

**BUILDING REGULATION APPLICATION SITE INSPECTION GUIDE**

The undertaking of site inspections is a key element of our overall service to the project. It is the responsibility of the person carrying out the building work to ensure suitable notifications are made and access provided for the works to be inspected.

The Client has a legal duty to ensure suitable arrangements exist to plan, manage and monitor the building work to ensure compliance with the Building Regulations.

Please note that a site inspection report will be emailed to the Client within 5 working days of each inspection being carried out.

The following table (for domestic projects) provides **guidance** for where notification is required - failure to provide notification may result in a delay in our issuing the completion certificate. The Registered Building Inspector carrying out the work will advise on site when the next inspection will be required. Physical site inspections will be at the discretion of the Inspector who may in some circumstances accept photographic evidence and will discuss the project-specific inspection regime at the start of the project. For larger/more complex commercial projects the table below may not identify the required inspections, and these will be determined by the surveyor.

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| --- | --- |
| Project stage notification | Project type |
| Extensions | Loft conversions | Garage conversions | New garages | Structural alterations | Replacement windows | New dwellings |
| Commencement | P | P | P | P | P | P | P |
| Excavation / Foundations | P | Where applicable | P | P | Where applicable |  | P |
| Drainage | P | P | P | P | Where applicable |  | P |
| Oversite, DPC & DPM | P |  | P |  |  |  | P |
| Superstructure | P | P | P | P | P |  | P |
| Floor joists | P | P | P |  | Where applicable |  | P |
| Steel / Timber beams | P | P | P | P | P |  | P |
| Roof | P | P | Where applicable | P | Where applicable |  | P |
| Thermal insulation | P | P | P |  | Where applicable |  | P |
| Fire safety | P | P | P | Where applicable | P | P | P |
| Electrical and building services | \* | \* | \* | \* | \* | \* | \* |
| Occupation / Completion | P | P | P | P | P | P | P |

**Notes:**

* Inspection stages marked \* may be by self certification under an approved competent person scheme for electrical safety (Part P) and for controlled services (Part J), for example
* Additional inspections of the work may be required, you will be advised of these verbally or in writing by a Building Control Surveyor, as necessary.
* Please call 01730 234207 **before 4pm the day before** you would like the inspection.