



GOVERNMENT OF BERMUDA
Ministry of the Environment and Sports

Department of Planning

New Procedures in Department of Planning to begin 1 February 2008

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1. New Building Permit Application Process

- Where Planning approval is required for any proposed development, that approval must be granted prior to the Department of Planning accepting a building permit application.
- In cases where planning approval was required, all building permit applications must be accompanied by the following stamped approved planning drawings (as part of each drawing set):
 - site plan
 - site sections
 - elevations
 - floor plans
 - as well as a copy of the Development Applications Board approval letter
- If any new minor modifications are required to any of the above plans, you can note on the plan "for information only" and provide an updated plan, with the modifications highlighted/bubbled thereon. If the proposed changes are not minor, you will be notified and advised whether you need to file an *Application for Revisions* or a *DAP 1* application.

2. New Building Permit Screening Process

- All building permit applications filed will be screened upon submission to ensure that:
 - all required permit information has been supplied (on plans and forms)
 - planning permission has been granted
 - all required fees have been paid in full
- If the screening determines that the application is complete, it will be given an application number /"B-number" and processed.

2. New Building Permit Screening Process (continued)

- If the screening process determines that the application is incomplete, you will be notified within 7 business days and you can then collect your submission package and fees slip.
- In cases of incomplete applications, the items missing will be identified with a screening checklist which will be attached to the package.

3. Revised Plans/Additional Information to Planning Applications Under Review

- In the cases where additional/new or revised information (plans or any type of supporting documentation) on planning applications which are under review must be filed, the appropriate new form must accompany the package.
- As usual, no fees are required in these cases.
- New forms are now available for these types of submissions ([download here](#)). If you are unable to download forms and print in colour, please collect originals from Department of Planning Reception. The old forms will no longer be accepted as of 1 February 2008.

4. Applications for Revisions: New Forms and Vetting/Screening Process

- As usual, any approved application (planning alone or both planning and building approval granted) can be modified via the *Application for Revisions* process. However new forms are now available for these types of submissions ([download here](#)). If you are unable to download forms and print in colour, please collect originals from Department of Planning Reception. The old forms will no longer be accepted as of 1 February 2008.
- An easy test to determine whether a matter can be handled as a revision is if it could have been handled as a Permitted Development (see [PDP Guidance notes](#).)
- The broader test for revisions is whether it meets the scope and intent of the original approval granted. You may wish to submit relevant details/supporting information demonstrating this in these cases.
- *Applications for Revisions* will be screened to ensure that:
 - it can be considered under the *Application for Revisions* process
 - it contains all required plan details and application form information
 - all required fees have been paid in full.
- When an *Application for Revisions* has been screened and is deemed to be incomplete or outside the scope of what can be permitted under this process, you will be notified within 5 business days. The submission package will be placed at the Planning Reception for pick up along with a memo outlining why it could not be processed.

5. Vetting/Screening Process for DAP 1 and DAP 2 Applications

- Applications for *DAP 1* and *DAP 2* will now be screened to ensure that:
 - it contains all required plan details and application form information
 - it contains all required supporting information
 - all required fees have been paid in full
- You will be notified within 5 business days if your application is incomplete.
- The vetting checklists that will be used to screen all *DAP 1* and *DAP 2* applications can be downloaded [here](#) for you to see what is required so you can ensure that your application is complete.
- The checklists are based on information requirements set out in the planning legislation, requirements noted on the back of both forms, as well as Planning Statement information requirements for supporting information.
- Applications which constitute complete applications will be assigned an application number/"P-number" and processed.
- Incomplete submission packages will be placed at the Planning Reception for pick up along with the check list indicating what items are missing. You will be required to sign for the package when you came to retrieve it.
- Please note that only the vetting checklist, which will be placed with your package upon receipt at Reception, will be date stamped so that the forms and plans remain unstamped in the event that you must re-file at a later date. If the application is deemed to be complete after screening, the Department will stamp all items as per the actual date received.

6. Permitted Development Permit (PDP) Application Procedures and Vetting

- *PDP* applications will be screened for completeness and accuracy of information on plans (including location plan) and forms, as well as for required fees. You will be advised of any items that are required to process the application within 3 business days.
- Once you have been advised of what is required, the Department of Planning will hold the application for a maximum of 14 days pending receipt of the required information. After 14 days the package will be mailed back to you.
- The application will resume processing in its new date order (date a complete application was received) once all outstanding information has been filed/plans adjusted/fees paid etc.
- Guidance Notes for *PDP* applications can be downloaded [here](#).
- For any *PDP* applications seeking a replacement of a damaged structure of any kind, photos must be provided.