

Inspection and Requirements

A condition of granting any consent, whether stated or not, is that the BCA is entitled at all times during working hours or while building work is being done, to inspect the building and the building work and the land on which building work is being or is proposed to be done although they may not enter a household unit without consent of the occupier or an order from the District Court and when on private land must produce to the occupier of the building a warrant issued by the Council as proof of authorisation whenever requested to do so.

Inspections are required to verify that building work is being carried out in compliance with the approved consent documents. The consent will list the inspections required.

Sometimes it is necessary for specialists to conduct inspections in addition to or instead of inspections carried out by the Council and you will usually be advised at the time 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 registered engineer. Please ensure you read your consent documents carefully before commencing work.

The owner, their agent or builder should request an inspection at least 24 hours in advance (preferably longer for rural areas) to ensure the inspection can be carried out at a time that is suitable. To book an inspection contact the customer services staff at Council in either Westport phone 788-9111 or Reefton phone 732-8821. When booking the inspection you need to know the consent number, site location, type of inspection, contact person and phone number and who the Licensed Building Practitioner (LBP) is if the work involves restricted building work.

It is also important that the inspector can gain access to the site or into the building to inspect it, so if no-one is available on site please arrange access into the building when booking the inspection. Please also ensure that a contact person is on-site unless prior arrangements have been made (Council recommends that the lead contractor or their representative be on site for all inspections) and that the consent and approved plans are available. An inspection will not be carried out if these documents are not available and a re-inspection may be required at your cost. The inspector will check that the work complies with the consent documents, record verification or otherwise and email or notify the owner and nominated agent of the results.

Extra inspections carried out over and above the number estimated and paid for at the time of issue of the building consent will be invoiced on completion of the work and must be paid before a Code Compliance Certificate will be issued. The current inspection fee applies for any inspections carried out more than two years after the consent was issued. For prepaid inspections, the balance between the fee paid and the current fee (or fee applicable at time of inspection) will apply.

How do I know if the inspection has been approved?

The inspector will check whether the work complies, record these details and email or notify the owner and nominated agent.

What if the work does not comply?

Extremely minor work may be able to be remedied and approved at the time of inspection. However any other non-compliance will be recorded in an Inspection Notice which will detail the actions that need to be taken. This could include what work needs to be remedied, whether any other work can continue, whether a further inspection will be required, whether an amendment is needed if a change has been made or in serious cases whether work must stop immediately and if a Notice to Fix is likely to be issued.

Final inspections

When work is completed a final inspection is required and the applicant must also supply a Code Compliance Certificate application to Council. These forms can be provided electronically if your application was made electronically or Council can supply a hardcopy. Please check the conditions and endorsements listed on your consent to ensure that all required documentation is provided eg producer statement, supporting evidence documents, energy works certificates etc. Council has 20 working days from the date the Code Compliance Certificate application is received to issue a Code Compliance Certificate so long as a final inspection has been approved and all required information has been received. If there is any outstanding information your application will be put on hold and the timeframe will not restart until the date all information has been received.

INSPECTION TYPE	DESCRIPTION
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1st Inspection (Site investigation)	<ul style="list-style-type: none"> • <u>BEFORE ANY CONCRETE IS POURED</u>, this includes pile and/or pole holes. • Location of the structure in relation to the property boundaries is clearly identifiable (demonstrated by a boundary peg location, or surveyor's building location certificate). • Foundation excavation and soil bearing capacity.
Prepour <ul style="list-style-type: none"> • Wastepipes • Concrete tilt panel 	<p><u>BEFORE ANY CONCRETE IS POURED</u></p> <ul style="list-style-type: none"> • All trench and footing excavations, required formwork is completed and reinforcement is in place. • Services into the building have been suitably placed. • When holes are excavated prior to pile installation, pile holes are to be correct depth, clean & free of water. • Plumbing to be ready for inspection and drains completed, but uncovered. Pressure test. • Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp Proof Membrane (DPM).
Subfloor – Framing/Drainage	<ul style="list-style-type: none"> • For timber floors, adequate ventilation is provided to subfloor space and meets minimum distance to ground and includes fixings and underfloor insulation. • Check subfloor connections, joist sizing, required blocking, suspended plumbing pipe work. • Relocated dwellings require a subfloor inspection prior to the base boards being fitted. • Subfloor insulation is in place and adequate subfloor ventilation is provided.
Floor Slab	<ul style="list-style-type: none"> • When all fill compaction is complete, moisture proof membrane placed, reinforcing steel installed and supported, plumbing and drainage services installed, <i>AND BEFORE ANY CONCRETE IS POURED</i>. • Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp Proof Membrane (DPM). • When all plumbing and drainage pipes have been installed (and are under water test for AS 3500 only). • DPM is placed with all laps and penetrations sealed, reinforcing in position with chairs, as appropriate. • Additional steel is in place for slab thickenings and corner bars.
Blockwork	<ul style="list-style-type: none"> • Block work completed, reinforcing in place. Wash-out/clean-outs open to allow inspection of reinforcing to verify reinforcing, block sizes, tie bars, lintels, cavities etc
Brickwork <ul style="list-style-type: none"> • Half high Brick • Shelf Angle / Steel Lintel 	<ul style="list-style-type: none"> • Brick work is completed to half way up between the foundation and soffit. All associated flashings around the windows, doors and openings should be in place. Cavity width is correct and cavity is clear of all debris. Brick ties correctly spaced and clean. All penetration through the building wrap must be sealed.
Pre-wrap <ul style="list-style-type: none"> • Framing • Pre-plaster 	<ul style="list-style-type: none"> • All fixings including purlin, truss to top plate, top plate to stud and stud to bottom plate are checked but before roof cladding and building wrap have been installed. • Relocated dwellings require a subfloor inspection prior to the base boards being fitted. • Subfloor insulation is in place and adequate subfloor ventilation is provided.
Post Wrap Monolithic Cladding	<ul style="list-style-type: none"> • All roof trusses, purlins/wall framing, including exterior sheet bracing and brace fixings are complete. • When building wrap fixed in place and sill/flashings tape is complete at openings. • Wrap fixed in place, strapped to prevent bulging and trimmed to avoid hanging below the cladding system. • Cavity cladding systems - cavity battens, cavity closers and associated flashings are in place. • All associated flashings around the windows, doors and openings should be in place. • Primary flashings: flashings in place on the exterior of the building.

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	<ul style="list-style-type: none"> Secondary flashings: back flashings and flashing tape in place around the wraps. Lintel bars may also be in place at this inspection.
Deck / Roof Membrane	<p>When all insulation material is in place, but <i>PRIOR TO ANY ROOFING MATERIALS BEING FIXED</i></p> <ul style="list-style-type: none"> When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane
Preline Plumbing	<ul style="list-style-type: none"> All internal plumbing is complete (including solar heating) and plumbing pipe work is under pressure test
Preline Building <ul style="list-style-type: none"> Steel frame/steel construction External Tanking 	<ul style="list-style-type: none"> The building must be weathertight - all exterior cladding, windows, doors etc have been fixed in place All structural components (including bracing and brace fixings) completed and wall insulation in place. All internal plumbing is complete and plumbing pipe work is under pressure test. Moisture content is checked. Location of electrical fittings checked. Structural fixings may be rechecked. Metal angles fitted to tile shower corners. Wet area membrane: When all outlets have been installed and the water proofing membrane is in place, ensuring reinforced corners are fitted. Roofs and decks: When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane. Pre filling of basement foundations to check water proofing membrane and protection substrate, drainage, filter cloth etc.
Post Line	<ul style="list-style-type: none"> When all the internal wall and ceiling linings have been fixed in place (<i>BUT PRIOR TO FIXING OF CORNICES OR SKIRTINGS OR GIB STOPPING</i>). Bracing element(s), wet areas, noise construction, smoke sealing and fire linings correctly fixed per design and manufacturer instructions.
Internal Membrane	Waterproof membrane inspection prior to tiles being laid.
Drainage	<ul style="list-style-type: none"> All drainage work is complete outside the building footprint, left open & under test – before any backfilling. As built drainage plan has been completed. Council requires the as built drainage plan as part of the information requested for code compliance.
Solid Fuel Heaters (including flue and wetback connections)	<p>Ceiling plate to be left down so that clearances and distances to combustible materials can be inspected.</p> <p>For inbuilt solid fuel heaters an inspection is also required to check the register before installation of the new appliance.</p>
Retaining Walls	<p>Retaining walls, siting, post holes, footings, drainage, design engineer report, reinforcing</p> <ul style="list-style-type: none"> The installation of the water proofing membrane system (including the protection of the water proofing membrane) and sub-soil drainage system prior to the backing of the retaining wall with free draining fill. Filter cloth is in place to protect retaining wall drainage.
Final	<ul style="list-style-type: none"> When building work is complete and can include: installation of insulation materials in roof cavities; provision of fire requirements, steps/ramps required for egress from the building, installation of chimneys and spaceheaters. Required paper work must be provided, including but not limited to: Application for Code Compliance Certificate, construction statements, energy work certificates, and any as built drawings. For residential properties: include installation of smoke alarms. For commercial properties: all systems identified as necessary for a Compliance Schedule must be installed and operational and any test certificates by installer provided. All required documentation (PS4's, tanking certificates, electrical/gas certificates)