



Building a Safer **Stronger Belize**

-  Construction Permits
-  Requirements
-  Inspections
-  Technical Support



SCAN ME



Central Building Authority

About Us

The Central Building Authority is a Statutory Body, whose mandate is to regulate, and enforce the Belize Building Act.


Our Act

The Belize Building Act is an Act to control building operations in the interest of public health and safety and to enable the introduction of regulations prescribing standards relating to the use of materials and methods of construction, repair, maintenance and demolition of buildings, and the control of building development; and to provide for matters connected therewith or incidental thereto.

What We Do

If it has to do with buildings, then chances are we can be of assistance to you. Our central focus in relation to building is the health and safety of the public. Each building is a part of a neighborhood and each neighborhood is a part of a community.

The safety and health development of each neighborhood and community contributes directly to the safe and healthy development of Belize.



The Central Building Authority (CBA) is enabled by the Belize Building Act 2003 which is an act to control building operations in the interest of public health and safety.

The CBA performs the following functions:

- ✓ Plan review and no-objections to building permit applications
 - ✓ Site inspections
 - ✓ Issue permits for moveable buildings
 - ✓ Review and provide no-objection to reports on the safety of public buildings
 - ✓ Inspect buildings, and if found to be dangerous, recommend for demolition
 - ✓ Develop new, and enforce existing building regulations
 - ✓ Provide guidance and information
 - ✓ Provide technical support for the development of policy with respect to buildings
 - ✓ Promote public awareness of building related issues
- Plan review and no-objections to building permit applications

Application Process

An application must be filled for any proposed work. Some of these works include:

- ✓ Buildings
- ✓ Retaining Wall
- ✓ Fence/Pool/Piers
- ✓ Demolitions
- ✓ Towers & Tower Base



Applications must be accompanied by:

1. A valid copy of Social Security or Passport, of the Applicant.
2. Proof of Payment of Application Fee made to Belize Bank LTD Account No. **144930010120026** for Central Building Authority
3. A complete set of Building plans in Portable Digital Format or any Suitable Digital Format. Plans must be legible and clear.
4. Plans must be accompanied by signed Letter by relevant Professional, (Technician, Architect, or Engineer). The Professional must be a corporate member of the Association of Professional Engineers of Belize (APEB), or Association of Professional Architects of Belize (APAB).
 - ◆ For Buildings less than 1000 sq. ft and not more than one storey high, the signature of the Technician/Draftsperson in addition to their letter of endorsement, may be accepted.

- ◆ For Buildings between 1000 sq. ft. to 3000 sq. ft. and up to two stories high, plans and specifications must be prepared, designed, stamped and signed by either an APAB Architect, or an APEB Civil or Structural Engineer.
 - ◆ For Buildings over 3000 sq. ft. and more than two stories, plans and specifications must be prepared, designed, stamped and signed by both an APAB Architect and an APEB Civil or Structural Engineer.
 - ◆ For **ALL** Building/Development over 5000 sq. ft **ONLY** Central Building Authority can grant a Building Permit.
5. An Approved Electrical Design from the Public Utilities Commission.
 6. A copy of Land Document or any Document stating that the Project Owner has Authority to use proposed property.
 - ◆ Deed
 - ◆ Conveyance
 - ◆ Purchase Agreement
 - ◆ Notarized Letter
 - ◆ Clearance Letters
 7. An application submitted for Review is to be accompanied by the relevant supporting documents such as Clearances/No Objections/Permits received from other Departments or Agencies.

Plan Details

- ✓ Detailed, properly labeled floor plan(s)
- ✓ Foundation Layout and Details
- ✓ Wall Details, and Wall Intersection details
- ✓ Column Layout and Details
- ✓ Floor Framing Plan(s) (*showing beam layout and floor reinforcement - top and bottom*)
- ✓ Beam Details
- ✓ Elevations for each face (*4 Minimum*)
- ✓ Cross Sections - Showing from roof to foundation.
- ✓ Location to be identified on floor plan(s) (*2 minimum, perpendicular to each other, required*)
- ✓ Stair(s) Details (*Architectural and Structural*)
- ✓ Roof Plan and Roof Framing Plan
- ✓ Window Schedules and Door Schedules
- ✓ Plumbing Plans (*Water Supply and Waste Disposal*)
- ✓ Septic Tank Details
- ✓ Soak Away and/or Leach Field Details
- ✓ Site Plan (*showing setbacks on all sides for all features/parts of the building nearest to the property line*) **NOTE:** Sewage Systems shall be located 10 ft. minimum from property lines, and/or 100 ft minimum from an open water source
- ✓ Location Plan (*Clearly identifying the location of the property in reference to easily recognizable features*)

Revision Process

- Payment of Application Fees is confirmed.
- Application and plans are received and reviewed by the CBA.
- The Authorized Agent is informed in writing (Revision Letter) of any issues/concerns regarding the submission.

NB//The Authority reserves the right to request specifications, design and calculations be submitted in support of proposed design.

- If all requirements are satisfied, the application is processed by either the Director of CBA, or the Technical Manager of any of the Certified CBA Building Units.
- The Authorized Agent is informed of Permit Fees and upon confirmation of payment of these fees, the “No Objection to Development” is provided.

Note:

Review is done within fourteen days (14) in the case of buildings of 5,000 square feet or less.

Review is done within thirty days (30) in the case of buildings of over 5,000 square feet.

- If after the review is completed, the project does not fulfill the requirements listed in the Revision Letter, another letter will be sent via email to the authorized agent informing them about the pending issues.

- If all issues are not satisfactorily addressed by the third (3rd) submission, then the entire application process will have to be restarted including the payment of the application fee.

No Objection and Building Permit

- Verification of Payment of Permit Fee.
- A “No Objection to Development” is issued along with an application for a “Permit to Commence Building Works”, or relevant permit application.

After No Objection Letter is issued and before work commences

- The Application for a “Permit to Commence Building Works”, or relevant permit application, must be completed and submitted.
- The relevant permit is then issued.

The owner/authorized agent are reminded that an approved set of drawings MUST always remain on site.

After construction is completed

- An application to Use and Occupy must be completed and submitted.
- This application must be submitted within 7 days of completion of structure for the Final Occupancy inspection to be conducted.



Inspections

- Random Inspections – These are done throughout the country as a need for monitoring building works and data collection and monitoring.
- Setting Out- Carried out after an application to commence Building works has been made and to verify the ongoing works to be as per Permit issued and in accordance to Approved Plan
- Inspection of existing Building/ Works- These occur in instances where the Building has been modified altered or added to or has changed its use or has sought compliance after a Stop Order.

Change of Use Inspections(BTB,FIP,DPA) These are done specifically for Accommodation for BTB, Fiscal Incentives from Beltraide or for Processing Areas.

- Occupancy Inspection before Occupancy Certificate for Building works that have a Permit.

Documents Required for Review

Application for Review Checklist

The following is a list of requirements that an owner/ developer needs to fulfill when submitting an application for review.

DESCRIPTION	CBA	MNR	DOE	MOH	MA	CAD	PUC	HPD	LUA	P
Completed Application for Review Form, Drawings & Specs, No Objection From Relevant Authorities	X									
Application Fee	X									
Zoning Permission If Applicable					X					
Environmental Clearance			X							
PUC Approval - Utilities							X			
Approval of Sewage Disposal				X						
Sub-division Approval and Strata Titles		X						X	X	
Approval For Construction Of Over the Water Structures	X	X	X		X		X		X	
Approval For Airstrips or Heliports or Structures Near to Airstrips of Heliports						X				
Trade License					X					
Dangerous Goods Clearance			X							
Fire Safety Approval										
Hotel License										



CONTACT US!



501-822-2615/ 501-822-1878



info@cbabelize.org
www.centralbuildingauthority.org



Central Building Authority
2 Power Lane Belmopan, Cayo District