



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

Department of Planning

A Guide to Building Inspections

What are building inspections?

Building inspections are periodic examinations of the key elements of your project that are carried out while it is under construction. Technical officers from the Department of Planning, Department of Health and, in some cases, the Bermuda Fire Service, carry out the inspections. The purpose is to be certain that all building work meets the requirements of the various codes and the building is structurally sound and safe to occupy.

How do you get a building project inspected?

As the permit holder, **you** are responsible for contacting the relevant departments to request an inspection. For a building or electrical inspection by a Department of Planning Building Inspector we must receive your inspection request 24 hours in advance in order to schedule it. For your convenience a 24 hour inspection request "hotline" is in operation: the **Code-A-Phone number is 297-7828**.

When you call the Code-A-Phone please provide the following information:

- Your name;
- Who you represent (if applicable);
- A daytime contact telephone number;
- The Building Permit number (e.g. B0001/10);
- The address of the building site, including Parish; and,
- The type of inspection requested (see below under 'What are the different inspections?').

Please note: if all of the above required information is not provided the inspection may not take place.

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

A Guide to Building Inspections

When can I request a Building Inspection?

Inspections requested before 8:00 am will be carried out the same day; those requested after 8:00 am will be carried out the next day. The Inspectors conduct inspections between 10:30 am and 4:00 pm Monday to Friday. You must plan ahead to avoid delays on the site.

Department of Health Inspections

For Department of Health inspections please phone 278-4976 or 278-4977 or fax 232-1941. If asbestos is in your building, or you suspect it might be present, arrange for a Department of Health inspection before you commence work.

Bermuda Fire Service Inspections

For Bermuda Fire Service inspections please call 292-5555.

What information do you need to have at the building site?

You are required to have the following items at the building site **at all times**:

1. A copy of the approved building permit and plans;
2. One set of the approved construction drawings;
3. The green inspection card to record Inspectors' visits and comments; and,
4. A clearly displayed building permit number on site clearly visible from the road, with text that is no smaller than 6" in height. If there are multiple permits for the same site all permit numbers must be posted.

What are the different inspections?

The Building Code requires that you undergo the inspections listed below during the course of construction. For larger projects you will need to have some of these inspections take place more than once. For projects that are smaller in scope some of these inspections will not be relevant.

Commencement or setting out

1. This critical stage provides the Inspector with an important opportunity to discuss your project with the contractor before work begins on site. It involves having the corner boundary marks posted and the building footprint flagged at its corners by a registered land surveyor. With a project involving excavation, you must flag the area that you want to excavate at its corners and erect protective barriers around the site.

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

A Guide to Building Inspections

Excavation / Foundation

2. We require inspections after the completion of excavation (or stages of the excavation). Also, the Inspectors must check the foundations for tanks, buildings and retaining walls after reinforcement is in place and before pouring concrete.

Steelwork

3. Inspectors examine structural steelwork after installation, after connection bolts are in place and before concealing or pouring concrete.

Reinforcing

4. We require an inspection of the reinforcing in all structural concrete. This includes all slabs, stairs, belt courses, lintels and beams with a span in excess of 3 ft, swimming pools and blockwork walls. Again, these inspections are to take place before pouring concrete.

Electrical or Mechanical Rough-in

5. A rough-in inspection prior to concealing is applicable for all electrical panels, conduits, outlets, swimming pool bonding and for the installation of gas lines. Request an additional rough-in inspection after you install wiring and connect the outlets and panelboard.

Framing

6. Request inspections for all roof framing, battens/lathing, anchor bolts and hurricane clips (where applicable) before installing roof slates or other roof systems. Inspectors must scrutinize all timber floor joists and bracing in place before you can conceal them, in addition to any partitioning erected.

Final Electrical

7. You must request a final electrical inspection when all electrical work is complete. This includes covers on all outlets, all fixtures installed, the panelboard completed and labeled and smoke detectors and the meter head installed. In addition, you must make sure that you fulfill all the inspection requirements of the Department of Health and the Bermuda Fire Service (commercial projects only) by this stage.

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

A Guide to Building Inspections

Final Building Completion

8. Only call for this inspection once you successfully complete and pass all other inspections. The Building Inspector will then conduct a final check of all handrails, guardrails, swimming pool enclosures, retaining walls, parking areas, storm water management systems, gas piping systems and shut-off valves. Successful final inspections will allow you to receive a Certificate of Completion and Occupancy.

Re-commencement of Work

9. You must request this re-inspection of a building project if you do not carry out any work for six months or more and you intend to begin again.

Special inspections

10. These inspections are carried out by engineers and may include electrical, mechanical and structural inspections. The reports of these inspections are either required by the Department of Planning prior to the issuance of a Building Permit or by the Building Inspector at any time throughout the duration of the project.

Please note

If you carry out work without first requesting and receiving the proper inspections, then you may have to remove finishes to expose the work so that we can inspect it. Alternatively, you may be permitted to hire a recognized third party, such as a registered professional engineer, to certify that the work meets the requirements of the Building Code.

Remember

As the property owner, the project is your responsibility.

Prior to commencing construction, confirm with the contractor that they have the necessary permit documents on site and are calling, and will call, for the required inspections as work progresses. Do not automatically assume your contractor is aware of or follows the inspection procedure. At the conclusion of the project, you need a Certificate of Completion and Occupancy to obtain electrical power and an assessment number for vehicle licensing (if applicable). If you have any concerns or questions about the inspection process, contact the Building Inspector for your Parish.

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

A Guide to Building Inspections**Building Control Contact list**

Gordon Ness	Building Control Officer	295-5151 x 1375
Omar Douglas	Plans Examiner	295-5151 x 1364
Yolanda Bashir-Paige	Compliance Officer - ON LEAVE	295-5151 x 1658
Leroy Rodgers	Senior Building Inspector	295-5151 x1345
Melvin Holdipp	Building Inspector <i>Pembroke, Devonshire, Paget, City of Hamilton</i>	295-5151 x1186
Damon Walker	Building Inspector <i>Smith's, Hamilton Parish, St. George's</i>	295-5151 x 1687
Kenneth Young	Building Inspector <i>Sandys, Southampton, Warwick</i>	295-5151 x 1206
Steve Every	Electrical Inspector <i>Sandys, Southampton, Warwick, Paget, Pembroke, City of Hamilton</i>	295-5151 x 1580
Alan Smith	Electrical Inspector <i>Devonshire, Smith's, Hamilton Parish, St. George's</i>	295-5151 x 1582
Andrea Crockwell	Building Permit Supervisor	297-7755

5th Floor, Dame Lois Browne-Evans Building, 58 Court Street, Hamilton HM 12, Bermuda

Phone: (441) 295-5151 Fax: (441) 295-4100

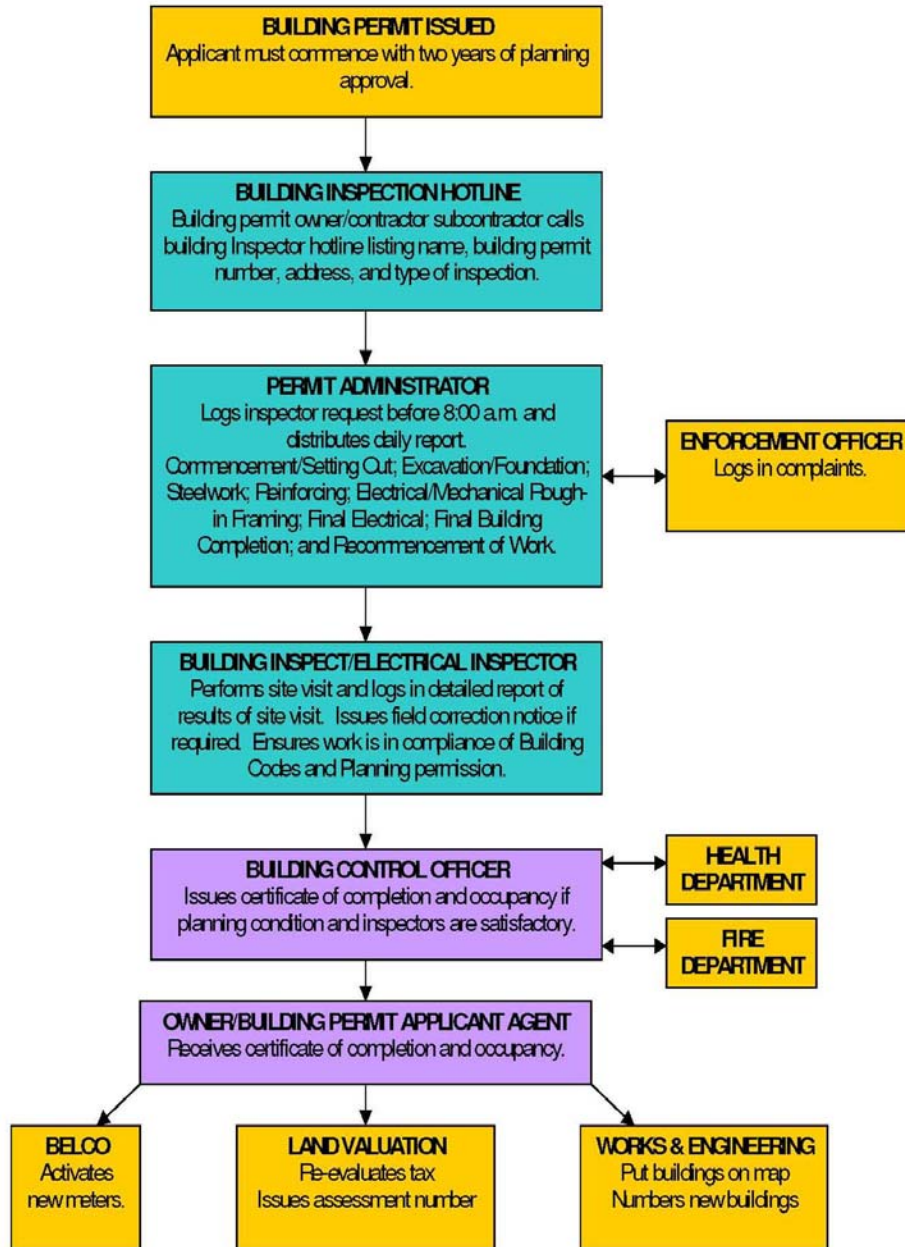
General Enquiries: (441) 297-7756 Development Control: (441) 297-7810 Building Control: (441) 297-7755

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

Website: www.planning.gov.bm

A Guide to Building Inspections

Building Inspection Process



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