



Central Building Authority
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PROCESS FOR CONSTRUCTION APPROVAL

- A. All Applications for Review shall be completed on forms provided by the Central Building Authority (**See Schedule 0002**). These forms shall be carbonized in triplicate. One form shall remain in the book for the reviewing authority (White), one shall be given to the owner (Green) and the other shall be sent to the CBA (Blue) on a monthly basis as an annex to the monthly report. All applications shall be accompanied by the relevant supporting documents as per the check list prepared by the Central Building Authority (**See Schedule 0003**). The Building Inspector shall process the application, entering it in a register (which must be open for viewing by the public) and carry out any investigation and query that may be necessary. He shall ensure that all instructions and/or requirements of the Application Form and the CBA Checklist have been met. The applicant shall pay an Application Fee according to the Application Fee Schedule (**See Schedule 0004**) issued by the Central Building Authority. All pages of all documents submitted for review shall be stamped and signed by the professional of record (**See Schedule 0005**) indicating that professionals acceptance of responsibility for the accuracy and correctness of the information being submitted. A minimum of three complete sets of plans (four sets are recommended), as per section 25 of the application form, shall be submitted to the Central Building Authority for review, as well as a location plan and a comprehensive fire safety plan.
- B. If everything is in compliance with the requirements of the Central Building Authority, a “No Objection To Development” will be issued, and the applicant will be required to fill out an “Application For A Permit To Commence Construction”, pay a Permit Fee according to the Permit Fee Schedule (**See Schedule 0006**) issued by the Central Building Authority, and advise the Central Building Authority when the Setting Out will be ready for an inspection by the CBA. The Setting out inspection shall be carried out, and the Setting Out approved, BEFORE any further works are done. The Construction phase must start within 365 days of submitting the Application for Review, or the “No Objection To Development” shall automatically become null and void.
- C. During the construction phase of the project, the CBA will carry out a minimum of 2 random site inspections to ensure that the works are being carried out in accordance with the approved documents.
- D. 1 week (maximum) after construction is completed, the Central Building Authority shall be informed of the completion of the construction phase, and a request for an Occupancy Certificate must be submitted to the Central Building Authority. The Central Building Authority will subsequently carry out a very detailed inspection of the works and if everything is in compliance with the requirements of the Central Building Authority, issue an Occupancy Certificate.