

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

Before starting ANY site work on a property located within the Rainbow Bay Property Owners Association (R.B.P.O.A.) (including: Land clearing, new construction, additions of 600 sqft or more, renovations, garages, carports, decks, driveways, storage sheds, fences, etc.) a **PROPERTY OWNER** will ensure they are in compliance with requirements set forth by the Board of Directors. **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 follows the applicable laws and regulations of the Commonwealth of the Bahamas.

Property owners are required to familiarize themselves with this process and the Commonwealth laws and regulations to ensure their project moves forward without complication.

The 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, minimize legal complications, and ensuring a vibrant and safe community.

**PLEASE NOTE:** You are required to submit a legible .pdf copy of entire application package and plans to [building@rainbowbay.org](mailto:building@rainbowbay.org). Once received you will be notified via email that your application package is accepted and/or rejected. Once application package is accepted you are required to submit the appropriate hard copies as explained below.

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

**APPLICATIONS WILL NOT BE ACCEPTED FROM ANY OTHER PERSONS OTHER THAN PROPERTY OWNER. THE BUILDING CONTROL DEPARTMENT WILL ONLY CORRESPOND WITH PROPERTY OWNER, NOT ARCHITECTS, PROJECT COORDINATORS, BUILDERS, AND/OR ANY OTHER PERSONS OTHER THAN PROPERTY OWNER.**

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

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

This step-by-step explanation of the application process and all required documentation, directions, and forms are found in this handout.

Handout must be downloaded from the R.B.P.O.A. website at [rainbowbay.org](http://rainbowbay.org) and should be referred to when completing the process to apply for RBPOA approval of project.

**YOU MUST OBTAIN RBPOA APPROVAL OF YOUR PLANS PRIOR TO OBTAINING A BAHAMIAN BUILDING PERMIT**

**IF A PROPERTY OWNER TAKES THE TIME TO READ THESE INSTRUCTIONS AND COMPLETE THE PAPERWORK LEGIBLY AND, IN ITS ENTIRETY, SUBMIT ALL REQUIRED PDF FILES AND PAPERWORK IN THE CORRECT MANNER AS INSTRUCTED, THE PROCESS IS STRAIGHTFORWARD AND WILL BE COMPLETED IN A TIMELY MANNER.**

**SUBMITTING INCOMPLETE AND/OR UNREADABLE APPLICATIONS OR APPLICATIONS WITHOUT THE REQUIRED DOCUMENTS WILL RESULT IN APPLICATION BEING REJECTED.**

**IT IS WORTH THE PROPERTY OWNERS TIME TO TAKE THE NECESSARY TIME TO DO THIS CORRECTLY THE FIRST TIME. ALL DELAYS WILL BE THE RESULT OF NOT FOLLOWING THESE DIRECTIONS OR INCOMPLETE INFORMATION PROVIDED.**

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## 2. PRELIMINARY PREPARATION, NEW HOME CONSTRUCTION

These steps should be taken prior to the 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 website.
- Review all R.B.P.O.A. Covenants and By-Laws, sign a R.B.P.O.A Disclosure to Owners Form.
- Familiarize yourself with Bahamian Laws regarding clearing of property, construction, codes, etc.
- Submit a copy of a stamped and registered conveyance showing lot description and current owner(s), no other documents will be accepted (i.e. sales agreement, unstamped/unregistered conveyance)
- All dues and assessments are paid.
- Lot clearing permit submitted if one has not already been approved in the last 18 months.
- Ensure your accredited Bahamian Architect or accredited Draftsman is aware you are desiring to build in a deed restricted community and has reviewed these forms and 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 three sets of your application once you are notified your electronic copies have been reviewed. Prior to sending review plans to ensure all board requirements are met concerning format and information required.
- **Nothing can encroach on setbacks (i.e. roof overhangs, porches, pools, etc.)**
- Obtain a boundary survey (and topographic survey if required) completed by an Accredited Bahamian Surveyor showing original boundary pins and have a copy ready to submit with application package. Surveys up to 5 years old will be accepted.

Note: Rainbow Bay was surveyed when first divided and all lots have boundary pins in place. Since that was over 50 years ago, they can be difficult to find. It is now a governmental requirement that lots be surveyed when bought and sold. RBPOA Board of Directors recognizes the original pins and will use these when determining lot size and setbacks, **PLEASE ENSURE YOUR SURVEYOR FINDS AND MARKS THESE ORIGINAL PINS AND DOES NOT JUST PLACE THEIR OWN.**

- Personally inspect property to ensure original boundary pins are in place and marked and in good condition.
- Sign a copy of 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 completely and ensure all information required is included and legible. An application that is filled out with information that cannot be easily read or is unclear will be rejected. Take your time and print all information clearly.
- Once you have all required information gathered prepare a complete LEGIBLE AND CLEAR .pdf copy. This .pdf file is to be submitted to [building@rainbowbay.org](mailto:building@rainbowbay.org) and will be reviewed for correctness.
- You will be notified by email if your .pdf application package is either APPROVED or REJECTED.
- If package is approved, 3 completed applications and 3 copies of required attachments will be dropped into the drop box outside of the Board Office. If you choose to deliver by post, you must provide a prepaid return.
- If .pdf application package is rejected, you will be notified of the required changes and you must resubmit .pdf with these changes.
- Under no circumstance will an application package be hand delivered to the office. All application packages are to be placed in drop box or delivered by post.

Bahamas mailing address:

Rainbow Bay Property Owners Association Ltd.  
ATTN: Building Control Board  
PO Box EL-25145  
Governors Harbor  
Eleuthera, Bahamas

- The application package will be reviewed and checked to determine if complete.
- You will be notified within 21 days by an email from [building@rainbowbay.org](mailto:building@rainbowbay.org) that your application has been accepted once received by the Board Office.

### 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 log the date and time of approval in the Log of Building Permit Applications.
- Property owners will be notified via email of approval and provided instructions on submitting appropriate fees.

## APPLICATION APPROVAL, CONTINUED

- Once the appropriate fees have been received, the property owner will be issued a receipt and owner must call the Board Office to schedule an appointment to pick up approved plans during regularly scheduled business hours. Board office will hold plans for up to 90 days from approval.
- Property owners will receive two sets of stamped plans and one stamped application package to apply for a Bahamian Building Permit.

## 5. 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

**ALL FEES MUST BE PAID WITHIN 90 DAYS OF BILLING OTHERWISE APPROVAL IS NO LONGER VALID**

## 6. GENERAL NOTES

- All correspondence to be conducted by email between property owner and [building@rainbowbay.org](mailto:building@rainbowbay.org).
- NO VERBAL EXCHANGE OF INFORMATION IS BINDING.**
- All correspondence with the Board office to include the Lot, Block, and Section along with owners' last name in the subject line.
- 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.

### **COMMON REASONS APPLICATIONS ARE REJECTED:**

- Missing or incomplete information on application
- Illegible and/or applications that are unable to be read
- Setbacks missing on plans/any part of any structures encroaching on setbacks
- Maximum height of structures highest point missing on plans
- Square footage missing on plans and/or on application
- Plans submitted by entities other than an accredited Bahamian architect or accredited Bahamian draftsman

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