

A Quick Guide To Building Inspections



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What are building inspections?

Building inspections are used to check key stages of your building development, The inspector is there to ensure that work is being constructed and materials used are approved in the consented plans and comply with the Building Code. All inspections listed on the inspection schedule of your building consent need to be carried out.

Things you need to know

Inspections are critical to your consent. It is important to read your consent and know what inspections are needed. A missed inspection can make it difficult for you to gain Code Compliance.

Check with us to ensure you know what work is expected for the inspection before you book the inspection so that you are not having to pay for a failed inspection (\$135) because the work is not ready. Or review our inspection check sheets.

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 mean that your inspection will be failed and you will need to re-book another inspection and pay for the failed inspection (\$135) on completion of construction.

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 notice is not signed by the inspector then no inspection has been carried out.

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. Please provide the Customer Services Officer with the following information

- your building consent number
- the name of the consent holder
- the property address
- the builder name and contact number
- the inspection type

Common Inspections

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

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.

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

Structural Framework/Pre-Wrap

External mechanical fixings for roof trusses, purlins, top and bottom plates and lintel fixings. 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.

Pre-Cladding Building Wrap, Flashings and Cavities

To view mechanical fixing – flashing systems for windows etc, control joints:-

- to check preparations and condition of fixings, flashings and penetration seals
- to sight cavity battens

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 and any applicable fire rating

Pre-Stopping (Bracing Board Fixings)

When all the internal wall and ceiling linings have been fixed in place BUT PRIOR TO ANY STOPPING

Fires

When a heating unit has been installed, including flue, plumbing, but prior to lighting of the appliance.

Masonry Blockwork

To verify reinforcing, block sizes, tie bars, lintels, cavities blow outs etc.

Mid Height Brick Veneer

Cavity, wall ties, shelf angles and flashings.

Final Inspection

This is the last inspection and should be done when all work specified in the consent is complete. Such things as safety barriers, hand rails, smoke alarms, painting or sealing of wet areas, interior surfaces and landscaping to the appropriate ground level can be confirmed. Commercial work will include fire and safety signage, carpark marking for disabled access and that any specified systems are installed and checked.

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

Specialist Inspections

Please refer to our guide on specialist inspections and producer statements

Application for Code Compliance Certificate

Consent holders will have this application form in their consent pack. It must be filled in and forwarded to the Council with a copy of all Producer Statements, warranties and certificates for electrical and gas fitting work.

The Council has up to 20 working days to issue or refuse to issue a Code Compliance Certificate. As part of this process an audit is carried out of the consent file as a final check of compliance with the NZ Building Code. You will need to provide the BAM 006 prior to issue of a Code Compliance Certificate.

