



GOVERNMENT OF BERMUDA  
Ministry of Home Affairs

Department of Planning

## **A Guide to the Permitted Development Permit (PDP)**

### **What is a Permitted Development Permit?**

A PDP is a permit for works that are defined within *The Development and Planning (General Development Order) Amendment 2015* (GDO). Works applied for under a PDP application form do not require advertisement or formal approval from the Development Applications Board (DAB). As such, the processing time is substantially less than that associated with a full DAP 1 application form process (*See GN303 for information relating to the DAP 1 form process*).

### **What works are defined under the GDO that can be applied for on a PDP application?**

#### **Residential Building**

- Additions to detached house developments (defined as residential development with no more than 2 units) do not exceed 500 square feet or less of additional site coverage and/or 1,000 square feet or less of additional gross floor area.
- Additions to apartment house developments or attached house developments (defined as residential development with more than 2 units) do not exceed 150 square feet or less of additional site coverage and/or 250 square feet or less of additional gross floor area.

***Please note maximum permitted additional site coverage's outlined above are not to be interpreted as the maximum per application but rather that maximum cumulative total which could be applied for over a series of applications. This also applies to condominium developments.***

#### **Installation of Skylights**

- The skylight installation does not exceed a width or depth of 3 feet.
- Residential building does not have more than two skylights.

#### **Accessory Residential Building**

- Additions/erection or alteration of the accessory building do not exceed 250 square feet.

#### **Erection of a Swimming pool**

- The height of any retaining wall required for the swimming pool does not exceed 4 feet above grade level.

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**Hard Surfacing, Pergolas and Barbecues**

- The construction of hard surfacing for driveways, parking areas, walkways, patios, etc., and the erection or construction of pergolas and barbecues within the curtilage of a residential building.
- Any excavation or fill required does not exceed four feet in depth.
- The height of the hard surfacing does not exceed 30 inches above grade.

**Non Residential Buildings**

- Additions to the existing buildings totaling 500 square feet or less of additional site coverage and/or 1,000 square feet or less of additional gross floor area.  
***Please note maximum permitted additional site coverage's outlined above are not to be interpreted as the maximum per application but rather that maximum cumulative total which could be applied for over a series of applications.***

**Repair of Damaged Buildings, Works and Plant**

- Repairs, restoration and replacement works associated with development which has suffered damage; providing that at least 60% of the development still remains and that the replacement works do not exceed that of the original.  
***Please note a letter from a structural engineer may be required confirming structural integrity of the remaining 40%.***

**Excavation Works or Deposit of fill**

- Rock cuts/excavation 4 feet or less in depth. The depth of excavation or cut must not be greater than the distance from the lot line. ***Please note that cess pits and water tanks, which require more than 4 feet of excavation, can be signed off providing they do not encroach into any setbacks.***
- The deposition of fill 4 feet or less in height. The height must not be greater than the distance from the lot line.

**Maintenance and Building repair**

- The maintenance and repair of a building which includes roofs, doors and windows of any building provided the works do not materially change the external appearance of the building.

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**Erection of Gates, Fences, Walls and Signs**

- Gates, fences, walls or signs do not exceed four feet in height when measured from the lowest adjacent grade. Walls must be made of Bermuda stone or concrete block rendered, plastered and painted.
- Retaining walls shall not exceed four feet from the lowest adjacent grade and the height of the guard rail mounted atop of the wall does not exceed three feet.

**Satellite Receiving Dishes and Antennae**

- The installation, alteration, or replacement of a satellite receiving dish or alteration or replacement of an antenna, on a building or within the curtilage of a building.
- Satellite receiving dish is permitted; providing it does not exceed 48 inches in diameter or extend above the eaves of any building.
- In the case of a replacement satellite receiving dish or antenna, it must be installed in the same location as the one being replaced.

**Erection of a Flagpole**

- The erection of a flagpole on a building or within the curtilage of a building provided the height does not exceed 30 feet above grade.

**Installation of Solar Energy Collection Systems**

- Solar energy collection systems installation on a building or within the curtilage of a building does not exceed 1,000 square feet.
- Solar energy collection systems do not project higher than 48 inches above the surface of the flat roof.
- Solar energy collection systems when mounted do not impede or prevent collecting potable water from the roof surface.
- Solar energy collection systems ground mounted must be 48 inches or less in height and not within a setback.

**General Requirements for all Development applied for under a PDP**

- All development should comply with the Bermuda Plan 2008 Planning Statement (setbacks, site coverage etc.) and must not require the Board's discretion.
- All development must be similar to the principle building with regards to architectural style and exterior building materials.

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- Where no setback is specified under The Bermuda Plan 2008 Planning Statement the development should not encroach beyond the existing building line at the front of the original building.
- No development shall obstruct sight lines at an entrance onto a private or public road.
- No development shall result in a reduction in space (to less than the minimum required) allocated for private outdoor space, communal open space and/or parking, turning or circulation of vehicles.
- The maximum height of all additions must not exceed neither that of the original building nor, in the case of residential development, exceed 2 storeys in height.
- The height of any residential accessory building must not exceed 12 feet from grade to eave.
- Development which results in changes to elevations associated with buildings within the City of Hamilton must first be stamped by the Corporation of Hamilton.
- Those works associated with listed buildings permitted under the (*General Development Order*), approval is required from the Historic Buildings Advisory Committee (HBAC) in addition to, the Corporation of St. George's and the Preservation Authority, if necessary.
- Relocation, upgrading and/or replacement of existing BELCO meters is permitted.
- Rebuilding of cesspits can be applied for provided the Department of Health stamps the drawings.

**What forms of development cannot be processed under the PDP process and will require the submission of a full DAP 1 form (see GN303)?**

- Swimming pools, outdoor hot tubs and Jacuzzis when associated works exceed four feet in height above grade.
- Changes of use with no physical alterations to the structure proposed (*see The Development and Planning (Use Classes) Order 1975 for a breakdown of the use classes*).
- An accessory building associated with non residential forms of development.
- Any works associated with a listed building other than those defined under the (*General Development Order*) Amendment 2015.
- Development on sites within a Conservation Base Zone, Conservation Area or Protection Area zone (Nature Reserve, Park, Coastal Reserve, Open Space

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- Reserve, Recreation, Woodland Reserve, Agricultural Reserve, Historic Protection Area, Caves)
- Development on sites which are subject to a Section 34 Agreement.
  - Development of ruinous structures which are defined as any building, fencing, erection or other structure which is ruinous to such an extent that it is no longer capable of serving effectually its original purpose; or which is in ruins.
  - Additional BELCO meters
  - Development applications that have valid planning permission (which have not yet lapsed), a valid Building Permit (which is active and where works have commenced and are not yet completed).
  - Existing, unauthorized development or changes of uses.
  - Erection of prefabricated sheds.
  - Widening or changes to existing accesses onto public or private estate roadways.

**What forms of development can be applied for directly through a Residential or Commercial Building Permit application?**

- Re-plumbing and re-wiring works to buildings providing no additional units and/or uses are proposed. If such works were done without the benefit of building permit approval a retroactive building permit fee will be applied.
- Internal renovations to buildings, excluding listed buildings, providing works will not result in changes to any elevations and/or no new uses or additional units are proposed. If such works were done without the benefit of building permit approval a retroactive building permit fee will be applied.
- Demolition of existing buildings which are within 25 feet of a public road.

**How do I apply for and what do I need to submit a Permitted Development Permit?**

PDP application packages are accepted Monday to Friday, during normal business hours however, they will only be assessed by the technical officer on Wednesday mornings and as such any received at 12:00 pm on Tuesdays will be held over until the following week for assessment. It will typically take 3 working days to process. If, the Bermuda Fire and Rescue Service and/or Department of Health (for those projects involving the refurbishment of a license food premises) 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.

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You will need to submit the following:

- A completed Permitted Development Permit application form
- A location plan
- A site plan, preferably based on a survey, detailing all existing and proposed development
- Existing and proposed floor plans
- Existing and proposed elevations
- Existing site photos

NB: Other information may be requested at the discretion of the technical officer.

**Who is qualified to prepare plans?**

We strongly recommend that you hire a qualified professional such as a registered architect to prepare your plans. Your architect can also act as your agent/representative as it relates to the application. Application packages will be vetted upon submission to ensure completion. Incomplete packages will be returned to the agents detailing required information. Only completed application packages will be signed off.

**What does the application process entail?**

Application packages are accepted by the Development Applications Service Office (DASO). The applications are then vetted by a Development Management planning officer, the Plans Examiner and Environmental Health officer. If necessary, they will request additional information from the agent/applicant in order to assess the PDP. Provided all works being applied for can be assessed under the PDP process, the Development Management planning officer will authorize the PDP to be approved in conjunction with, the Plans Examiner of the Building Control Section and the Environmental Health officer from the Department of Health for building and health code compliance respectively. The Building Control section will then issued the permit which is signed by the Development Management planning officer and the Plans Examiner for the Senior Building Control Officer on behalf of the Director of Planning. PDP approval lasts for 5 years from the date of permit issuance.

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