

## **INSTRUCTIONS FOR APPLYING FOR R.B.P.O.A. BUILDING PERMIT**

Before starting ANY site work on a property located within the jurisdiction of Rainbow Bay Property Owners Association (R.B.P.O.A.) (including but not limited to: Land clearing, new construction, additions of 600 sqft or more, renovations, garages, carports, decks, driveways, storage sheds, water lines, fences, etc.) a property owner will ensure they are in compliance with all applicable requirements set forth by the Board of Directors currently in place at the time of Application. **THIS INCLUDES BEING IN POSSESSION OF AN APPROVED D.E.P.P. PERMIT.**

Working closely with the Building Control Department of the island, the Board of Directors has set forth the requirements to ensure any work done on a property within the R.B.P.O.A. jurisdiction follows the applicable laws and regulations of the Commonwealth of the Bahamas.

Property owners are encouraged to familiarize themselves with all aspects of this process and the applicable Commonwealth laws and regulations to ensure their project moves forward without complication.

The overall goal of the Board of Directors is to retain and enhance the natural beauty of our island community, as well as to promote safe and sound building practices that are following the Bahamian Building Code and to minimize legal complications that may arise, ensuring a vibrant and safe community available to all for years to come.

### **R.B.P.O.A. Construction Application Process**

#### **1. APPLICATION PREPARATION**

This step-by-step explanation of the application process and all associated documentation required with directions for completing the forms are found in this handout. Handout can be downloaded from the R.B.P.O.A. website at [rainbowbay.org](http://rainbowbay.org) or picked up at Board Office and should be referred to when completing the process to apply for RBPOA approval for a property owners project. Please note that depending on the scope of the project more than one application/permit may be required.

Please note it is the property owner's responsibility to complete the application process and supply the Board of Directors with all necessary information required.

**APPLICATIONS WILL NOT BE ACCEPTED FROM ANY OTHER PERSONS OTHER THAN PROPERTY OWNER.**

**ALL CORRESPONDENCE, QUESTIONS, AND REQUESTS FOR INFORMATION ARE TO BE SUBMITTED BY EMAIL TO [INFO@RAINBOWBAY.ORG](mailto:INFO@RAINBOWBAY.ORG) AND [BUILDING@RAINBOWBAY.ORG](mailto:BUILDING@RAINBOWBAY.ORG). NO VERBAL COMMUNICATION WILL BE BINDING.**

A property owner is strongly encouraged to follow these guidelines to ensure all required information is included at the time of submitting application thereby ensuring application is not denied by the board.

## 2. PRELIMINARY PREPARATION, NEW HOME CONSTRUCTION

These steps should be taken prior to a property owners' submittal of application for new home construction.

- Apply and obtain an approved Environmental Permit from D.E.P.P. for submittal with application package at time of application. Details of this process can be found on the [rainbowbay.org](http://rainbowbay.org) website.
- Review all R.B.P.O.A. Covenants and By-Laws that are in force, be prepared to sign a R.B.P.O.A. Disclosure to Owners Form at the time of application submittal.
- Familiarize yourself with Bahamian Laws regarding clearing of property, construction, codes, etc.
- Have a copy of a stamped conveyance showing lot description and current owner(s) to submit with application.
- Ensure property owner is currently in compliance with all R.B.P.O.A. restrictions.
- All dues and assessments are paid and up to date.
- Ensure your Accredited Bahamian Architect is aware you are desiring to build in a deed restricted community and is aware of the R.B.P.O.A. requirements concerning formatting of plans, required stamps, and information required to be included on plans to be submitted.
- Three sets of full-sized Architect stamped plans are to be submitted to the board with your application. Review plans prior to submittal to ensure all board requirements are met concerning format and information required. **NO ELECTRONIC COPIES WILL BE ACCEPTED.**
- Obtain a boundary survey (and topographic survey if required) completed by an Accredited Bahamian Surveyor and have a copy ready to submit with application package.
- Personally inspect property to ensure boundary pins are in place by an Accredited Surveyor and are in good condition.
- Prepare a Construction Management Plan (C.M.P.) and have it ready to submit with your application package. See outline and how to create a plan on the [rainbowbay.org](http://rainbowbay.org) website.
- Choose a licensed Bahamian contractor and ensure your contractor has the ability to complete the project and shows proof that they are currently licensed, insured, and current with their obligations under Bahamian Law.
- Ensure your contractor has developed and submitted to you a Construction Phase Plan for reference throughout the project.
- Contract with your contractor in place.
- Download and a copy of the R.B.P.O.A. Disclosure to Owners Form and make sure your contractors are aware of all requirements. This statement will be signed and submitted with the Application Package at time of submittal.

NOTE R.B.P.O.A. DOES NOT RECOMMEND CONTRACTORS, SURVEYORS, OR WORKERS OF ANY KIND. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE THE PERSONS THEY HIRE ARE IN COMPLIANCE WITH ALL APPLICABLE LICENSING AND GOVERNMENTAL REGULATIONS THAT ARE APPLICABLE TO THE WORK TO BE DONE.

### 3. APPLICATION SUBMITTAL

- Download in entirety the application form from the website, complete the appropriate sections. This completed form and required attachments will be submitted to the Board Office, the property owner will either hand deliver or send by post. If you choose to deliver by post you must provide a prepaid return.

Bahamas mailing address:

Rainbow Bay Property Owners Association Ltd.

PO Box EL-25145

Governors Harbor

Eleuthera, Bahamas

USA mailing address:

RBPOA PMB 8068

411 Walnut Street

Green Cove Springs

FL 32043

USA

- The application package will be reviewed by the office manager and checked to determine if all applicable information and attachments have been provided and will ensure plans submitted are formatted correctly containing the appropriate information.
- Once the application package has been reviewed by office manager and determined complete and ready for submittal to the Board, the property owner will be notified within 21 days by email that their application has been accepted or rejected for submittal to Board. Office manager will issue a R.B.P.O.A. Control Number and log submittal into the board's Log of Building Permit Applications. This Control Number will be provided to the property owner at the time of notification of approval. In the case of rejection, the email will contain the details of the reasons for rejection.
- Office manager will notify the board of the application and request the application be placed on the agenda for approval at the next regularly scheduled Board meeting following a full calendar month from the month the application package submitted.

### 4. APPLICATION APPROVAL

- The board will review for completeness and approve the application package, sign, and stamp plans and application.
- The board will retain one complete set of plans and application package and cause to be logged the date and time of conditional approval in the Log of Building Permit Applications.

- Property owners will be notified via email of approval and provided instructions on submitting appropriate fees.
- Once the property owner has been notified that the appropriate fees have been received, the property owner will be issued a receipt and plans can be picked up at the board office during regularly scheduled business hours. Property owners will receive two sets of stamped plans and one stamped application package which can be brought to the Building Control Office for permit application.

## 5. NOTIFICATIONS TO BOARD OFFICE

The following notifications are required to be made to the board office within two weeks of each phase of the project once final approval is obtained.

- Building Control Permit number when received.
- Notification to Board Office of scheduled lot clearing and when clearing completed.
- Notification to the Board Office when site plan markers will be placed on lot and when this is completed.
- Notification to Board Office when construction begins.
- Notification to Board Office when construction completed.
- Notification to Board Office when Certificate of Occupancy received.

## 6. FEE SCHEDULE

- Application Fee: \$0.35 per square foot of interior walls
- Impact Fee: \$1.00 per square foot of finished living space
- Lot Clearing Permit Fee: \$100.00
- Waterline refundable deposit: \$200.00

## 7. GENERAL NOTES

- All correspondence to be conducted by email between property owner and Board Office ([building@rainbowbay.org](mailto:building@rainbowbay.org) and [info@rainbowbay.org](mailto:info@rainbowbay.org)).
- **NO VERBAL EXCHANGE OF INFORMATION IS BINDING.**
- All correspondence with the Board office to include the R.B.P.O.A. Control Number in the subject line.
- R.B.P.O.A. Control Number is required to be displayed on lot throughout construction process at or near same location of the Bahamian Building Permit Number.

R.B.P.O.A. Control Number is a unique number assigned to the application package and consists of the year and lot description of the application package. It is used throughout the duration of the permit. For example, a Control Number of "24-16-42-B", where "24" is the year of application for Lot 16, Block 42, Section B.

- It is the property owner's responsibility to submit the application and all applicable documentation to the Board for approval. It is their responsibility from initial submittal to final approval and collection of Stamped Approval when obtained.
- Once final approval is obtained from the Board, a property owner may choose to designate their Accredited Bahamian Architect to communicate with the Board for any further required notifications, etc. by submitting the Statement of Transfer of Responsibility found on the R.B.P.O.A. website at [rainbowbay.org](http://rainbowbay.org).
- Permit expires 18 months from date of final approval and can be renewed at no charge before expiration. If permit expires a new application package must be submitted.