

## Department of Planning

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CAYMAN ISLANDS



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## **Procedure to Obtain a Certificate of Occupancy (CO)**

### **House & Duplexes**

1. Complete an "Application for Certificate of Fitness for Occupancy" form and submit to the Building Control Unit (BCU) for processing.
2. Request Final Inspections (in writing) for all trades:
  - a. Building
  - b. Plumbing / LP Gas
  - c. Electrical
  - d. Mechanical (if applicable)
  - e. Elevators, Escalators & Lifts (if applicable)
3. BCU Inspectors will conduct their final inspections and indicate either a Pass or Fail result. If failed, a list of outstanding issues will be provided.
4. Make corrections to any outstanding code items as indicated by inspectors, and then arrange re-inspections.
5. Once all relevant inspections have passed, electrical connection paperwork will be sent to CUC and the CO paperwork will be processed and signed.

### **Commercial and Multi-Family Projects**

1. Complete an "Application for Certificate of Fitness for Occupancy" form and submit to the BCU for processing.
2. Request Final Inspections (in writing) for all trades:
  - a. Building
  - b. Plumbing / LP Gas
  - c. Electrical
  - d. Mechanical
  - e. Elevators, Escalators & Lifts (if applicable)
3. The Applicant/ Agent responsible for the project will notify all relative agencies to conduct their final inspections including:
  - a. Planning (project Planner)
  - b. C. I. Fire Dept.
  - c. Water Authority–Cayman
  - d. Dept. of Environmental Health
  - e. National Road Authority
  - f. C. I. Petroleum Inspectorate (fuel tanks & equipment)
  - g. Early Childhood Unit (pre-school & daycare)
4. BCU Inspectors & notified agencies will conduct their final inspections and indicate either a Pass or Fail result. If failed, a list of outstanding issues will be provided.
5. Make corrections to any outstanding code issues as indicated by inspectors and agencies, and then arrange re-inspections.
6. Once all relevant inspections have passed, electrical connection paperwork will be sent to CUC and the CO paperwork will be processed and signed.

Projects such as a multiple tenant commercial building will be granted a Certificate of Completion (CC) and only the house panel electrical will be authorized for connection. Each tenant will need to apply for their own Fit-Out permit and then obtain inspections prior to CO and occupancy.