



GOVERNMENT OF BERMUDA

Ministry of Home Affairs

Department of Planning

A Guide to Revisions to Planning Permissions and Building Permits

Revisions are often necessary at various stages of a project. They occur for many different reasons, including as part of negotiations with the Department, changes to site conditions, owners wishing for something different, changes in construction methods, etc. As such, a procedure exists to ensure that revisions may be accepted, processed and, where possible, approved in the simplest and quickest way to allow the project to continue with minimum interruptions. It is important to note that a revision cannot be submitted if a planning permission has expired or if a Certificate of Completion and Occupancy has been issued for the project.

The following guide details the process by which this is achieved.

Submission

All submissions shall meet the minimum requirements below and shall be submitted to planningfrontdesk@gov.bm. Files larger than 10MB should be uploaded to the [Accelion portal](#). Revision submissions should include the following:

1. A PDF copy of all “for construction” documents (drawings, specifications, etc.) detailing all of the planned revisions.
 - All like documents shall be together as ONE file (i.e. set of drawings, set of specifications). Please do not submit separate drawing files.
 - All changes to the original approved drawings shall be bubbled in red and tagged with a revision number.
 - A synopsis per drawing shall be written in the margin against the revision number.
 - All Commercial applications (any project exceeding the scope of the [Bermuda Residential Building Code 2014](#)) shall be [reviewed by the Bermuda Fire and Rescue Service](#) (BFRS) under the [Bermuda Fire Safety Act 2014](#) preferably prior to submission. BFRS review is a separate process from that of the Planning Department, but must be approved prior to release of approved documents by Planning. Any delays in processing resulting from BFRS review after submission are beyond the control of the Department of Planning.
 - Minimum font size of 8 pt. is recommended. Half-sized drawings should also meet this criteria after scaling.
 - Each drawing sheet must include a scale bar.
 - Half sized drawings of standard 24”x36” drawing size scaled “fit to page” for an 11”x17” format will not remain to scale. Do not submit drawings thusly scaled.

2. A PDF copy of the completed green "[Application for Revisions](#)" form and other submittal documents (letter, checklists, etc.) as ONE file.
 - If Revisions to a Planning Approval only, the appropriate box shall be ticked and shall include the applicable Planning Application Number.
 - If Revisions to a Building Approval only, the appropriate box shall be ticked and shall include the applicable Building Permit Application Number.
 - If Revisions to a Planning and Building Approval, both boxes shall be ticked and shall include both applicable Planning and Building Permit Application Numbers.
 - If Revisions to a Permitted Development Permit, both boxes shall be ticked and shall include the applicable Building Permit Application Number.
 - Revision Details shall include all of the drawing synopses from Section 1 above. If a letter is attached explaining the changes, a précis of the letter shall be written. (Do not write "Refer to Attached Letter" or similar).
 - The application shall be signed by the owner or agent with the owner's consent.
 - Ensure that the email address used for access to the [Citizen Self-Service](#) portal for both agent and owner are included on the application form.

3. Payment

- An invoice will be emailed to the agent and/or owner for payment.
- Payment will be by direct online transfer to the Department of Planning account.
- Include the invoice number (INVxxxxx) and revision permit number (PMREV-xxxx-xx) with your online payment. These are found on the invoice.
- Do not transfer fees in advance of receipt of the invoice to the Planning Dept. account. This will likely slow your application as it takes extra research time to attach the payment to the invoice without the invoice/permit number.
- Planning fee (as of 1 April 2018)

	1 st Rev	2 nd Rev	3 rd Rev	4 th Rev	X th Rev
Residential	\$185	\$190	\$200	\$200+20	\$200+[(X-3)*20]
Commercial	\$300	\$315	\$335	\$335+20	\$200+[(X-3)*20]

- Building Permit fee (as of 1 April 2018)

	1 st Rev	2 nd Rev	3 rd Rev	4 th Rev	X th Rev
Residential	\$185	\$185	\$185+10	\$185+20	\$185+[(X-2)*10]
Commercial	\$300	\$300	\$300+20	\$300+40	\$300+[(X-2)*20]

- Applications are typically vetted for completeness within three (3) business days of receipt. If an application fails vetting, then it will normally be rejected with a request to resubmit. Rejected applications will not be invoiced.
- Fees will be invoiced and emailed to the Agent and/or Owner once the submission is vetted and input. If the invoice has not been received in three (3) working days, please call 297-7755 or email the [Permits Processor](#) (or [Front Desk team](#) if the application is for a revision to planning permission only) to enquire as to the application status. Please note that applications will be rejected if payment is not made within the deadline sent with the invoice.

- Under certain circumstances, paper applications may be submitted. Please contact the Department for further details by calling 297-7755 or by [email](#).

Approval

Submissions will be reviewed and processed through Planning, Health Dept., BFRS (if not completed prior to submission), Building Control and any other necessary consulting body (e.g. HBAC, DENR etc.), as required, based on the contents of the submission. If there are no deficiencies in the submission, the stamped approved drawings will be posted in the [Citizen Self-Service](#) portal for downloading and an email sent with a letter advising of the approval to the agent and/or owner. A printed copy of the approved set of documents shall be added to the rest of the approved drawings and kept on site.

Rejection

Any submission not meeting the requirements for approval will be rejected. An email will be sent to the agent and/or owner advising that the documents have been rejected. The agent and/or owner should then access the [Citizen Self-Service](#) portal and check the reviewer's notes advising the reasons for the rejection.

Resubmission

Rejected applications may be resubmitted at any time. The revised documents should be resubmitted using the [Additional Information](#) form in a similar manner to the above submission procedure. **Use the revision application number (PMREV-XXXX-XX). DO NOT** use the permit number (BC/BR/PDP-XXXX-XX).

What qualifies to be assessed as a revision?

Revisions to any permit typically must not exceed the scope detailed in the [Development and Planning \(General Development\) Order 1999](#) as amended.

Can I apply a new Planning permission to an existing Building Permit?

Yes, but not as a revision. You must apply for a standard Commercial or Residential Building Permit. The Department of Planning will decide whether to append the application to an existing building permit or to issue a new building permit.

Is more information available?

- a. Permit status information, permit review progress, downloading approved documents etc. is accessed through the EnerGov [Citizen Self-Service](#) portal. You must have a personal account and be associated with the application to be able to access this information.
- b. General Information such as Guidance Notes, Application Forms, Mapping etc. is available on the [Department of Planning website](#).
- c. General enquiries may be made by calling 297-7755 or by [email](#).