



GOVERNMENT OF BERMUDA

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**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 and 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 Record)
- 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 applied 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 6” high) and a hard (paper) copy of the Approved drawings and Approval documents (comprising the approval letter; conditions of approval; inspection sign off sheet; current permit inspection guidance note and occupancy certificate request letter) 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.
- a. **Commencement Inspections** for permits that include the following:
    - i. Structures or protected areas of historic importance;
    - ii. Protected conservation areas (e.g. agricultural, coastal, woodland etc.);
    - iii. Conservation Management Plans (CMP);
    - iv. Construction Environmental Management Plans (CEMP);
    - v. Any special conditions contained within the Planning Approval or Permit Documents; and
    - vi. Any other matter for which the Inspector feels requires special attention.
  - b. The Contractor and Project Manager (who may or may not also be the Contractor) responsible for the site, at a minimum, shall be present for the initial commencement inspection. The site foreman, architect, owner and any other stakeholders may also attend.
  - c. All permit documentation shall be retained on site in hard (paper) copy for reference by all stakeholders when visiting the site. This shall include:
    - i. The approved drawings and specifications; and
    - ii. the permit approval documentation which comprises:
      1. The approval letter;
      2. The conditions of approval (both planning and building control);
      3. The Inspection sign-off sheet;
      4. The current permit guidance note;
      5. The Occupancy Certificate request standard letter;
      6. The approved Management Plan (e.g. Construction, Conservation, Environmental, Excavation etc.), if applicable; and
      7. The contractor's written revised Management Plan, detailing their proposed plan for addressing the matters in the approved Management Plan as described in (6) above. This will ensure that the proposed methodology is both compliant with the requirements of the planning conditions and also aligns with the construction methodology to be undertaken by the contractor in the execution of their contract obligations.
  - d. All matters related to the list above shall be reviewed and discussed and the results shall be recorded in the commencement inspection report to ensure that all parties are clear on the limits of the approval and that the contractors proposed changes are confirmed, agreed and approved. This will also confirm the points which the Building Inspector is required to monitor throughout the construction process.
  - e. Any changes to the approved Management Plan must be reviewed by the inspector on site in a similar manner, where site conditions change or revisions occur. A formal revision to the approved documents may also be required to be submitted and approved.
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 shall be installed in compliance with the Bermuda Fuel Gas Code 2014. (For Electrical Rough-In Inspections - please also see note below)
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. (please also see note below)
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.

**\*Effective Monday, November 4, 2024**, the Department of Planning will only inspect electrical work performed by registered electricians, or under the direct supervision of a registered electrician, who holds National Occupational Certification (NOC), in accordance with the National Occupational Certification Act 2004.

To ensure compliance, please confirm and verify that all electrical work on your projects is conducted by registered electricians, or under the direct supervision of a registered electrician and that registered electrician should be present at all electrical inspections. The National Occupational Certification Public Registry (Electricians) can be found on The Department of Workforce Development (DWD) website ([www.dwd.bm](http://www.dwd.bm)) under National Occupational Certification tab.

**Re-certification** information can also be found on the DWD website under the **Forms** tab in the **Resources** section.

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

Miglena Yaneva – Building Control Officer	246-7913
Aidan Stones – Assistant Building Control Officer	444-0922
Damon Walker – Building Inspector (East)	337-5524
Melvin (Vanbi) Holdipp – Building Inspector (Central)	734-4537
Kenneth Young – Building Inspector (West)	734-4540
Vernon Trott – Electrical Inspector	734-4539
Steve Every – Relief Electrical Inspector	734-4538
Donna Francis – Support Officer	297-7755
<b>INSPECTION VOICEMAIL</b>	<b>297-7828</b>

## TO THE OWNER

# DO NOT PROCEED

**with any Building Works until you have read this notice.**

The Bermuda Building Code 2014 requires that a number of key elements of the construction's progress be inspected during the progress of your construction. 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 Customer 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 Codes 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 approval and construction documents (for full details consult the commencement inspection section of the permit compulsory inspections guidelines);
  - b. The permit number shall be conspicuously displayed at the entrance to the site. Minimum 3” high lettering is required.
4. The commencement inspection shall have 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 and substantial civil penalties may be levied against all parties, including but not limited to the owner, project manager, contractor and agent or prosecution may occur.

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

**INSPECTION VOICEMAIL**

**297-7828**