



GOVERNMENT OF BERMUDA

Department of Planning

PERMIT COMPULSORY INSPECTIONS GUIDELINES

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

To better serve your needs, the 24 hour voicemail phone-in request system is in operation. Please call one of the following numbers at any time (24/7) to request an Inspection:

Building Inspection:	297-7828
Electrical Inspection:	297-7828
Health Department (Plumbing/Asbestos) Inspection:	278-5338
Bermuda Fire & Rescue Service (Commercial) Inspection:	292-5555 (Fire Protection Office)

Please leave the following information:

Permit Number
Name of Caller
Name of Employer (if applicable)
Site Address (Number, Street and Parish)
Requested Inspection (see list below or Inspection Card)
Phone Number (if unlisted or different - phone number of Caller is automatically stored.)
Special Instructions (for example, “Please call 30 minutes prior as I work in town”)

Calls made before 8:00 AM will qualify for a same day inspection. However, 72 hours is the standard time-frame to carry out an inspection. The next work-day morning following the call this information will be relayed to the inspector for their action (Note: Health & Fire Service inspections may differ from this). Inspections will usually be carried out between 10:30 AM and 4:00 PM Monday to Friday, except Public Holidays. Please plan ahead to avoid site delays.

To cancel an inspection, please call 297-7755 or a re-inspection fee may be assessed and must be paid prior to receiving further inspections.

The Building Regulations require the following compulsory inspections, depending on the nature of the project:

1. **Commencement/Setting Out** – Prior to starting any project, the inspector must review the site. Survey stakes for boundaries and marks for corners of works must be in place, the permit number must be conspicuously posted at the site entrance (minimum lettering 3” high) and a copy of the Approved drawings and documents must be available on site (and remain so for the duration of the project). Protective barriers for the protection of any excavation works to be commenced must also be in place at this time.

2. **Excavation/Foundation** – Prior to pouring any concrete. Excavation (total or partial) is complete. Foundations for buildings, tanks or walls prepared. Reinforcement (including starter bars) must be in place.
3. **Steelwork** – Prior to concrete and/or concealment. Connection bolts shall be in place and tightened to required torque.
4. **Reinforcing** – Prior to pouring any concrete. All reinforcing must be tied and adequately supported to prevent sagging for slabs, stairs, belt courses (including anchor bolts for wall plate), lintels, beams, swimming pools, block and formwork walls and similar structural elements. Swimming pools shall be electrically bonded and grounded and in-slab electrical and plumbing shall be in place (and subject to a separate inspection – see below).
5. **Electrical/Mechanical Rough-In** – Prior to any pouring of concrete and/or concealment. Electrical panel boards, conduit, outlets, swimming pool bonding and similar electrical elements. Further electrical rough-in inspections shall be requested once wiring is installed at termination points. Gas lines.
6. **Framing** – Prior to slating of roof or installing roof system, wooden floors or drywall panels. Roof framing, battens/lathing and eave slates in place. Anchor bolts and hurricane clips (as required). Timber flooring joists and bracing in place. Partition framing erected in place.
7. **Final Electrical** – All electrical works shall be complete, including installation of outlet covers, fixtures installed, panel board completed and labelled, smoke detectors installed and meter head installed.
8. **Final Building** – All works shall be complete and all other final inspections shall have been passed, including Health Dept (for Plumbing works and asbestos etc.) and Fire Service (Commercial projects). Handrails/guardrails installed, swimming pool enclosures completed, retaining walls erected, parking areas finished, storm-water management in place, gas piping systems and shut-off valves installed, landscaping complete, all Building and Planning conditions complied with and construction materials and equipment removed from site. Site shall be safe for normal occupancy by the general public. This inspection must be passed prior to request for Certificate of Completion and Occupancy.
9. **Re-commencement** – Re-inspection of work prior to resumption if no work has been undertaken for six (6) months or more.

The following staff are available to assist with any queries or questions you may have:

Chris Bulley – Building Control Officer	295-5151	Ext 1375
Aidan Stones – Assistant Building Control Officer	295-5151	Ext 1309
Omar Douglas – Plans Examiner	295-5151	Ext 1364
Damon Walker – Building Inspector (East)	295-5151	Ext 1687
Melvin (Vanbi) Holdipp – Building Inspector (Central)	295-5151	Ext 1186
Kenneth Young – Building Inspector (West)	295-5151	Ext 1206
Steven Every – Electrical Inspector	295-5151	Ext 1580
Donna Francis – Permits Processor	295-5151	Ext 1755
INSPECTION VOICEMAIL	297-7828	

TO THE OWNER

DO NOT PROCEED

with any Building Works until you have read this notice.

The Bermuda Building Regulations require during the progress of your construction that a number of key elements of the construction's progress be inspected. Please read the document entitled "Permit Compulsory Inspections Guidelines" to familiarise yourself with the process as you are ultimately responsible for all works, howsoever caused, that occur as a result of your development.

Fees for inspections already form part of your original application, so there is no charge (except if works are required to be re-inspected). Failure to comply with these requirements is an offense under the Building Act 1988. Furthermore, you will likely be required to engage, at your own expense, professionals such as Engineers to certify that the works are compliant with the Building Codes.

You are advised to monitor the progress of your contractor(s) on site to ensure that inspections are being carried out. You should receive emailed copies of all inspection reports from this Department and also be able to log into our Citizen Self-Service portal to review progress. Please contact Building Control if you require assistance in this regard (297-7755).

Once the project is complete, you are required to request a Certificate of Completion and Occupancy (CCO). An appropriate form letter is attached for your convenience. Failure to obtain a CCO prior to use and occupancy may result in you not being able to connect to public utilities or have an assessment number to license your vehicle. It may also severely delay your ability to sell your property should you decide to do so in future.

The Building Regulations are designed to ensure the safety and welfare of everyone and a good standard of works is maintained.

INSPECTION VOICEMAIL

297-7828

TO THE OWNER & CONTRACTOR

STOP - DO NOT PROCEED

with any Building Works until you have read this notice.

1. Planning permission shall be in force (Planning permissions are usually granted for two (2) years;
2. A Building Permit must have been issued;
3. The following information must be on site for review by the Inspector throughout the project:
 - a. The approved set of Plans and all other construction documents;
 - b. The permit number shall be conspicuously displayed at the entrance to the site. Minimum 3” high lettering is required.
4. The commencement inspection has been passed.

The only Building works that do not require a permit are those for routine repair and maintenance, replacement of doors or windows where there is no change in size or work to building finishes. Repairs do not include removal of load-bearing walls, or parts thereof, or the alteration and/or replacement of plumbing, drainage, vents, gas or electrical wiring. A complete list of requirements is printed in the Bermuda Building Code 2014/Bermuda Residential Building Code 2014. If in any doubt, please contact Building Control at 297-7755 prior to commencing works and we will be happy to answer your questions.

Working without a valid Building Permit is an offence against the Building Act 1988 and also the Development and Planning Act 1974. The project may be subject to a STOP WORK notice, substantial civil penalties may be levied against all parties, including but not limited to the owner, contractor and agent or prosecution may occur.

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INSPECTION VOICEMAIL

297-7828