



A Guide for the Submission of Revisions to Planning or Building Permits

Revisions are a necessary part of any project. They come as a result of many different reasons, including 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 and processed in the simplest and quickest way to allow the project to continue with minimum interruptions. 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 the Front Desk, Dept of Planning, 5th Floor, 58 Court Street. Revision submissions should include the following:

1. The fee receipt

- Fee receipts can be collected from the Front Desk, Dept of Planning
- Payable at the Accountant General’s counter in the Ground Floor, Government Administration Building, Parliament Street
- 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 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]

2. 4 sets of bound documents detailing all of the planned revisions

- All changes to the original drawings shall be bubbled with yellow highlight 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 under the Bermuda Fire Code Act 2014 prior to submission to Planning.
- Minimum font size of 8 pt is recommended. Half-sized drawings should also meet this criteria after scaling.



- 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.
3. The green "Application for Revisions" form <https://planning.gov.bm/wp-content/uploads/2018/11/Application-for-Revisions.pdf>
- 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 2 above. If a letter is attached explaining the changes, a précis of the letter shall be written. (Do not write "Refer to Attached Letter").
 - The application shall be signed by the owner or agent with the owner's consent.
 - Three copies should be submitted for each of Planning & Permit files and a copy to the agent.

Approval: Submissions will be reviewed and processed through Planning, Health Dept and Building Control as required based on the contents of the submission. If there are no deficiencies in the submission, the stamped approved drawings will be returned to the agent. These should be attached to the rest of the approved drawings and kept on site.

Rejection: Any submission not meeting the requirements for approval will be rejected. All documentation included with the submission, less the fees, shall be returned to the agent along with a vetting form which specifies deficiencies to be addressed prior to resubmission of the application.

Resubmission: Rejected applications may be resubmitted at any time. Resubmissions should be submitted as if they are a new revision application. Submissions shall contain only the modified documentation in bound sets. All stamps (eg. for Engineers) shall be reapplied to the new documents if they have been reprinted or modified. If the agent feels, for the purposes of clarity, that former drawings or other documentation removed from the submission set should be included, then only one set should be submitted, each page of which shall be clearly marked "For Information Only".

What qualifies to be assessed as a revision?

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

[http://www.bermulaws.bm/laws/Consolidated%20Laws/Development%20and%20Planning%20\(General%20Development\)%20Order%201999.pdf](http://www.bermulaws.bm/laws/Consolidated%20Laws/Development%20and%20Planning%20(General%20Development)%20Order%201999.pdf).



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.