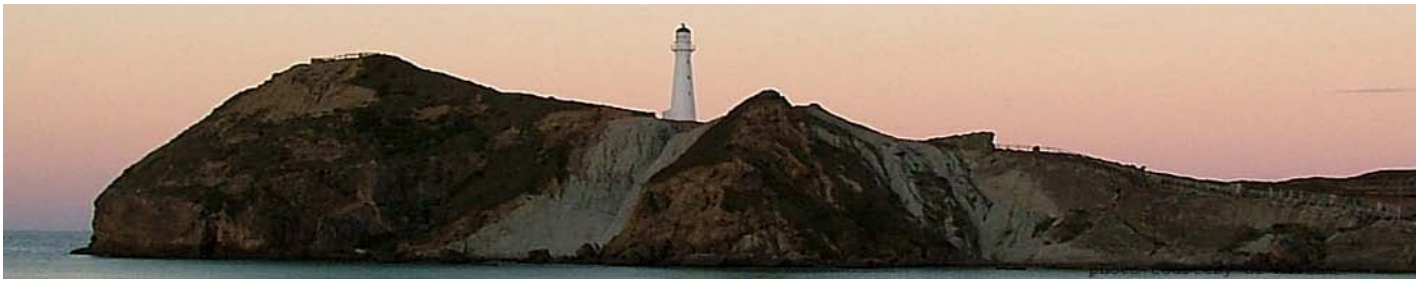

NOW YOU HAVE YOUR BUILDING CONSENT!

A Guide to the Inspection Process once your Building Consent has been granted

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1. Now I have my Consent What Happens?

Now you have your consent there are some important things that you, your builder or contractor need to know.

Under the Building Act 2004 there are some statutory time frames which impact on your building project.

- A building consent lapses if work has not started within 12 months
- Once granted the Council must make a decision on whether to issue or decline to issue, a Code Compliance Certificate on completion or on the 24 Month anniversary of the granted date. (refer to section 6 of this guide)

Please note these dates and if you cannot meet them you may apply to the Council for an extension.

Your building consent will detail inspections that are required to be carried out during construction. You must ensure that they do occur as failure to do so may cause significant problems at the completion of your building project and create difficulties in obtaining a Code Compliance Certificate.

To arrange for those inspections please phone the Council on 06 370 6300 between the hours of 8.00am and 4.30pm Monday to Friday. (Bookings after 4.00pm are unlikely to be carried out the next day)

Please give as much notice as possible. A minimum of 24 hours is required and although we will endeavour to provide a next day service, that may not always be possible due to work load, available resources and travel distances.

When calling to book inspections you will be given a time slot and only under special circumstances will we give a definitive time. This enables our inspectors to plan the order in which they carry out the inspections, thereby avoiding unnecessary travel and ultimately will allow for more inspections per day.

When booking inspections, basic information is required such as;

- Type of inspection (foundation, pre-slab, pre-line etc)
- Site address
- Building consent number
- Name of person making booking
- Contact phone number

2. Purpose behind the Inspection Process

We need to undertake inspections during construction.
The required inspections will be identified during the building consent approval process and clearly indicated on the consent documents.

It is important that the identified inspections are requested and undertaken, as a failure could result in difficulties obtaining a Code Compliance Certificate at the end of the project.

The fundamental principal behind the inspection process is to provide sufficient information to enable the Council to issue a Code Compliance Certificate at the completion of the building project.

To enable this decision to be made the Council must be satisfied, on reasonable grounds, that the completed building project complies with the building consent which includes the consented plans, specifications and any amendments approved during the process.

3. Alterations/Amendments during Construction

The Building Act 2004 requires work to be carried out in accordance with the building consent.

However changes often occur during construction either to the design or materials or proprietary systems which require an amendment to the building consent.

There are two ways that these amendments can be dealt with;

1. For minor amendments/changes the Council inspectors may simply note the plans, record their decision for acceptance and work can carry on.

   Some examples of minor work could be;

   - a change to window/door positioning which does not effect the wall bracing
   - a change in insulation to a higher R value
   - a change in timber treatment to a higher level
   - a change in building wrap

2. For major amendments/changes you will be required to apply to the Council for an amendment which may result in work being held up until the amendment has been approved and issued. This may not necessarily require the entire building project to stop, but it will certainly stop work on the area covered by the amendment.

   Examples of major work could include;

   - a change to the siting of the building
   - any change to the foot print of the building
   - a change to foundation details
   - any structural changes including trusses
   - a change to interior/exterior wall cladding
   - a change in roofing material
   - a change to service room layouts
   - a change to wall bracing

   This is not an exhaustive list. It is recommended that regardless of the change, please discuss with us so that we can agree on the best way of dealing with them.

4. THE INSPECTION PROCESS

Whenever possible someone who has the authority to make decisions or act on behalf of the consent holder, should be on-site during the inspection process. Your approved plans and supporting documents must be on-site at the time of inspection.

Depending on the scope of your building project a number of inspections will be carried out during construction and could include, but is not limited to, the following:

- **Site**
- **Foundation**
- **Piles**
- **Pre-slab plumbing (concrete slab)**
- **Pre-slab building (concrete slab)**
- **Sub-floor (timber suspended floor)**
- **Drainage**
- **Pre-wrap**
- **Pre-clad**
- **Post-clad**
- **Pre-stucco**
- **Pre-line (plumbing)**
- **Pre-line (building)**
- **Wet area membranes, decks, roofs and shower area**
- **Post-line**
- **Block**
- **Brick Veneer**
- **Retaining wall**
- **Final**
- **Free Standing Fireplace**
- **In-Built Fireplace**
- **Engineer – Civil/Structural/Fire/Geotechnical**

Site safety is the responsibility of the project manger or contractor and if our inspector does not feel safe he/she will not enter the site.

Dogs on site and loud music can be disruptive during the inspection process. Please lock dogs away and turn radios down.

5. What We Will Be Looking for During Each Specific Inspection

What we will be looking for during the inspection, what you need to do in preparation and when you need to call for the inspection.

FOUNDATION

When to call for inspection

- when all form-work (boxing) has been completed, footings have been excavated and reinforcement is in place.

What we will look at

- check that the siting of the building conforms with the building consent site plan. Boundaries must be identified by location of boundary pegs or by survey.
- With building projects that are critical in respect to distance from boundaries, height or daylighting requirements, building set out must be confirmed by survey.
- footings are appropriate size and excavated to solid
- reinforcing is in place (size, spacing, laps and cover) adequately tied and secured and conform with consent documents
- for ring foundations; sub-floor vents
- that minimum floor levels/ground clearances can be achieved against datum
- advise on next inspection

What you should do

- ensure that boundaries are adequately defined
- ensure that building set out complies with consent documents
- if required, a surveyors report is available
- approved plans and supporting documents are on site
- don't put us and the contractor under pressure by ordering concrete until after the inspection has been carried out

PILES

When to call for inspection

- when all holes are excavated prior to installation of piles.
- in the case of driven piles this inspection should be coordinated with the design engineer

What we will look at

- the siting of the building conforms with the building consent site plan. Boundaries must be identified by location of boundary pegs or by survey. With building projects that are critical in respect to distance from boundaries, height or daylighting requirements, building set out must be confirmed by survey.
- pile holes are correct size and depth and to solid
- piles are on site and meet the required treatment level
- check or advise that no cut ends of piles are to be inground
- that minimum floor levels/ground clearances can be achieved against datum
- advise on next inspection

What you should do

- ensure that boundaries are adequately defined and work set out against datum
- ensure that building set out complies with consent documents
- if required a surveyors report is available
- approved plans and supporting documents are on site
- if required the design engineer has been advised

PRE-SLAB PLUMBING (concrete slab)

When to call for inspection

- when all plumbing and drainage pipes have been installed, prior to backfilling
- installation of Damp Proof Membrane and reinforcing mesh

What we will look at

- positioning of wastes, drains and heating pipes; fall and separation/protection through concrete

What you should do

- provide access to site
- ensure plumber/drainlayer is suitably qualified or supervised and on site
- approved plans and supporting documents are on site

PRE-SLAB BUILDING (concrete slab)

When to call for inspection

- when the Damp Proof Membrane (DPM) has been placed with all laps and penetrations sealed, reinforcing in place and in position with chairs as appropriate.

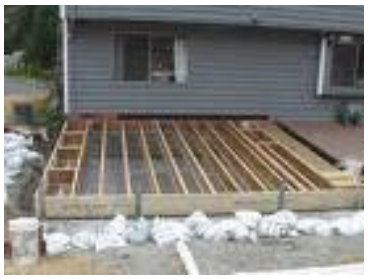
What we will look at

- ground clearance; allowance for future site works and ground slopes away from the building
- DPM, sand blinding, taping of laps and penetrations
- reinforcing steel/mesh; size, spacing, laps, cover and support
- rebates for veneers and joinery/weathering
- cast in connection, bottom plate fixings
- slab thickenings under load bearing elements
- that minimum floor levels/ground clearances can be achieved against datum
- advise on next inspection

What you should do

- if required the design engineer has been advised and is on site or previously inspected (if so have report available).
- provide access to site
- ensure approved plans and supporting documents are on site

SUB-FLOOR (timber suspended floor)



When to call for inspection

- when all sub-floor connections, joists and required blocking, and any suspended plumbing pipe work have been completed, but before any flooring or base boards have been fitted. Relocated dwellings require a sub-floor inspection prior to the base boards being fitted.

What we will look at

- pile height, pile connections, crawl space and DPM
- cut pile ends sealed
- bracing connections; strength and durability
- sub-floor framing; treatment, layout related to load-bearing elements supported
- insulation and protection
- advise on next inspection

What you should do

- if required the design engineer has been advised and is on site or previously inspected (if so have report available).
- provide access to site
- ensure approved plans and supporting documents are on site

DRAINAGE

When to call for inspection

- when all drainage works is completed and drain is under test, as laid drainage plan is preferred at time of inspection (Code compliance will not be achieved without the as laid plan)

What we will look at

- pipe connections, joints
- straightness of drain
- falls on drain

What you should do

- ensure approved plans and supporting documents are on site
- drainlayer must provide a built drainage plan, which should be available at time of inspection (forms on which to draw the plan are provided with consent documents)
- ensure that drains are under test at time of inspection

PRE-WRAP

When to call for inspection

- when all roof and wall framing is complete, including any exterior sheet bracing, but before building wrap (building paper) has been installed

What we will look at

- inspect all structural framing including roof structure
- timber; treatment, member sizes and spacings
- sub-linings; wind barriers, exterior wall bracing
- connections; structure and durability
- waterproof rebate for masonry/brick veneer
- check window/door opening sizes and location
- advise next required inspection

What you should do

- provide access to site if required
- ensure approved plans and supporting documents are on site

POST-WRAP

When to call for inspection

- when building wrap (building paper) and window and door flexible flashing
- tape has been installed, cavity battens (cavity systems), cavity closers and all flashing systems are in place, but before joinery has been installed

What we will look at

- building wrap and roofing underlays; absorbency; laps and support
- cavity, closed at top and closed off from subfloor and attic spaces
- cavity battens; size, treatment and layout (generally no horizontal obstructions)
- check building wrap for correct installation and type
- check installation of flashing tape around all openings
- check other flashings
- check cavity battens and closers if cavity system being used
- advise next inspection

What you should do

- provide access to site
- ensure approved plans and supporting documents are on site

WEATHERTIGHTNESS (monolithic cladding systems)

When to call for inspection

- when exterior cladding has been installed, flashings in place, air seals fitted to openings, but before any coating system have been applied

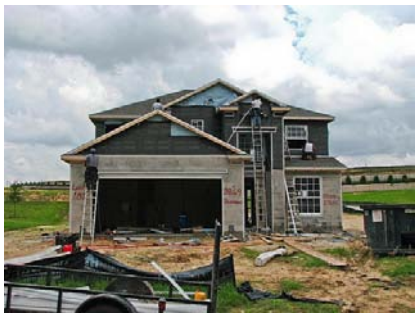
What we will look at

- EIFS/Fibre cement sheet, fixing, layout, control joints, joint reinforcement, mouldings (edges, corners, around penetrations)
- cladding ground clearances; note re future landscaping
- flashings; inter-storey and around all penetrations
- advise next inspection

What you should do

- provide access to site
- approved plans and supporting documents are on site

PRE-STUCCO



When to call for inspection

- after the post-wrap inspection and when all the reinforcing and flashings are in place

What we will look at

- cavity battens and closers
- control joints
- backing, mesh, spacers, proposed curing
- advise next inspection

Note. If proprietary control jointing systems are not being used, an additional inspection will be required after the first scratch coat when control joints have been formed.

What you should do

- provide access to site
- approved plans and supporting documents are on site

PRE-LINE (plumbing)

When to call for inspection

- the completed plumbing work must be subjected to the standard pressure test

What we will look at

- subjected pressure level
- pipes holding pressure
- satisfactory installation of pipe work

What you should do

- ensure plumbing work is carried out by appropriately qualified plumbers

PRE-LINE (building)

When to call for inspection

- when the exterior of the building is weather-tight, all structural components (including bracing) have been completed and wall insulation in place.

What we will look at

- building closed in; penetrations weathertight (flashings, scribers etc)
- cladding ground clearance; note re future landscaping
- joinery; standard appropriate for site exposure, cover with cladding achieved
- glazing; human impact, opening sizes
- framing; size, spacing, treatment, cut out for services
- connections; bracing, number, size, durability
- insulation; material and installation workmanship
- air sealing around penetrations
- plumbing pipework installed in framing; material, support, pressure test, connection to approved supply
- advise next inspection

What you should do

- provide access to site
- ensure approved plans and supporting documents are on site

WET AREA MEMBRANES (decks, roof, shower areas)

When to call for inspection

- post application (after application of membrane) of wet area membrane

What we will look at

- substrate material, fixing, joint preparation
- finished membrane installation
- advise next inspection

What you should do

- provide access to site
- ensure approved plans and supporting documents are on site
- ensure membrane is applied by approved applicator (approved by manufacturer or supplier)
- obtain product and installation warrantee for membrane

POST-LINE

When to call for inspection

- when all interior linings have been installed, but before fitting of skirting, scotia or plastering stopping

What we will look at

- fixing of wall linings
- installation details of wall bracing elements and wall linings in general
- correct installation of any fire rated and wet area wall linings
- advise next inspection

What you should do

- provide access to site
- ensure approved plans and supporting documents are on site

CONCRETE BLOCK WALLS, including retaining walls

When to call for inspection

- when all masonry block work including block foundations for slab floors
- is completed, reinforcing in place and washout openings in place

What we will look at

- reinforcing is as detailed, lapped correctly and securely tied
- block cavities washed out and clean
- joints cleanly struck
- washouts blocked
- advise next inspection

What you should do

- block work carried out by registered mason
- ensure approved plans and supporting documents are on site

BRICK VENEER

When to call for inspection

- when veneer is at half height and all flashings are in place

What we will look at

- washouts being utilised
- brick ties in place and screw fixed
- appropriate type of brick tie used
- cavity correct width
- cavity clear of mortar
- all flashings in place
- advise next inspection

What you should do

- ensure approved plans and supporting documents are on site

RETAINING WALL (concrete or block)

When to call for inspection

- post application of waterproof membrane system
- protection installed for membrane system and installation of perforated drainage system before back-filling

What we will look at

- check as for concrete block inspection
- subsoil drain; below slab level, protected with geotech fabric, fall to trapped outfall
- waterproof membrane including junction with any floor slab DPM
- membrane, protected and backfilled with appropriate drainage material

What you should do

- ensure block work is carried out by registered mason
- ensure approved plans and supporting documents are on site

FINAL

When to call for inspection

- final inspections are carried out at the completion of the project and may include the entire project, plumbing, drainage and storm water. The Code Compliance Certificate is issued if the building work complies with the approved building consent.

What we will look at

- that the work complies with the building consent plans and specifications
- follow-up; any items noted at previous inspections (requests for information)
- cladding; roof, decks (slip resistance) and walls, flashings, sub-floor ventilation, brick cavity vents, ground clearance measured/noted
- downpipes; size support, spreaders, termination to gully/interception, deck and internal gutter overflows
- drainage; trenches backfilled, site fall away from building and to sumps, gully rims above surrounding ground
- stairs; dimensions, slip resistance, handrails
- safety barriers; fixings, gaps, fencing of swimming pools
- wet area surfaces; impervious and easy clean
- HWC; seismically restrained, valves, overflow drain, temperature (measure/record at sanitary fixtures)
- waste venting; terminations, AAVs
- plumbing; taps, stop-valves, cistern overflows
- check installation and location of smoke detectors
- location and security of gas cylinders

What you should do

- ensure approved plans and supporting documents are on site
- provide access to site
- ensure power and or gas is turned on to allow for checking of water temperature
- have all outstanding producer statements and warrantees available
- have available energy certificates, electricity/gas
- ensure that development impact levies have been paid

<u>FIREPLACE (heater)</u>

When to call for inspection

- when installation is complete
- final inspection required only

What we will look at

- clearances; hearth requirement, linings, framing at ceiling and roof
- seismic restraint
- flue internal; ceiling collar, shield requirement?
- flue external; weatherproof flue penetration, termination position relative to roof line and openings
- smoke detectors

What you should do

- provide access to site
- ensure smoke detectors are in place and working
- ensure ceiling plate is loose to enable flue clearance to be checked

Multi Residential/Commercial/Industrial

There are additional inspections required for multi residential/commercial/industrial buildings. These inspections will be identified in your building consent. It is suggested that you discuss these inspections early in the building project with the Council.

Specific inspections by engineer

Many building projects have specific engineer design aspects and these are required to be undertaken by the design engineer or his/her delegated representative.
These elements may include

- structural design
- fire design
- mechanical
- geotechnical

When any of these inspections are undertaken the design engineer must provide a producer statement at the completion of the project or preferably immediately after the inspection is carried out.

Note: Inspections carried out by engineers do not avoid the requirement for the Council to inspect. It is helpful for these inspections to be coordinated. To assist with this, advance notice is required.

It is your responsibility to arrange these inspections and they are identified on consent documents.

6. The Certification Process

The certification process is the final act in the building consent process.

To commence this process you must apply to the Council for a Code Compliance Certificate using the prescribed form.

This application must be received by the Council prior to the 24 month anniversary of the building consent being granted [we will send you a reminder before the expiry date].

Once received a final inspection as detailed above will be carried out and providing the building project complies with the building consent, a Code Compliance Certificate will be issued.

The Council has 20 working days to either issue or refuse to issue, the Code Compliance Certificate.

If during the final inspection the Council discovers non complying aspects, you will be notified and a Notice to Fix may be issued. This notice will detail work that is required to be carried out and a time frame for completing that work will be stipulated.

Once the specified work is completed the Council will re-inspect and if satisfied the Code Compliance Certificate will be issued.

In conclusion the Council wishes you all the best with your building project and please remember that if in doubt over any matter relating to your project we are only a phone call away on 06 370 6300.

Masterton District Council