

How building work is inspected

The purpose of this document is to provide information about how building work is inspected.

What does the term inspection mean?

An inspection is a physical review of a property at various stages of construction, to ensure the building work complies with the requirements of the Building Code.

Who carries out the inspection?

A building inspection is performed by a building inspector who is employed by Council to inspect buildings; the role of a building inspector is to ensure building work is carried out in accordance with the consented plans and Building Code.

When do I book an inspection?

Inspections are project-specific and are identified during processing. The required inspections are listed in your building consent documents. You should have a clear timeline for your building work and book inspections for appropriate dates well in advance to avoid delays on site. If the inspector is not satisfied the work meets the requirements of the building consent, a re-inspection may be required at additional cost. If inspections have been missed, contact us to discuss possible alternative arrangements, which may be utilised to demonstrate that the building work is compliant with the building consent and building code.

How do I book an inspection?

Please phone (09) 301 0101 to make an inspection booking or book online.

What information do I need to book an inspection?

You must quote the building consent number, address of the property, inspection type and date the inspection is required. We will also require a name and contact number of person who will be on site during the inspection.

How much notice is required for an inspection?

Booking general inspections

Inspection must be booked before 1.00pm if the inspection is required for the next day

If the Building Consent is older than 10 years, there is a 3 day notice period required to book these final inspections so a file review can be carried out to determine whether there are any outstanding historical issues.

Final inspection

A Council Inspector will carry out a final inspection of all building work associated with the consent. If all work has satisfactorily been completed **and** all outstanding information has been provided, (including supplying an application for CCC) the inspection will be approved. A final document check is then completed and invoices reconciled before the CCC can be issued.

If the work has **not** been satisfactorily completed or there is outstanding information, the inspection will **not** be approved. The outstanding work or information must be provided within 60-working days (3 months). If the outstanding work or information is not provided within this time, a full re-inspection of the building work will be performed.

Saturday inspections

By arrangement; please call your local service centre

Cancelled inspections

Inspections cancelled on the day of the inspection will be charged. Wherever possible, cancellations should be received by 1.00pm the day before the inspection to enable additional inspections to be rescheduled.

Engineering inspections

Sometimes, due to the nature of design, your engineer may have identified aspects of construction that they wish to monitor. In these instances, both Council Inspectors and Engineers may be involved in the inspection; each party will be looking at specific aspects and those aspects may differ between Council and the Engineer. In all instances, work must not proceed until Council approval has been given.

What happens during the inspection?

The consented plans and associated documentation must be on site when an inspection is undertaken. The actual building work needs to be compared to the approved plans during inspections. This ensures that work is completed in accordance with the approved plans and any amendments to the building consent are identified. The consented plans will always have a council approved stamp so you can easily identify them. A code compliance certificate is issued against the consented plans and therefore any changes to these must be accurately identified and documented.

During the inspection phase any conditions of building consent likely to affect the outcome of the inspection, such as geotechnical issues, height in relation to boundary, minimum floor level restrictions etc, are checked. These conditions must be satisfactorily addressed before approval will be given to proceed.

Building Code compliance for major changes cannot be assessed on site at the time of an inspection. Major changes to the approved building consent plans require an amendment to the building consent to be applied for and issued. A formal amendment must be applied for and approved before work can continue. On site minor variations must be noted on the inspection record and minor variation record in the inspection book and amended plans provided to the inspector to ensure that the public record is accurate.

What happens if I want to make a change to the consented plans during construction?

Minor changes or variations are permissible and can be approved on site at the time of inspection, but must be approved prior to commencing the work. Major changes however, require a formal amendment. Please refer to our Practice note AC2224 for further information on minor variations and amendments.

How do I know what the outcome of the inspection is?

An inspection booklet is enclosed with the issued building consent documentation. This booklet contains important information about the project and has a copy of the building consent documentation and an inspection schedule. During the course of the inspection, the building inspector will complete an inspection checklist.

A copy of the checklist is emailed to the customer advising the outcome of the inspection. The result will be pass or fail. If the inspection has passed, you may continue in the normal manner. The inspection booklet is always updated showing a summary of all inspections performed along with the outcome.

If the inspection has failed, the emailed checklist will contain the details of non-compliance. Non-compliances must be rectified and a further inspection booked to ensure the work has been completed as requested. Inspections on other aspects related to the failed inspection cannot continue until all previous non-compliances have been addressed.

Please note that re-inspections will incur additional fees.

What happens when inspections are non-compliant?

A minor non-compliance is one, which is not significant and can be easily rectified within the agreed time frame. However, if the inspection checklist list of non-compliance has not been addressed within a reasonable timeframe, this becomes a major non-compliance and a notice to fix may be issued.

A major non-compliance is one, which is significant and must be rectified immediately. A major non-compliance may result in a notice to fix being issued.

A notice to fix is a legal document issued by Council with instructions to remedy the contravention of the Building Act and Regulations. The description of the remedial works may also include a requirement for an amendment to the building consent.

Site safety issues during inspections

1. **Safe site:** an untidy site can be dangerous; the inspection may be refused until the contractor has made the site safe and tidy.
2. **Access:** the contractor must make equipment available in order to inspect difficult to access areas. Equipment (scaffolding, ladders, stairs, etc), must be correctly installed and safe for use. If equipment is not available, the inspection may be refused.
3. **Noise:** please turn down or switch off loud music or machinery during inspections so that the inspector can speak comfortably with the contractor, when needed.
4. **Asbestos:** asbestos contamination on site is dangerous; the inspection may be refused until an approved contractor has removed it.

Inspection types

There are a range of inspections undertaken during the course of construction. Inspections are project specific and identified during processing.

Inspection type	Description
Foundation	An inspection of strip or bored pile foundations before the concrete is poured
Concrete block or concrete reinforcing	An inspection of block work construction, cast in situ panels, columns or walls before the concrete is poured
Concrete floor slab	An inspection, excluding plumbing, of any floor slab and its associated building work before the concrete is poured
Plumbing (under slab)	An inspection of plumbing work under the slab; plumbing to be on test; as-built plan required
Framing	A detailed inspection of the timber structure of the building before the roof cladding and building wraps are installed
Cavity wrap	An inspection of the building wrap and cavity construction before the cladding is installed
Cladding	An inspection of the specific cladding installation to check fixings, flashings, etc
Pre-line building	An inspection of the building work before the installation of any internal linings
Pre-line plumbing	An inspection of any plumbing works in any part of the building; pipe work to be on test
Post-line	An inspection of bracing elements and internal linings
Fire rated linings	An inspection of any fire rated product installed to comply with the building consent and the building code
Membrane tanking (Wet areas or Retaining walls)	An inspection of a roof, deck or internal wet area membrane or below ground wall requiring waterproofing
Drainage	Any surface water or foul water drainage system associated with the building consent; an as-built drainage plan is required
Residential final	A final inspection to confirm the building work covered by the approved building consent has been completed and complies with that consent and the building code
Commercial final	A final inspection to confirm the building work covered by the approved building consent has been completed and complies with that consent and the building code
Solid fuel appliance	An inspection to confirm the installation of the appliance is in accordance with the manufacturer's specifications and the building code
Site meeting	The minuted record of any onsite discussion held on site to discuss areas of compliance
Certificate for public use	An inspection of part of the building work of a current building consent to ensure the public can access, move around and exit a building safely before the entire project is complete. This applies only to buildings which the public would normally have access to

Swimming pool fencing	An inspection to confirm that pool fencing meets the requirements of the Building Act. The pool-fencing officer checks heights and gaps of pool fences and gates latches to self-closing gates, doors, etc. This inspection also checks that the location of the fencing has not changed as per the consent plan
Other	Covers any other inspection not described above; an inspection fee will be incurred on a pro-rata basis per hour.