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**All Applications for Review shall be:**

- Completed on the provided application form
- Accompanied by the relevant supporting documents specified in this brochure but not limited to

**The Building Inspector shall:**

- Process the application
- Ensure that all instructions and/or requirements of the application form and checklist have been met.
- BCBU reserves the right to request design calculations for all submissions.

**If the requirements have been met:**

- It will be entered in a register.
- BCBU will carry out any investigation and/or query that may be necessary.
- Applicant shall then pay an application fee according to the application fee schedule issued by the BCBU.

**All pages of all documents submitted for review shall be:**

- Stamped and signed by the professional of record (technicians included) indicating professional acceptance of responsibility for the accuracy and correctness of the information being submitted

**If everything is in compliance with the requirements of the BCBU:**

- A “No objection to development” will be issued
- The applicant will be required to fill out an “application for A permit to commence construction”

- The applicant will pay a permit fee according to the permit fee schedule issued by the BCBU
- The applicant shall advise the BCBU when the setting out will be ready for an inspection by the BCBU (minimum 10 days notice required)

**Setting out inspection:**

- The setting out inspection shall be carried out, and the setting out approved, BEFORE actual construction phase must commence no later than 365 days of the date of the “no objection to development” The “no objection to development” is automatically deemed null and void 365 days after it has been issued

**Random inspections:**

- The BCBU will carry out random site inspections during the construction of the project to ensure that the works are being carried out in accordance with the permitted documents

**Certificate of occupancy:**

No later than 1 week after construction is completed, the owner, or other authorized person shall inform the BCBU of the completion of the construction phase, and request an occupancy certificate form the BCBU. The BCBU will, within 10 working days, carry out a detailed inspection of the works and provided that it finds that the built work is in compliance with the permitted set of construction documents, issue the occupancy certificate

## Approval Process and Documents Required for review



## Before submitting drawings for review make sure you have the following:

### APPLICATION FORM

A complete application form (All questions need to be answered)

### DRAWINGS

3 Copies of the set of construction documents. Drawings should be legible and readable to the naked eye. The minimum paper size on which drawings will be accepted is 11" x 17". All drawings, dimensions, notes, and other information submitted, shall be displayed in a size and format that will enable them to be easily read and understood. A minimum font size the equivalent of word times new roman 12 is required.

Depending on the size of the building, and Architect and/or Engineer; or a technician must stamp and sign all construction documents accepting responsibility for the design and drawings submitted for review. The professional shall stamp EACH page with the stamp issued by the Association of Architects/ Engineers AND sign each page. Technicians may write their names on each page in lieu of stamping. (See page ii note 4 of the application for review Form Signature Requirements).

**EXCEPTION:** Depending on the complexity and use of the building, the BCBU reserves the right to require that plans and specifications for certain building less than one thousand (1,000) sq.ft. be prepared, designed, stamped and signed by an architect who is a registered member of the Association of Professional Architects of Belize APAB, and/ or a civil or structural engineer who is a registered member of the Association of Professional Engineers of Belize APEB.

### DRAWING DETAILS

- Location Plan (Clearly identifying the location of the property in reference to easily recognizable feature or landmarks)
- Site Plan (Showing setbacks on all sides for all features/ parts of the building to the nearest property lines and parking layout. For parking requirements follow the National guidelines for subdivision and consolidation of land in Belize)
- Detailed, properly labeled floor plan(s), indicating axes and with total accurate square footage
- Elevations for each face of the building
- Cross sections— Showing from roof to foundation. Location to be identified on floor plan(s) (2 minimum, perpendicular to each other, required)
- Foundation Layout and Details
- Stair(s) Details (Architectural and Structural)
- Roof plan and Roof framing plan
- Wall details and wall intersection details
- Columns layout and details
- Floor framing plan(s) (Showing beams layout and floor reinforcement— top and bottom)
- Beams details
- Windows schedule
- Doors schedule
- Plumbing plans (Water Supply and Waste disposal)
- Septic Tank Details and location
- Soak away and/ or leach field details and location

### OTHER DOCUMENTS REQUIRED

( 1 copy only required)

- Public Utilities commission (PUC) approved electrical design.
- Approval of sewage Disposal System (Ministry of Health) Where applicable
- Environmental Compliance Plan (Where applicable)
- Letter of “No objection” from other relevant authorities depending on the nature of the construction. (See application for review check list on back for the list of relevant authorities)
- Land Document copy (Deed, Conveyance, Purchase agreement, Notarized letter, other)
- Fire department clearance (where applicable)
- **Please Consider that;**
- Any type of prefabricated structures requires a complete set of plans
- Sewage systems shall be located 10 ft. minimum from property lines, and/ or 100 ft minimum from an open water source.
- Soak away and leaching bed should be 10 ft minimum from dwelling, 10 ft minimum from property boundary and 50 ft. from surface water.
- For residential projects indicate stove type, adequate power supply and gas tank location if applicable.
- **Any** structure should be built within the boundaries of the property and the designated setbacks should be respected. Not less than four (4) ft. extending along the entire of such building and not less than six (6) ft. at every point along the rear of the building. Front setback varies depending on the type of building and location in the city, please request more information from the BCBU.