



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

Department of Planning

Information Required for Building Permits

An application for a building permit requires the completion of one copy of the appropriate form, either the Permitted Development Permit Form or a Building Permit Application, and the submission of 3 copies of the construction drawings showing that the finished building will comply with Bermuda's building codes. It is important that the plans we receive for review are the same working drawing that the contractor will be using.

To avoid delays, we urge you to be sure that your permit application is complete in every respect so that we do not need to ask for more information.

Which codes are used in Bermuda?

At present the Department of Planning is using the 1998 Bermuda Building Code that comprises the Bermuda Commercial Code 1998, the Bermuda Electrical Code 1998, the Bermuda Mechanical Code 1998 and the Residential Building Code 1998. The Department of Health uses the Public Health Act 1949, while the Bermuda Fire Service uses the Life Safety Handbook of the National Fire Protection Association for existing buildings and the 1998 Bermuda Building Code for new buildings.

Can I draw my own plans?

We suggest you retain the services of a qualified architect or engineer to produce your construction drawings. A professional engineer may be required to design and detail all cantilevered floors and retaining walls. The building code requires the name of the individual who prepared the plans be provided.

Can I get a building permit in phases?

Yes, in the case of larger projects, you may wish to seek building permit approval in phases, i.e. first stage - site excavation, second stage – foundations, etc. This must be coordinated in advance with the Building Control Officer. Phasing typically involves commercial projects greater than 20,000 ft² in floor area.

5th Floor, Dame Lois Browne-Evans Building, 58 Court Street, Hamilton HM 12, Bermuda
Phone: (441) 295-5151 Fax: (441) 295-4100

General Enquiries: (441) 297-7756 Development Control: (441) 297-7810 Building Control: (441) 297-7755

Forward Planning: (441) 297-7778 Building Inspection Requests 24-Hr. Line (441) 297-7828

Website: www.planning.gov.bm

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What construction drawings are needed for a building permit?

The construction drawings and details needed for a building permit are listed below. This list should not be taken as all encompassing; sometimes we may need to ask for more details in particular circumstances. Similarly there will be occasions when less information can be acceptable because the work is very minor. In all cases, the drawings must show the difference between the existing and proposed work (e.g. by using hatching, shading, highlighting etc.). Use this information as a checklist or reminder that you review before submitting your building permit application.

Location Plan

A location plan at a scale of 1:2500 shall be provided. It shall show the exact location of the property, outlined in red, in relation to main roads and private roads. Our Inspectors need to be able to find the property in order to inspect the work.

Site Plan

This shall be drawn at a legible and recognizable scale not less than 1:250 (1" = 20') for sites up to 0.5 acres and 1:500 (1" = 40') in all other cases. Where applicable it shall show the following:

- Size and location of all new and existing construction
- Distances from lot lines
- Legal boundary lines
- North arrow
- Driveway access and parking
- Existing and finished grades
- Surveyed contour lines at 1 metre intervals
- Ground floor levels of the new and existing construction
- Location, depth and dimensions of cesspit
- Location of proposed walls and fences
- Location and height of required barriers and guardrails
- Details of site drainage including drainage sumps, swales, etc., when necessary
- Location and size of existing water tanks
- Location and extent of proposed site excavation or filling including the batter of slopes
- Location of proposed swimming pools
- Location and extent of any demolition

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This shall be at a scale of not less than 1:100 (1/8" = 1') and shall show:

- Size of each foundation
- Levels of the slabs, grade beams, etc.
- Details of reinforcing, including cover and lap lengths
- Locations of steps in the strip footings
- Size of the foundation walls and reinforcing details
- Location and size of columns
- Location and size of tank
- Chimney foundations
- Location of excavated and unexcavated areas within the building footprint

Floor Plan

This shall be at a scale of not less than 1:100 (1/8" = 1') and for each floor level of the building shall show:

- Finished floor levels
- Room size and arrangements
- Wall types and sizes (including fire separation walls)
- Stairs
- Fireplaces
- Direction of span of all reinforcing of concrete slabs or timber floor joists
- Location of support beams below
- Window and door sizes and locations
- Size and reinforcing of all lintels over openings
- All means of egress
- All fire protection measures

In case of changes to existing buildings, the floor plan shall also show:

- (a) existing layout of the floor with details clearly identifying the areas of walls and partitions to be removed
- (b) which walls and partitions are load bearing or non-load bearing
- (c) any proposed demolition

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Elevations

These shall be at a scale of not less than 1:100 (1/8" = 1'). Elevations shall show a view from each side of the building (for new buildings) or in other cases, from all sides that will be impacted by the development. They shall include the following information:

- Orientation of each elevation according to the direction it faces
- Location of windows and doors
- Roof pitch
- Finished floor levels, eave level and overhang
- Finished grade and existing grade
- Roof vent sizes and locations
- Chimney heights

Building Sections

A minimum of two cross sections of the building, at right angles to each other, shall be provided. These shall be at a scale of not less than 1:100 (1/8" = 1'). They shall include the following information:

- Foundation details
- Waterproofing or damp-proofing, vapour barriers, if necessary
- Wall details (thickness, belt courses, wall plates, lintels)
- Floor details (thickness, type of metal deck, reinforcing, joist sizes)
- Roof details (rafter size and spacing, collar tie connections, ridge boards, roof type, roof pitch)
- Stairs (treads, risers, landings, headroom, waist, reinforcing, handrail)
- Chimneys (foundations, hearth, wall lining)
- Ceiling heights (show beam projection into room space)

In addition, separate sections shall be shown through the following items:

- Retaining walls on the site (foundation details, reinforcing, wall size, guardrails)
- Cesspits (size, slab thickness, reinforcing, access, clean outs, vents)

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- Roof Framing Plan** These shall be at a scale of not less than 1:100 (1/8" = 1'). It shall provide the following information either as a separate plan or as part of the building section:
- Size and spacing of all rafters, collar ties, trusses
 - Details of special roof beams required over long spans
 - Wall plates and connections to the belt course
 - Hip and valley rafter details
 - Connection details of collar ties to rafters
- Roof Plan** These shall be at a scale of not less than 1:100 (1/8" = 1'). A roof plan can be provided separately or as part of the site plan and shall show:
- Roof drainage
 - Location and size of drain pipes
 - Location and size of roof ventilation
- Electrical Plan** These shall be at a scale of not less than 1:100 (1/8" = 1'). It shall provide the following information:
- Location and details of all outlets, fixtures, switches, GFCi's, panel boards and meters
 - Location of smoke detectors (must be hardwired and interconnected)
 - Wiring with amp rating per circuit
 - Mechanical ventilation systems
- Plumbing Plan** These shall be at a scale of not less than 1:100 (1/8" = 1'). It shall provide the following information:
- Location of all sinks, wash basins, lavatories, bath tubs, showers, water heaters, washing machines, dryers and vents and other appliances
 - Location and size of plumbing lines showing fresh water, waste water, sewer lines, seal traps, rain water leaders, floor and site drains
 - Location and size of vent piping
 - Location of water meter, if required

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The electrical and plumbing plans can be shown on the building plans and / or site plan, if space allows, provided the drawings are clear and not “crowded”.

Specifications

These shall identify the methods of construction for each different type of material and system being used on the project. There must be enough detail to enable the contractor to build it, and the Inspector to check it for compliance with the plans and the code. Examples of materials are concrete, masonry, timber and steel. Examples of construction systems are floors, walls, roofs, electrical, plumbing and fire protection systems.

Please note that we do not require specifications of all finishes of the building and only one set of specifications need to be submitted. For small projects, the specifications may be placed directly on the building control plan documents themselves. See what you need to know about building inspections – See Guidance Note GN308.

After you receive a building permit you may begin construction. Be aware that there are a number of key elements in, and stages of, the construction process that require inspection by our building and electrical Inspectors. When you are ready to begin building, contact the Department of Planning, Building Control Section at 297-7755 and request your first inspection.

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