Fire Service. After review by the Fire Protection Officers submit a copy of the Fire Report with your application for the Department's records. Building Permit application processing take 8 to 10 weeks depending on the complexity of the proposal and application levels in the Department.

\*Road is defined in the Bermuda Residential Building Code 1998 as: *any road, public or private and includes any street, square, court, alley, lane, bridge, footway, track, path, passage, railway trail or other highway whether a thoroughfare or not.*

For full details please refer to the Bermuda Residential Building Code 1998.

If you are unsure of whether your proposal needs a building permit or you do not know which application form to use, please contact the Building Control section in the Department of Planning at 297-7755.

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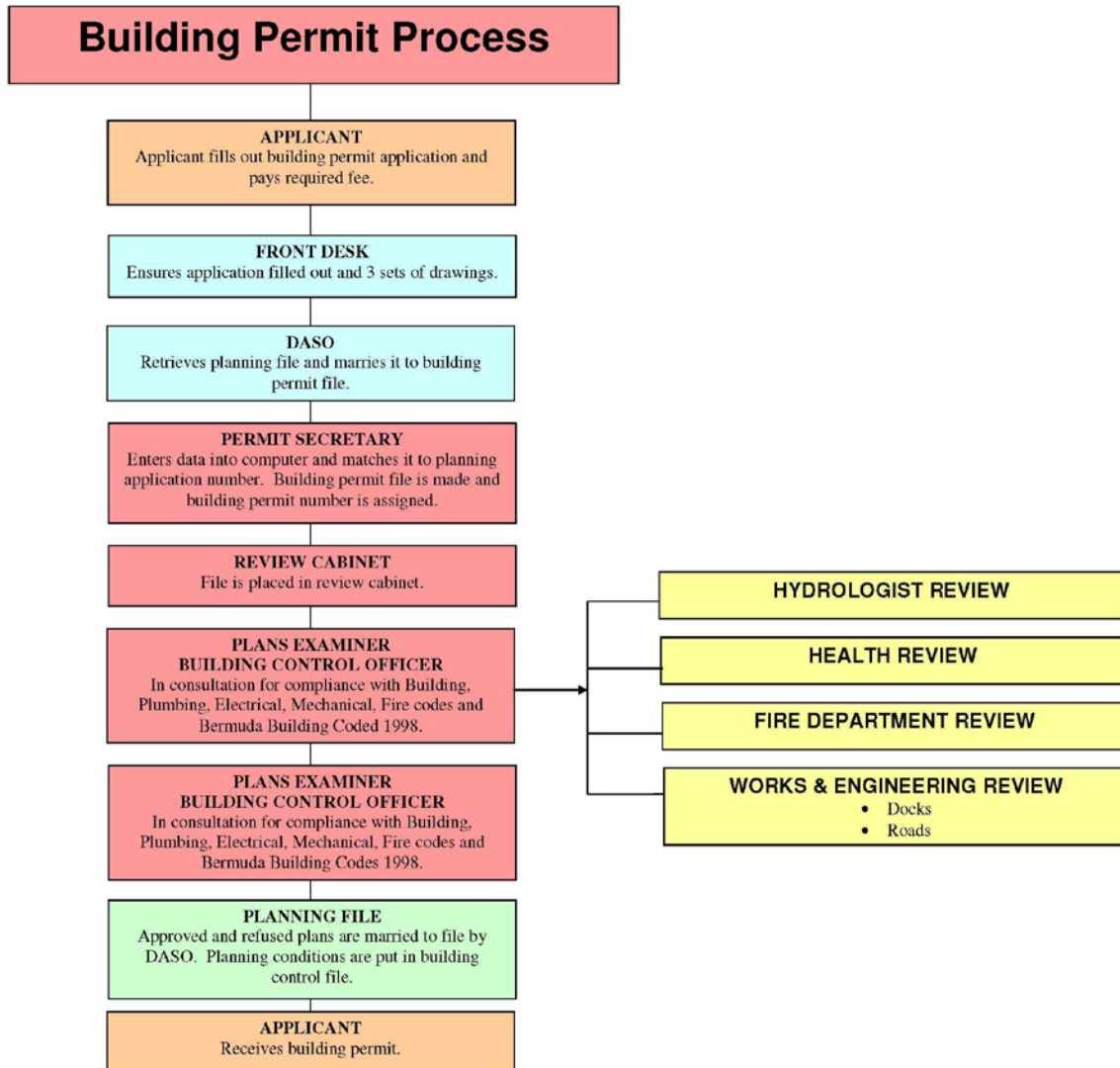
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