



GOVERNMENT OF BERMUDA
Ministry of the Environment, Planning and Infrastructure Strategy

Department of Planning

Guide to Converting One Dwelling Unit into Two Dwelling Units

This guide will assist members of the public who wish to convert a single detached home into a two unit house. A conversion of this sort requires both planning permission and a building permit.

What do you need for planning permission?

You must make your planning application submission in accordance with the DAP1 Application Form including the specified location plan, site plan and floor plan of the dwelling unit. The site plan must demonstrate the following:

- parking for two cars
- private outdoor recreational space for two units
- floor plan showing the layout of the units, with separate kitchen and bathroom, for technical officers to assess the standard of living space.

What do you need for a building permit?

You must make your building permit submission in accordance with the Building Permit Application form and submit the same plans as referenced in the planning application submission. In addition, a cross section through the building is required that shows a minimum ceiling height of 7'6" for the new dwelling unit. The additional information required on the floor plan is as follows:

- a) Separate electrical circuits for each dwelling unit;
- b) Separate circuit panels that are accessible;
- c) A hard wired smoke detector in all bedrooms, at the head of stairs plus one on every storey including basements;
- d) Protected GFCI receptacles within six feet of sink areas, in bathrooms and, in addition, one located outside the new dwelling unit;
- e) A one hour fire rating between the units that is achieved, for example, by way of an 8" concrete block wall, concrete reinforced floor or a wooden protected by fire rated gyproc;

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- f) A hot water heater in the new unit;
- g) A water meter in the new unit (if shared water tank);
- h) Natural light and ventilation (for light, window openings equivalent to 8% of the floor area; for ventilation, openings equivalent to 4% of the floor area);
- i) A window or mechanical ventilation for the bathroom; and
- j) Two means of egress from the dwelling unit (one can be a window).

Who can I call for assistance?

If you have questions regarding planning requirements, call the Senior Planner 297-7810. If you have questions about the building code requirements call the Plans Examiner at 297-7755.