



GOVERNMENT OF BERMUDA

Department of Planning

CERTIFICATE OF USE AND OCCUPANCY REQUEST LETTER

BUILDING PERMIT #: _____ **DATE:** _____

E-mail: _____ **Tel:** _____

I, _____ request that a Certificate of Use and Occupancy be issued for:

Site Address: _____

Please indicate which Type of Certificate is being requested: (X)

Partial Certificate (please specify what is to be signed off below)

Partial Works Complete: _____

Works Remaining: _____

PLEASE NOTE THAT A “PARTIAL” CERTIFICATE WILL INCUR A FEE OF \$50.00 WHICH MUST BE PAID BEFORE THIS REQUEST IS PROCESSED.

Final Certificate (Project complete)

1. I certify that all required inspections have been completed and approved. (**ALL** Commercial applications require sign-off by the Bermuda Fire & Rescue Service – Fire Safety Act 2014).
2. I understand that I will receive an email from the Department of Planning which will notify me that my Occupancy Certificate is available for download from their Citizen Self-Service portal.

Kind regards,

Applicant Signature

Please email this request to planningfrontdesk@gov.bm