

**BUILDING INSPECTION**

**BOOKING PROCESS**

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When you book and then pass each inspection you will have documented assurance that you have taken all the right steps under the Building Act. Inspections are carried out to make sure that each stage of your project complies with your building consent documentation and the Building Code.

Top tip: It is important to have all of your documentation ready as well as completing physical work on site. An inspection cannot go ahead without it.

**Purpose of Inspections**

At various stages during construction you will need to arrange inspections to verify that the building work has been completed in accordance with the building consent documents.

Ensure you have a clear timeline for your building work and book inspections in advance to avoid delays on site.

**Types of Inspections**

There are a range of inspections undertaken during the course of construction. Inspections are project specific and identified during processing of the consent and are listed on the building control process card and site inspection report.

**Inspections by Other Parties**

Sometimes it is necessary for specialists to conduct inspections in addition to the inspections carried out by the Council. If a specialist inspection is necessary, you will usually be advised before the consent is issued.

Typically these types of inspections may involve having a Geotechnical Engineer confirm ground stability or having an aspect of specific structural design checked by a CPENZ Engineer. Please ensure you read the inspection requirements and are familiar with them before commencing work.

**Booking a Building Inspection**

Invercargill area inspections are undertaken Monday to Friday, and Bluff inspections undertaken on Mondays and Thursdays. Inspections are undertaken by appointment only. They are carried out Monday to Friday between 9.00am and 5.00pm (excluding public holidays).

We do book inspections for a specific time or am or pm time:

* Specific times are 9.00am or 1.00pm;
* an AM inspection (this will take place between 9.00am and 12noon); or
* a PM inspection (this will take place between 1.00pm and 5.00pm).

Please note the specific time inspections will be dependent on the availability of the inspectors. Otherwise inspections are undertaken either am or pm.

**How do I book an inspection?**

You can book an inspection:

* **In person; or**
* **By telephone on 03 211 1777**

You can phone the Council’s Building Inspection Team on (03) 211 1777 during office hours (8.00am – 5.00pm) Monday to Friday.

We will schedule the next available appointment with an Inspector who is able to undertake your inspection.

Your inspection will be booked on the spot and confirmed during the call.

Council require 24 hours’ notice of inspection to ensure Inspectors have the correct files when they arrive on site.

**• Online –** [**building@icc.govt.nz**](mailto:building@icc.govt.nz)

You can fill in the online form at any time. This method may be helpful if you are unable to call us during office hours.

You can request your preferred date and whether you require an “AM” or “PM” appointment.

Once you submit the online form, the Council’s Building Consents Team will review the information. If your requested date and time window is not available, we will call you to book the next available appointment. You will be sent a text or email confirming the booking of an inspection.

**What information do I provide when I book an inspection?**

Please have the following information to hand:

* building consent number
* site address
* am or pm, or a specific time
* date for inspection
* confirmation your approved building consent documentation will be on site for the inspection
* LBP number (if Restricted Building Work (RBW))
* Inspection type required

**Inspections – consented building documentation must be on site**

It is preferred you, or a representative, can be on site for an inspection. All building consented building documentation must be on site during all inspections.

Cancelling or changing an inspection can only be undertaken by phone.

**What happens on site?**

The Building Inspector will verity that the building work has been completed in accordance with the building consent documents. At the end of each inspection the outcome will be recorded on Council’s copy of the building consent.

**Non-compliance with Building Consent Documents**

If the inspection finds non-compliance with the building consent documents, the reasons for non-compliance will be recorded on the inspection record that will be provided to you. The outcomes of a non-compliant inspection may be:

* **Some work may be able to continue**

The work on some other areas of the building may be able to continue while the work on the area of non-compliance is being remedied. When the remedy has been completed, the inspector will need to verify that the remedy has been achieved in compliance with the building consent documents.

* **Serious breaches may result in a Notice to Fix**

All work on the building may have to stop until the non-compliance has been remedied and the inspector has verified that the remedy has been achieved in compliance with the building consent documents. This may result in a Notice to Fix.

A Notice to Fix is a formal notice issued by the Council advising that certain works have not been carried out in accordance with the Building Act, or Building Code, or approved building consent documentation.

If a Notice to Fix is issued, you must address the issues identified within a prescribed timeframe stated on the notice to prevent further action being taken.

Enforcement of a Notice to Fix is undertaken by the Council.

**What happens if I want to make an amendment to the consented plans during construction?**

You can amend your building consent by either:

* a minor variation; or
* an amendment

**Final Inspection**

Once the building work has been completed as per the building consent, a final inspection will need to be undertaken. Once the final inspection has passed, compile all of your building consent and related documents and apply for a Code Compliance Certificate by sending a Form 6 request for CCC to Council.

**Inspection Types**

**Siting and Foundation**

* Location of the building in relation to the property boundaries is clearly identifiable (demonstrated by a boundary peg location certificate or surveyor’s location certificate).
* Foundation excavation and steel placement and services into the building.
* When all footings are excavated, required formwork is completed and reinforcements in place.
* Services into the building have been suitably placed.
* When holes excavated prior to pile installation, all pile holes to be correct depth, clean, free of water.

**Floor Slab (Concrete)**

* Hardfill laid and compacted.
* DPM in place and joins taped.
* Reinforcing steel in place on chairs
* Formwork is completed.

**Underfloor**

* All plumbing pipes to be installed and subject to fluid height test.

**Sub Floor Framing (timber)**

* All framing, connections, blocking in place.

**Blockwork**

* Concrete blocks laid and reinforcing steel tied and in correct locations.
* Clean outs (if required) accessible for inspection.

**Framing Skeleton**

* All framing in place, fixings and bracing fixings in place.

**Cavity Batten Inspection**

* Building wrap and cavity battens in place.

**Half Height Bricks**

* At least half height bricks laid, cavities free of plaster, brick ties in place, all flashings in place, penetrations through building wrap sealed.

**Preline**

Building must be weathertight, i.e., cladding finished, all fixing in place, insulation installed, framing moisture levels checked.

**Preline Plumbing**

* All pipework in place on test.

**Postline**

* All bracing elements in place and correctly fixed as per manufacturer’s instructions.

**Fire Ratings**

* All fire elements/linings, fire collars (if required), fire sealant, etc is in place.

**Drainage**

* All drains are laid and under test.
* As built drainage plan required.

**Driveway Sump**

* Sump fitted and drains laid and tested.

**Effluent Field First Inspection**

* Inspection to check dimension of field, soil type confirmation and scarifying of soil.

**Effluent Field Second Inspection**

* Inspection to view distribution media, pipework installation and flow test.

**Pre-Plaster Inspection**

* Claddings and flashings are in place, control joints (if required) are in place.

**Heating Appliance**

* Heating unit and flue fitted.

**Final**

* Full check of building.
* Floor height complies.
* All documentation is provided (including producer statement, energy work, as built drawings).

**Miscellaneous Inspections**

**Notice to Fix (NTF)\***

* Check that requirements of a Notice to Fix have been satisfied.

**Audit Inspection (Audit)\***

* To audit any part of the building work process.

**Eco Design**

Book Councils eco design specialist to visit your home. Purpose is to give you, the home owner practical solutions to improve efficiency in your home.

**Building Relocation**

Inspection and report on whether building is suitable for relocation to another site.

**Certificate of Public Use (CPU)**

This inspection is generally booked by Council after applicant has applied for a CPU and is to ensure the building or parts of a building can be used safely by members of the public.

**Swimming Pool**

Inspection to check pool (swimming or spa pool) fencing is compliant with Fencing of Swimming Pool Act requirements.

**General Advisory**

Inspection for any issue that is not a building consent, CPU, Swimming Pool, COA, Building relocation inspection.

**Certificate of Acceptance (COA)**

This inspection is generally booked by Council after applicant has applied for a COA andinspection will check what work has been undertaken in the COA.

\*COA (CPU, NTF and Audit Inspections are arranged by Council only).