HIE MILSESTONE 4

FINAL LETTER OF COMPLETION ISSUED



HIE will issue Final Letter of Completion along with conditions.

Owner/ Developer can now occupy premises.

OWNER / DEVELOPER Decision is made to purchase		Provided with a copy of the HIE Building & Siting Guidelines to assist your with the design process and provide you with the checklists below in order to complete the approval process
OWNER / DEVELOPER STEP 1 Follow Concept Approval Checklist		Develop plans along with other documents required as per the <u>Concept Approval</u> <u>Checklist</u> and provide to HIE.
HIE HIE undertakes <u>Concept Approval</u> review process		Timeframe: 15 business days from receipt of all required documents. Timeframe resets after each RFI issued (Request for Information).
HIE MILSESTONE 1 CONCEPT APPROVAL ISSUED		HIE will issue Concept Approval along with approval conditions. Owner/ Developer can now continue to Final Buidling Plan Checklist.
OWNER / DEVELOPER STEP 2 Follow <u>Final Building Plan Approval Checklist</u>		Obtain and produce required documents required as per the <i>Final Buidling Plan Checklist</i> and provide to HIE.
HIE HIE undertakes <u>Final Building Plan Approval</u> review process		Timeframe: 20 business days from receipt of all required documents. Timeframe resets after each RFI issued (Request for Information).
HIE MILSESTONE 2 FINAL BUILDING PLAN APPROVAL ISSUED		HIE will issue Final Building Plan Approval along with conditions. Owner/ Developer can now obtain MCU, BA & P&D etc. and continue to <u>Commence Works Checklist</u> .
OWNER / DEVELOPER STEP 3 Follow Commemce Works Approval Checklist		Obtain MCU, BA & P&D etc. and produce other required documents required as per the <u>Commence Works Checklist</u> and provide to HIE.
HIE HIE undertakes <u>Commence Works Approval</u> review process		Timeframe: 10 business days from receipt of all required documents. Timeframe resets after each RFI issued (Request for Information).
HIE MILSESTONE 3 COMMENCE WORKS APPROVAL ISSUED		HIE will issue Commence Works Approval along with conditions. Owner/ Developer can now commence works.
OWNER / DEVELOPER Undertake & Complete Works		HIE will approve site establishment, barge bookings for materials to travel to island, consider issuing a vehicle permit if deemed necessary and other assistance with completion of works.
OWNER / DEVELOPER STEP 4 Follow Final Completion Checklist		Obtain Final COC and produce other required documents required as per the Final Completion Checklist and provide to HIE.
HIE performs site inspection		
HIE HIE undertakes <u>Final Completion Approval</u> review process		Timeframe: 10 business days from receipt of all required documents. Timeframe resets after each RFI issued (Request for Information).
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