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A QUICK GUIDE TO CENTRAL BUILDING AUTHORITY (CBA) APPROVAL PROCESS



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The Central Building Authority Approval Process

The following are the documents required for revision by Central Building Authority (CBA) to acquire a permit to build:

1. CBA Application Form

Developers must have a complete CBA application form, numbered and in triplicate (Sample forms can be found on their website or from a locally registered architect/engineer). See Annex 01, Application for Review (erect/alter/add/change use of). Applications are accessible on the website.

2. Business Concept Note

Developers must submit a brief synopsis of the business activities to be conducted within the building.

3. Drawings

- A minimum of 3 complete sets of plans (sent digitally)
- Should be legible and readable to the naked eye
- Minimum paper size 11”x 17” on which will be accepted
- All drawings, dimension, notes and other information shall be displayed in a size and format that will enable them to read and understand
- Minimum font size the equivalent of Microsoft Word Times New roman 12 is required
- Depending on the size and use of the building, an Architect Registered with the Association of Professional Architects of Belize (APAB) and/or an Engineer Registered with Association of Profession Engineers of Belize (APEB) (Civil or Structural); or a technician must stamp and sign all construction documents accepting responsibility for the design and drawings submitted for review.
- Letter of Endorsement, Stamped & Signed accepting responsibility for the calculations, design and review of the project.

- 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. (Letter of Endorsement)

4. Drawings details include:

A detailed properly labelled floor plan, elevation for each face, cross sections, foundation layout and details, stairs details, roof plan, roof framing plan, wall details, wall intersection details, floor framing plan, beam detail, window schedules, plumbing plans, door schedules, septic tank detail, soak away or leach field details, site plan, location plan.

5. An approved electrical design by the Public Utilities Commission (PUC) (where applicable)
6. Approval of sewage disposal system approved by Ministry of Health & Wellness (where applicable)
7. NO OBJECTION LETTER OR Environmental Compliance Plan approved by the Department of Environment (DOE) (where applicable).
8. Letter of “No Objection”, from other relevant authorities depending on the nature of the construction. See Annex 02 - Review Checklist for list of relevant authorities
9. Land document for lease or title
10. Evacuation/Fire Plan (Clearly showing all exits, location of extinguishers, smoke detectors) with evacuation route demarked ETC (if structure is to be used as a public building).

Review and Approval Process

- Upon submission of all required documents for review, and application fee has been paid, the submission is logged in the record book.
- Each project is assigned a project number to be reviewed by an inspector to ensure that all instructions and/or requirements of the Application Form and the CBA checklist have been met. CBA reserves the right to request design calculations for all submissions. **See Annex 03, Application Fees**
- Upon full compliance of the submission of required documents, the project will be approved in accordance to the CBA guidelines. If not, all requirements are met, a letter of review will be prepared to inform the Owner (and/or the authorize agent) of the issues that need to be addressed before the CBA can offer a letter of “No Objection” for the proposed works.
- The duration of the review process varies on the complexity of the design, the revision process may take 10 to 30 business days. For buildings under 5,000 sq. ft. it’s maximum 14 days and building 5,000 sq. ft and over its maximum 30 days.
- When all issues are satisfied or no issues are found, the drawings will be processed for approval. Each page of the drawing will be stamped by CBA, signed by the Director and dated. A Digital and Unique Barcode will be issued.
- At this point the client is contacted and informed of the permit fee. After all the fees have been paid the approved drawings are returned to the client and an electronic copy is kept on file, this is done immediately after approval. **See Annex 04, Permit Fees**
- The client would receive a letter of “No Objection to Proposed Development”. A letter of “Permit to Commence Building Works” would be issued when the Application to Commence Building Works is filled out indicating the desired date of setting out and commencement within 7 working days of submission. **See Annex 05, Application for Permit to Commence Building Works Form**
- Generally, the application to commence building works form will indicate when CBA can conduct the first inspection, i.e. Setting Out
- During the construction phases, two random inspections minimum will be conducted by CBA

- When the building is complete, an occupancy inspection should be conducted by CBA before it is occupied. This inspection looks at structural, electrical and plumbing aspects of the building.
- The inspection does not incur a fee. However, a fee is incurred if re-inspection needs to be done as a result of issues that are discovered during the inspection.

Note: Construction cannot start without a permit issued by the Central Building Authority. All fees should be paid to the Scotia Bank Account #8704203 and the deposit slip emailed to CBA's office. Also note the application fee payment is to be made prior to and on the day the plans are to be submitted to the Central Building Authority office.

Contact Information

Central Building Authority

Mr. Seremi Cayetano, Director

Ministry of Infrastructure, Development & Housing Compound

Power Lane, City of Belmopan

Cayo District

Tel: (501) 822-2215 / (501) 822-1878

Fax: 822-2626

Primary Email: centralbuildingauthority@yahoo.com

Secondary Email: info@cbabelize.com

Website: www.cbabelize.org

Office Hours

Monday to Thursday: 8:00a.m.–12:00p.m. / 1:00p.m.–5:00p.m.

Friday: 8:00a.m.012:00p.m. /1:00p.m. – 3:00p.m.

Belize Trade & Investment Development Service (BELTRAIDE)

3401 Mountainview Boulevard, Suite 201

City of Belmopan

Cayo District

Tel: (501) 822-3737

Email: investment@belizeinvest.org.bz

Website: www.belizeinvest.org.bz

ANNEX 01

Based on the requirements below, the Professional(s) of Record MUST be indicated in Section 26

1. Private buildings less than one thousand (1,000) sq. ft and not more than one (1) storey do not need the signature of an architect or engineer, however, 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 CBA reserves the right to require that plans and specifications for certain buildings 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 civil or structural engineer who is a registered member of the Association of Professional Engineers of Belize (APEB).

2. For private buildings between one thousand (1,000) sq. ft. and three thousand (3,000) sq. ft and up to two (2) storeys; the CBA requires that plans and specifications be prepared, designed, stamped and signed by either an architect who is a registered member of the Association of Professional Architects of Belize (APAB), or a civil or structural engineer who is a registered member of the Association of Professional Engineers of Belize (APEB).
3. For all public buildings, regardless of the size, and/or all buildings over three thousand (3,000) sq. ft and/or more than two (2) storeys, the CBA requires that plans and specifications should be prepared, designed, stamped and signed by both an architect who is a registered member of the Association of Professional Architects of Belize (APAB), and a civil or structural engineer who is a registered member of the Association of Professional Engineers of Belize (APEB).

The drawings to be submitted for review include (but not limited to):

1. A site plan to scale showing the plot boundaries in relation to adjoining roads, alleys and footpaths, the position and nature (High Voltage/Low Voltage) of all power supply lines, the location and size of all water supply and waste disposal lines, the position of any proposed building or buildings and parking area on the same lot.
2. A location plan which clearly shows exactly how to reach the designated site (i.e. the location of the site relative to easily located landmarks/features such as mile posts, hotels, parks, football fields, police stations, etc.).

3. A floor plan to scale for each floor of the building(s) including basement or foundation, mezzanines, and roof.
4. Scaled elevations for each face of the building(s) showing relative heights.
5. Scaled cross sections (2 minimum) through the building(s) including foundation. Cross sections should indicate building materials and relative heights throughout the building including roof, and be taken perpendicular to each other.
6. Electrical (PUC Approved) and plumbing schematic drawings and basic specifications including septic tank, soak-a-way, etc.
7. Structural engineering drawings and basic specifications of building(s) and water retaining structures where applicable.
8. Provide a copy of a legally binding document that shows that the person building either owns the property or has the legal authority to build on the property.

For further information on submission requirements, please visit our website at www.cbabelize.com

Notes:

1. Application and Permit Fees are charged by area (square feet) as per fee schedules prepared by the CBA.
2. Three (3) minimum (4 recommended) complete sets of Plans, diagrams and other data shall be submitted in with each application for a permit. If the CBA has no objections;
 - (1) One set will be retained by the CBA;
 - (2) One set will be for the owner;
 - (3) One set will be for the professional of record; and
 - (4) One set is to be kept on the construction site at all times during construction.
3. Architects and/or Engineers are required to stamp AND sign each page of the documents submitted.
4. Technicians are required to CLEARLY write their names, AND sign each page of the documents submitted.



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 Website: www.cbabelize.org



13461
SUBMIT TO CBA

Project No.: (To be provided by CBA or BUILDING UNIT)

APPLICATION FOR REVIEW

(One Form must be filled out for each structure on each lot)

I / We hereby apply for permission to *erect / alter / add / change* the use of a *building / property* in accordance with the following information and as shown on the accompanying drawings. **(Cross out the works in italics that do not apply).**

1. **Name of Project Owner:**

Project owner current address and contact information (address, telephone & email) of project owner:

Address:
No. Street City/Town District

Telephone: **Email:**

2. **Legal Description** (street address or similar description that will readily identify, and definitively locate the proposed building or work.)

Parcel No.: **Block No.:** **Lot No.:**

Land Registration Section:

Address:
(House No. Street)

.....
(Town, Village, District)

Legal owner of property:

3. **Parcel Measurement:** *Front:* *Right Side:*

Left Side: *Back:*

Total Parcel/Lot Area: Acres Sq. Ft. Sq. M. Sq. Yd.

4. **Number of EXISTING buildings(s) on lot:**

5. **Total Area (footprint) of existing building(s) on lot:** Acres Sq. Ft. Sq. M.

Sq. Yd.

Total percentage of lot covered by existing building(s): %

6. Zoning: Urban Rural

- i. **Building Use:** Residential Commercial Industrial Institutional Amenities
Gov't
- ii. **Land Use:** Residential Commercial Industrial Institutional Amenities
Gov't

7. Occupancy:

Number of separate buildings on lot:

Number of independent UNITS within each building:

Estimated number of occupants: (this will be reflected on Occupancy Certificate)

- a) **Residents:** b) **Staff:** c) **Patrons:**
- d) **Visitors:** e) **Total Occupancy Loading:**

8. Building description:

i. **Dimensions of building(s): Length:** **Width:**

ii. **Number of floors:** iii. **Max height of building(s)**

iii. **Total percentage of property (lot covered):**

iv. **The following number of parking spaced are provided within property boundaries. (To be indicated on drawing also):**

- a) **Residents:** b) **Staff:** c) **Patrons:**
- d) **Visitors:** e) **Total Parking Provided:**

v. **Setbacks:**

a) **Front:** b) **Right side:**

b) **Left side:** d) **Back:**

e) **Public access/waterfront** (distance from property boundary to high water mark):

Feet: **Inches:**

f) **Road Easement** (distance from property boundary to carriage way):

Feet: **Inches:**

9. Building construction type (**Construction Materials**):

i. **Foundation:** RC Piles RC Pads Timber Piles RC Strip Foundation

i. **Structural framework:** Metal Reinforced Concrete Steel Frame Timber Other (specify)

ii. **Exterior walls & openings:** Concrete Blocks Reinforced Concrete Timber Metal Other (specify)

SUBMIT TO CBA

- iii. **Floors:** Reinforced Concrete Timber Other (specify)
- iv. **Stairways:** Reinforced Concrete Timber Other (specify)
- v. **Roofs:** Concrete Timber w/ Corrugated Roofing Metal w/ Corrugated Roofing
Thatch Other (specify)

10. Proposed use of the building:

- i. **Foundation or below grade level:** Residential Commercial Industrial
Institutional Amenities Gov't
- ii. **Ground floor:** Residential Commercial Industrial Institutional Amenities
Gov't
- iii. **First floor:** Residential Commercial Industrial Institutional Amenities Gov't
- iv. **Second floor:** Residential Commercial Industrial Institutional Amenities
Gov't
- v. **Additional floors:** Residential Commercial Industrial Institutional Amenities
Gov't
- vi. **Number of Floors:**
- vii. **Roof:** Residential Commercial Industrial Institutional Amenities Gov't

11. Value (NOT COST) of works on any new building or structure or any addition, remodeling or alteration to an existing building (include Materials, labour, plant, overhead, etc.) BZD
.....

Is there any changes in use of land and/or existing building: Yes No

Complete this section ONLY where there is proposed CHANGE of use other than new construction.

12. Change in the use of land and/or existing buildings.

- i. **Current use of Land:** Residential Commercial Industrial Institutional
Amenities Gov't
- ii. **Proposed use of Land:** Residential Commercial Industrial Institutional
Amenities Gov't
- iii. **Current use of Building:** Residential Commercial Industrial Institutional
Amenities Gov't
- iv. **Proposed use of building:** Residential Commercial Industrial Institutional
Amenities Gov't

13. The sanitary fittings will consist of the following number of:

- i. Wash Hand Basins*
- ii. Showers*
- iii. Bathtubs*
- iv. Water Closets (Toilet Bowls)*
- v. Urinals*
- vi. Bidgets*
- vii. Kitchen sinks*
- viii. Pools*
- ix. Hot tubs or spas*
- x. Sauna*
- xi. Utility Sinks*
- xii. Other*

14. The water supply will be by: Belize Water Services Cistern Water Tank Well

- a. Public Water Reservoir

15. The daily water consumption is estimated to be: Gals.

16. The sewage will be disposed by: Septic Sewer Waste Water Treatment: Type

17. Method of storm water discharge: Drain Run off Leachfield Water Reservoir

18. Method of waste water discharge: Leachfield Sewer Soakaway Waste Water Treatment: Type

19. Method of solid waste (garbage) storage & disposal: Municipal Village Private N/A

20. The Electrical Load Demand is Estimated to Be kVA

21. Electricity supply will be provided by: B.E. L Generator Solar Panel

22. The building will/will not be fitted with the following type and quantity of air condition fixtures.

- a. *Central air condition (insert quantity):*
- b. *Split units (insert quantity)*
- c. *Window units (insert quantity)*

23. The Air condition Load Demand is Estimated to be Tons



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I accept responsibility for applying to the Director of Building Control of the CBA for the following inspections/permits:

Permits/Inspection	Building less than 1,000 sq.ft. and not more than 1 storey	Buildings 1,000 - 3,000 sq.ft. and up to 2 storeys	Building over 3,000 sq.ft. and over 2 storeys
1. Notice of intention to commence building works;	X	X	X
2. Inspection a: Setting out;	X	X	X
3. Inspection b: Foundation, excavation and foundation placing;			
4. Inspection c: Floor slab(s);			
5. Inspection d: Plumbing & electrical rough-in;			
6. Inspection e: Walls, columns & beams;			
7. Inspection f: Roof structure;			
8. Fire safety inspection;			X
9. Public health inspection;			X
10. Application for permit to occupy and use a building.	X	X	X

The Professional of Record to review and sign the Application Form.

I certify that this application has the consent of the owner of the property:

Name of permittee or his authorized agent:

Address of permittee or his authorized agent:

.....

Phone number: Fax number:

Cellular number:

Email address:

Signature of permittee or his authorized agent:

Date:



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ANNEX 02

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	POE	MO	MA	CAD	PUC	HPD	LUA	FD	BPA	BPD	NFS	BTB	CZMAI
Completed Application for Review Form, Drawings & Specs., No Objection from Relevant Authorities	X														
Application Fee	X														
Zoning Permission					X										
Environmental Clearance			X												
PUC Approval							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	X				X
Approval for Airstrips or Heliports or Structures Near to Airstrips or Heliports						X									
Trade License					X										
Dangerous Goods Clearance			X									X	X		
Fire Safety Approval													X		
Hotel License														X	

CBA: Central Building Authority

MOH: Ministry of Health

CAD: Civil Aviation Department

LUA: Land Utilization Authority

BPD: Belize Police Dept.

CZMAI: Coastal Zone Management Authority & Institute

MNR: Ministry of Natural Resources

MA: Municipal Authority (*i.e.*: Village Council, Town Board, or City Council)

PUC: Public Utilities Commission

FD: Fisheries Department

NFS: National Fire Service

DOE: Department of Environment

HPD: Housing & Planning Department

BPA: Belize Port Authority

BTB: Belize Tourist Board

ANNEX 03

2

Belize Building

[No. 96]

FIRSTSCHEDULE

(Regulation 2]

FESS FOR CONSTRUCTION OR DEMOLITION

APPLICATION FEES

Use	Floor Area	Cost
<u>Residential</u>		
All Residential Buildings For Personal Use	1,000 Square Feet or Less	\$50.00
	More Than 1,000 Square Feet	\$100.00
<u>Commercial</u>		
Banks, Stores, Restaurants, Hotels Bars, Repair Shops, Beauty Salons, Apartment\$, Condominiums, etc.	800 Square Feet or Less	\$150.00
	More than 800 Square Feet	\$175.00
<u>Institutional</u>		
Non-Governmental Schools, Hospitals, Clinics, etc, Churches	800 Feet or Less	\$150.00
	More than 800 Square Feet	\$175.00
All Government Owned Building Structures		No Fee
<u>Industrial</u>		
Warehouse, Garages, Factories, etc.	1,000 Square Feet or Less	\$150.00
	More than 1,000 Square Feet.	\$175.00
<u>Other</u>		
Pools, Spa's, Piers, Decks, Dams, Piers, Antennae, Towers, and other Construction		\$150.00

ANNEX 04

No. 96}

Belize Building

3

SECONDSCHEDULE

[Regulation 3]

FESS FOR CONSTRUCUON OR DEMOLITION

PERMITFEES

Use	FloorAre--	Cost
Residential		
All Residential Buildings For Personal Use	1,000 Square Feet or Less More Than 1,000 Square Feet	\$0.10 \$0.15 (per square foot)
ComiUilercial		
Banks, Stores, Restaurants, Hotels Bars, Repair Shops; Beauty Salons, Apartments, Condominiums, etc.	800 Square Feet or Less More than 800 Square Feet	\$0.25 \$0.30 (per squarefoot)
Institutional		
Non-Governmental Schools, Hospitats, Clinics, Churches, etc.	800 Square Feet or Less More than 800 Square Feet.	\$0.25 \$0.30 (persquarefoot)
All Government Owned: Silding Structures		No Fee
Industrial		
Warehouse, Garages, Factories, etc.	1,000 Square Feet or Less More than 1,000 Square Feet	\$0.35 \$0.40
Other		
Piers		\$2.00 (perlinearfoot)

Use	Floor Area	Cost
Fences		\$.)25 (perlinearfoot)
Antennae, Towers, etc,		\$5.00 (perlinearfoot)
Dams(surface area)		\$0.40 ((per square foot)
Pools,Spa's,Decks. Patios,etc.		\$1.00 (per square foot)
RevisitsResultingFrom Non-Compliance Or Incomplete Works		\$150.00+AII other Expenses Incurred (pertrip)
<p>Calculation ofPennitFee= 1(a)+ 1/J(b)+ JI3(c)+ 113(d)+113(e)</p> <p>Where:</p> <p>a = Habitable, Enclosed Areas including Internal Stairs, b = Steps andlor.Stairs(Extetal), d = RoofTops,</p> <p>c = Verandahs, e=Gr.FloorSlabs Driveways, Drain Crossing, Paving etc.</p>		



Central Building Authority
Form 03

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ANNEX 05

APPLICATION FOR A PERMIT TO COMMENCE BUILDING WORKS

TO: The Director, Building Control Unit, Central Building Authority

I/We hereby request permission to commence building works in accordance with the drawings that have been submitted to the Central Building Authority, and were reviewed and recorded by the Central Building as _____ for _____

I/We understand and agree that this Permit to Commence Building Works is to be granted under the condition that all works will be carried out in full compliance with all requirements of the CBA

The Building works shall commence on the _____ day of _____ 20____.

I/We also request that you inspect the works to ensure that all works are being executed in accordance with the drawings reviewed and recorded by the Central Building Authority as _____. Setting out of works will be completed and ready for inspection by personnel of the Central Building Authority on the _____ day of _____ 20____.

I/We are aware that the Central Building Authority assumes absolutely no liability for the integrity of the structure. I/We are aware that it is my/our responsibility to ensure that competent personnel are employed to execute the works. I/We have also ensured that this application has been filled out and submitted to the Central Building Authority a minimum of ten (10) working days before the works are scheduled to commence. I/We also agree (if the project is a Public Building) to have a sign that is visible to the general public, erected and maintained during the entire construction process, clearly identifying the Architect and/or Engineer of record, as well as the contractor responsible for the project.

Yours faithfully,

(Signature of Owner or Authorized Person) (Please Print Name Clearly) (Date – dd/mm/yy)

(Signature of Person Receiving for CBA) (Please Print Name Clearly) (Date – dd/mm/yy)