

## PROCESS FOR CONSTRUCTION APPROVAL- BCBU

### **All Applications for Review shall be:**

- Completed application form in duplicate ([click here to download](#)), provided by the Belize City Building Unit (BCBU) Accompanied by 3 copies of drawings ([See list of Drawings Required for review](#)) and the relevant supporting documents as per the check list prepared by the BCBU. ([see List of supporting Documents by relevant authorities](#))

### **The Building Inspector shall:**

- Process the application.
- Ensure that all instructions and/or requirements of the Application Form and the BCBU 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.
- Applicant shall then pay an Application Fee according to the Application Fee Schedule issued by the BCBU.
- BCBU will carry out any investigation and/or query that may be necessary.

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

- Stamped and signed by the professional of record (technicians included) indicating the professional's acceptance of responsibility for the accuracy and correctness of the information being submitted. (See below Requirements for signature of Technicians, Architects and/ or Engineers)
- A minimum of three complete sets of plans, one of them should be 11"\*17" for our file (four sets are recommended), as per section 26 of the application form, shall be submitted to the BCBU for review. For more information, please refer to [list of Drawings required for review](#)
- Drawings shall include a location plan, fire safety plan(s) and/or details in accordance with the requirements of the National Fire Service (Where applicable).

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".
- 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 CBCBU. (Minimum of 10 days notice required.)

### **SETTING OUT INSPECTION**

The setting out inspection shall be carried out, and the setting out approved, BEFORE actual construction commences. The 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. If works are not carried according to the approved plans a stop order may be issued and all works should cease until corrections are made.

## **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.

### **Requirements for signature of Technicians, Architects and/ or Engineers**

#### **For buildings less than one thousand (1,000) Sq.ft. and not more than one (1) story.**

A Technician's signature is acceptable; they do not need the signature of an Architect or Engineer. The Technician preparing and submitting the documents must stamp and sign each page of the documents being submitted indicating that he/she is accepting responsibility for the accuracy and correctness of the information.

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.

#### **For buildings between one thousand (1,000) sq.ft. and three thousand (3,000) sq.ft. and up to two (2) stories**

The BCBU requires that plans and specifications be prepared, designed, stamped and signed by either a Professional Architect who is a registered member of the Association of Professional Architects of Belize (APAB), or a Professional Civil or Structural Engineer who is a registered member of the Association of Professional Engineers of Belize (APEB).

#### **For buildings over three thousand (3,000) sq.ft. and/or more than two (2) stories public buildings**

The BCBU requires that plans and specifications be prepared, designed, stamped and signed by both a Professional Architect who is a registered member of the Association of Professional Architects of Belize (APAB), and a Professional Civil or Structural Engineer who is a registered member of the Association of Professional Engineers of Belize (APEB).