



Kaikoura District Council

is a member of the



CUSTOMER GUIDE TO THE INSPECTION REQUIREMENTS FOR BUILDING CONSENTS

Your guide to requesting inspections as part of the Building Consent process.

Includes information about:

- Type of inspections
- Information you will be asked for in order to book inspections
- Booking the inspections.

If you require any further information please do not hesitate to contact Customer Services Officers at Kaikoura District Council on 03 319 5026

**BAM 455
June 2009
Kaikoura District Council
Building Department**

See our full range of Customer and Designer's Guides:

- BAM 401 **Customer Guide To Building New Dwellings**
- BAM 402 **Customer Guide To Dwelling Alterations & Additions**
- BAM 403 **Designer's Guide To Domestic Conservatories**
- BAM 404 **Customer Guide To Accessory Buildings**
- BAM 405 **Customer Guide To Building Consents Issued Under s72 Of The Building Act 2004 (Hazard Areas)**
- BAM 406 **Customer Guide To Wet Area Showers**
- BAM 408 **Designer's Guide To Commercial Applications**
- BAM 410 **Customer Guide To The Building Consent Process**
- BAM 420 **Customer Guide To Solid & Liquid Fuel Heaters**
- BAM 421 **Customer Guide To Effluent Disposal**
- BAM 450 **Customer Guide To Relocating A Building**
- BAM 451 **Customer Guide To Demolition And/Or Removal Of A Building**
- BAM 453 **Customer Guide To Changes Of Use**
- BAM 454 **Customer Guide To Transportable Buildings**
- BAM455` **Customer Guide to Inspection Requirements**

For further information please contact:

**Kaikoura District Council
Building Department**

Physical address: 34 The Esplanade

Postal address: PO Box 6

Kaikoura

Phone: (03) 319 5026

Fax: (03) 319 5308

E-mail: kdc@kaikoura.govt.nz

Specialist Inspections

Sometimes it is necessary for specialists to conduct inspections in addition to the inspections carried out by the building consent authority. If a specialist inspection is necessary you will be advised before the consent is issued. Generally, these inspections are necessary to confirm ground stability or specific design by a registered engineer.

A PS4 “Construction Review” will be required on completion of the project and before the Building Consent Authority can issue the Code Compliance Certificate. The author of the PS4 “Construction Review” needs to hold current CPEng registration or alternatively be on the Kaikoura Building Control Authority Register of Approved Consultants

Inspection Requirements and Record

The approved building consent plans and specifications (stamped copies) **should be available on site in order for the inspection to be carried out.** Failure to abide by this requirement may necessitate a further inspection and may require the payment of a re-inspection fee on completion of construction and before Code Compliance Certificate is issued.

The Inspection Record (BIR) will be signed by the inspector for each inspection and will advise whether the inspection has been approved or stipulate what remedial action is required.

IF THE INSPECTION RECORD IS NOT SIGNED BY THE INSPECTOR THEN NO INSPECTION HAS BEEN CARRIED OUT.

Periodic inspections are required to verify compliance with details described on the approved plans and specifications and to ensure that the building work complies with the approved building consent.

Requirements

The owner/builder must give a minimum of 24 hours notice when requesting an inspection (i.e one working day). Inspections can be booked through the Customer Services Officer during working hours at the Council Office on 03 319 5026. The building consent number is required when booking inspections. The first inspection should be carried out within 12 months of the Building Consent being issued.

ONE OR MORE OF THE FOLLOWING INSPECTIONS WILL BE REQUIRED.

(Please refer to your original Building Consent for specific inspections in relation to your project)

1. **SITE EXCAVATION/FOUNDATIONS** – when all trenches and footing excavations are completed and all reinforcing and steel has been tied in place AND BEFORE ANY CONCRETE IS POURED, this includes pile and/or pole holes.
2. **CONCRETE FLOOR SLAB** – when all fill compaction has been completed, moisture proof membrane placed, reinforcing steel installed and supported and plumbing and drainage services installed AND BEFORE ANY CONCRETE IS POURED.
3. **PRE-WRAP** – external mechanical fixings for roof trusses, purlins, top and bottom plates and lintel fixings.
4. **PRE-CLADDING BUILDING WRAP, FLASHINGS AND CAVITIES** – to view mechanical fixing – flashing systems for windows etc, control joints:-
 - a) to check mechanical fixings – top and bottom plates.
 - b) to sight cavity battens (H3.1 or H3.2)
 - c) to check preparations for stucco including netting flashing around windows etc.
5. **PLUMBING & DRAINAGE**– plumbing must be ready for inspection and drains completed, but uncovered. Pressure test.
6. **STRUCTURAL FRAMEWORK** – mainly specific design works e.g. steel beams, posts etc. Before continuing with framework or covering up all fixings e.g. bolts, concrete anchors to be in place.
7. **PRE-LINING INCLUDING INSULATION, PLUMBING AND BRACING FIXTURES** – when all exterior cladding, windows, doors etc have been fixed in place and insulation is on site, but prior to the fixing of any internal linings. To check bracing module, moisture content, mechanical fixings, timber treatment etc.

8. **PRE-STOPPING (BRACING BOARD FIXINGS)** – When all the internal wall and ceiling linings have been fixed in place (BUT PRIOR TO THE FIXING OF CORNICES OR SKIRTINGS OR GIB STOPPING)
9. **FIRES** – When spaceheater has been installed, including flue, plumbing, but prior to lighting of spaceheater.
10. **MASONRY BLOCKWORK** – to verify reinforcing, block sizes, tie bars, lintels, cavities etc.
11. **MID HEIGHT BRICK VENEER** – cavity and wall ties.
12. **FINAL INSPECTION** – when the building is completed, including the installation of insulation materials in the roof cavities, the provision of fire requirements, steps and ramps required for egress from the building and installation of chimneys and spaceheaters and all systems identified as necessary for a compliance schedule are installed and operational.

The form entitled "Application for Code Compliance Certificate" (BAM006) attached to the original Building Consent should be completed and sent to the Council. In addition contact should be made with the Customer Services Officer to book a final inspection.

The final inspection should be completed and the Code Compliance Certificate issued within 2 years of the Building Consent being granted.

Inspections and Appointments by Arrangement

Please contact the Customer Services Officer
during working hours on

03 319 5026