



# CAYMAN ISLANDS Department of Planning

P.O. Box 113  
Grand Cayman  
KY1-9000  
Cayman Islands  
345.769.7526(P)  
345.769.2228(F)

Please return completed form to [info@planning.gov.ky](mailto:info@planning.gov.ky)

## PERSON / CONTRACTOR REGISTRATION FORM ONLINE PLANNING SYSTEM

**TERMS AND CONDITIONS OF SERVICE:** This agreement (the "Agreement") is made by and between Cayman Islands Government Department of Planning and you (the end user client, as an individual or business entity, in either case, "you"). The effective date of this Agreement is the date indicated within this box.

**Fees:** 1. Each Inspection request shall incur a service charge fee to cover the costs of the Online Planning System (OPS). There will be a \$15.00 service fee charged per inspection request submitted in paper format to the Department of Planning. Alternatively, there will be a \$10.00 service fee charged per inspection request submitted via the Online Planning System. No service fee charges shall be applied to the Inspection Categories of "Service Connection" or "Permit Final". By signing you expressly represent that you have authority to enter into this agreement.

Name (in plain letters): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### General Information (please enter personal information and not business)

**Contractor Name:** \_\_\_\_\_  
**Contractor Number:** (if known) \_\_\_\_\_  
(DOP, WA or EBE Issued)  
**Email:** \_\_\_\_\_  
**Island:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_  
**Phone number 2:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**P.O. Box:** \_\_\_\_\_  
**KY Code:** \_\_\_\_\_

**Do you need a separate login than the business you work for:** yes / no  
(Only people that need to submit inspections without using the business account need a separate login)

### For Official Use

**Issued User Name:** \_\_\_\_\_  
**Issued Temporary Password:** \_\_\_\_\_  
**Issued Contractor Number (s):** \_\_\_\_\_  
\_\_\_\_\_  
**Contractor Number Expiration Date:** \_\_\_\_\_  
**Contractor Account Setup in:** OPS / Trak-IT / POS \_\_\_\_\_

### CONTRACTOR DISCIPLINE

Please circle all disciplines that you are currently involved in. If you expand into or ceases to operate in a particular discipline please notify the Department of Planning.

- Architect
- Engineer
- Interior Designer
- Landscape Designer
- Planner
- Draftsman
- Project Manager
- Building Contractor
- Tradesman/General Operative
- Maintenance
- Technician
- Estimator
- Mechanical Engineer
- Mechanical Technician
- Surveyor
- Apprentice Plumber
- Journeyman Plumber
- Master Plumber
- Septic Tank Emptier
- Waste Water Installation and Maintenance
- Well Driller
- Electrical Engineer
- Temporary Electrical Engineer
- Electrical Lineman
- Temporary Electrical Lineman
- Electrician
- Temporary Electrician
- Master Electrician
- Temporary Master Electrician
- Electrical Wireman
- Temporary Electrical Wireman
- Apprentice Electrician
- Temporary Apprentice Electrician
- Owner

### For Official Use Only

Date Stamp

### ACTIVE PERMITS

If the Contractor needs to submit "Inspection Requests" on any active permit please indicate which permits they are:

\_\_\_\_\_  
\_\_\_\_\_

Note: If you requested an individual login you will receive a notification via email containing your username and