



# WAIROA DISTRICT COUNCIL

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## INFORMATION SHEET 2

# INSPECTING & CERTIFYING CONSENTED BUILDING WORK (STEP 3 & 4)

## BUILDING CONSENTS - STEP 3: APPLYING FOR A BUILDING CONSENT

### Building Inspections – General

There most likely will be a number of inspections scheduled for your building project. A list of required inspections can be found in the building consent document. Building inspections are scheduled at critical stages of the construction process. It is the building owner's, or their appointed agent's, responsibility to arrange inspections at the correct stages of construction.

Your consent documentation will have list of the summary of inspections. At times there may be instances where additional inspections may be required on top of those specified on the inspection summary list e.g. for rechecks, alterations to approved plans. If you have any queries it is best to discuss with an inspector rather than not calling for an inspection.

At each inspection an inspection report will be emailed to the listed contact.

Dependent on the degree of failure you may or may not be able to proceed with other parts of your project. The inspector will discuss this with you at the time of inspection. The process for failed inspections is explained in detail in the inspection procedure section of this document. The inspection process applies to all projects that have a building consent.

### How do I arrange a building inspection?

Call Council and make an appointment as soon as you are ready for the inspection. Council requires as much notice as possible. In busy periods, or for complex inspections, you may not be able to get your inspection for two to three days. For booking inspection call Council Building Control Department on (06) 838 7309. You must quote the following:

- type of inspection (specific details)
- site address
- building consent number
- contact name and phone number
- date you want the inspection\*

\*Council must ensure that 80 percent of inspections are carried out within three working days after the 'date inspection requested' by the building owner or their agent.

### What happens when the Building Officer arrives?

#### Site safety

You are responsible for the safety of your site. The Building Compliance Officer may refuse to carry out an inspection where adequate safety provisions have not been taken. This includes such issues as well restrained ladders, and shutters in trenches when required. If the inspection is to an elevated area you must have scaffolding or another method available so that the inspector can view the work. Certain elevated inspections may be able to be completed using the WDC Building Department drone.

#### Inspection procedure

Please ensure that a site representative will be on site during the inspection. For example this can be the owner, project manager or relevant Licensed Building Practitioner.

A full set of approved building consent documents must be onsite and available to the Building Inspector. Ensure that the site is clean, tidy and safe. The Building Inspector will then inspect the work completed to verify the building work to date has been completed in accordance with the approved plans and specifications and record their findings.

If any inspections need to be repeated, the inspection cost must be met by the applicant.

Once the work passes inspection, the Building Inspector will send a completed inspection report. If there are any outstanding items, the Officer will document these and this inspection will be failed. When these outstanding items have been completed, the owner should call for a recheck inspection.

### **What happens if the work isn't approved?**

Areas of non-compliance identified in the inspection will need to be rectified.

For minor issues where it is practical and safe for the construction work to continue, conditions of this continuing of work will be stated in the inspection report.

For issues are of a more serious nature, Council may issue a 'Notice to Fix', requiring any building work not done in accordance with the Building Code and consented documents to be corrected. Council may also direct that building work cease in the area affected by the non-compliance until Council is satisfied work may proceed. Failure to act promptly may result in prosecution.

You will find it useful to have an understanding of what and when inspections are needed. Missed inspections may prevent Council from being able to establish full compliance with the building consent, therefore preventing the issue of a Code Compliance Certificate. It is solely the owner or their designated agents responsibility to call for inspections. Council takes no responsibility for missed inspections that were not called for.

### **Amendment to the approved plans**

The Building Act 2004 requires that building work complies with the Building Code and is carried out in accordance with the plans. This means any changes to the stamped approved plans will require a building consent amendment. If these amendments are not requested Council may be unable to issue a Code Compliance Certificate. Some minor amendments (minor variations) may be approved on the spot during an inspection and recent Multi-Proof updates allow (minor customisations) at the Building Consent stage. While Building Consent Authorities still assess compliance with the Building Code, these minor changes no longer require a formal amendment. Bigger amendments must be applied for via the WDC web page with plans clearly showing the changes. An invoice will be generated for additional processing, administration and inspection costs. The amendment cannot be uplifted until these are paid. Council has 20 working days to approve an amendment.

Please note that no further building work may commence until the variation or amendment has been approved by WDC.

### **Commercial buildings - Use by the public**

If the building is classified as a building for public use under the Building Act 2004 it is illegal to allow members of the public to use the building until the Code Compliance Certificate has been issued or a Certificate of Public Use applied for and granted by the Council. Please check with the Council when submitting the consent whether this restriction will apply. Please note that staff and family members are members of the public also.

Your CPU application will need to show that all or part of the building (whatever you are applying for) can be used safely by members of the public. An inspection may be required before the CPU can be issued.

### **For new buildings, typical inspections required are as follows:**

#### **1. Siting**

This is to check the accuracy of the siting of the building on site (to visible boundary markers or surveyors report).

Usually this can be completed at the same time as the foundation inspection. Note a survey certificate from a surveyor may be required for any siting less than 1.5m from the boundary.

#### **2. Pre Pour**

This inspection is to check the foundation ground bearing, trench size and depth, checking the correct type and size of the steel reinforcing and placement within the foundation. At this time, the accuracy of the siting of the building is checked. Often floor heights and any unusual features would be discussed with the builder. If the boundary is not clearly defined (by such features as an existing fence) a string line must be in place prior to the arrival of the inspector so distances can be accurately measured.

For pile foundations, the size and treatment of the piles is checked, the location of the anchor/brace and ordinary piles are checked against the plan, ground bearing is confirmed and siting accuracy determined. Any particular features or concerns would be discussed with the builder at this time.

*Note: If there is any particular requirement for a geotechnical engineer, or their agent, to confirm ground bearing it must be done at this stage before concrete pouring.*

### **3. Floor Slab**

The concrete floor inspection involves checking of the correct polythene underlay and that joints and penetrations have been taped correctly. Floor thickenings and loading points as well as supplementary reinforcing are checked for location and steel. If mesh is to be used within the floor, that it is of the type shown in the plans and specifications, placed at the correct height in the floor on proprietary supports (bar chairs), is in the correct position in relation to the foundation reinforcing and is tied to itself and perimeter reinforcing as required. Where bond beam reinforcing is not placed within the block fill, the inspection must determine that perimeter reinforcing steel is installed in the correct position in relation to the foundation steel and the floor mesh and tied off correctly. Control joints are placed where required with the mesh cut and proprietary joints correctly positioned, or control joint reinforcing is as per the plans and specifications. Floor thickness is checked either by string line or sight lines to comply with the plans and specifications.

### **4. Retaining Wall**

Inspections are required before back filling against any wall or the covering of any tanking. This checks drainage, filter fabric, membrane and protection etc.

### **5. Wastepipes**

This inspection can be for both plumbing and drainage under a floor. If the floor is a concrete floor the inspection will need to be completed prior to the floor slab inspection and after a subfloor inspection for a timber pile foundation. Plumbing is the installation of the under floor hot and cold water supplies and waste pipes for individual fixtures to an exterior position of the building.

The inspection determines that the correct pipe work has been laid under floor, is lagged with the appropriate lagging for inground use in the case of hot water (and where required for cold water) and is subject to a water pressure test of 1500kpa for a minimum of 15 minutes.

In the case of waste pipes, correct falls and sizes should be determined and venting checked if the length to the outlet is longer than permitted. If testing of waste pipes is required, this is performed by static head pressure only. Where any pipe work penetrates through the floor, the pipe work is lagged and taped for protection and expansion and contraction within the floor. Hot water cylinder drain lines are to be protected as for the plumbing system and should be checked for size and location of the outlet.

Drainage under floor is checked for falls and bedding and methodology in relation to the plans and specifications, subjected to a static water test to a specific overflow point or head pressure. Protection for drainage through the concrete floor is as for the plumbing system.

### **6. Sub Floor Framing**

Generally the inspection of the sub-floor and floor can occur during the pre-wrap inspection. The Building Officer would check anchor/brace pile and ordinary pile fixings are correct for location and height above ground level joist/bearer sizes and fixings and under floor insulation, joist spans and blocking and timber treatment.

### **7. Framing/Pre-Wrap**

This section occurs prior to the roof being installed and the building wrap being placed around the building. (If the roof cladding must be fitted, the appropriate purlin wind fixings shall be of a type where they can be easily checked.)

The checks include roof bracing, ensuring the appropriate wind zone fixings have been fitted to purlins, rafters or truss to top plate, top plate to stud, lintel to stud and stud to bottom plate, all wall framing and bracing fixings to external and internal walls, timber grading, treatment and sizes and centres, all lintel/beam sizes. Post fixings where necessary.

The inspection should include decks, balconies and connections to main structure and flashings and cladding clearances and sealing of brick rebates where applicable.

*Note: A plumbing pipe out could also be part of this inspection if this can be arranged.*

### **8. Post Wrap / Cavity**

The inspection regime for claddings are many and varied, dependant on the type of cladding used.

Where the cladding is required to be installed on a cavity, a "cavity batten" inspection is required regardless of the type of cladding. The batten fixings, location, vermin strip, cavity closure; also window, meter box, door and roof flashings are checked.

Where no cavity is required, the inspection of the cladding and exterior joinery involves the weather tightness of the cladding and joinery, door, meter box and window flashings, correct finishes below floor level, cladding clearances to ground level and paved areas.

The cladding / batten inspection can be completed, checking the cladding to batten and framing fixing. Sealing of cut sheets where applicable, in-seals to joints at corners and openings where required. Control joints vertical and horizontal where required. Window, door, meter box and roof flashings. Cladding finishes below floor level and clearances to ground and paved levels.

For stucco, the substrate check includes substrate batten and framing fixing, particularly if the substrate is a bracing member, all flashings as detailed above, vertical and horizontal control joints and cladding finish below floor level and clearance to ground and paved areas.

A further inspection is required for the “netting and paper” or “pre scratch coat” where the slip layer and netting is checked to ensure the slip layer has no holes, netting is taut and fixed at correct centers with correct fixings, control joints in place, flashings, base mould in place and has sufficient clearance above head flashings, corners completed correctly, extra netting at openings where control joints are not placed.

### **9. Half High (block)**

This inspection includes checking the blocks to ensure the internal webs are clean of cement mortar, reinforcing steel is of the correct type, size and placed and tied correctly and floor heights are correct. Washouts are required where blocks are above 1.2 metres high. For block fill walls, the inspection is a “half high” where the bricks have been completed to half the finished height in the case of single storied buildings and for those buildings greater than single storied; the first inspection would be at around 1.2 metres high and further inspections as required.

### **10. Half High (Brick Veneer)**

For brick veneer, the inspection is a “half high” where the bricks have been completed to half the finished height in the case of single storied buildings and for those buildings greater than single storied; the first inspection would be at around 1.2 metres high and further inspections as required.

The inspection is to check that sufficient number and placement of brick ties are being used and fixed correctly, depth of the cavity, width of joints, weep hole centers are correct and the bottom of the cavity is being kept clean, or methods for cleaning are satisfactory.

### **11. Pre line**

This inspection includes the internal plumbing and drainage and also the framing prior to lining.

Inspection includes checking the hot and cold water supplies to individual fixtures, checking the pipe work and sizes are consistent with the plans and specifications, hot water cylinder type and size is correct and able to be maintained when installed, the pipe work has sufficient support and clearances, protection from framing including steel framing, frost protection and lagged for energy efficiency, where required. Particular attention to the timber structure to ensure no over-size holes or cut outs have been done during the pipe out process, as per the current version of NZS 3604. Particular attention to preventing water hammer, also solar and alternative means of water heating and gas hot water installations - both storage and instantaneous.

The whole of the hot and cold plumbing installation must be subjected to a water pressure test not less than 1500kpa for at least 15 minutes.

The internal lining can only be installed when the external claddings have been “completed” as described above and this inspection passed.

Claddings not requiring a cavity and are themselves impervious and where joints, corners, flashings etc are taped and sealed, cut edges sealed and the cladding has been prepared for the finishing, decorative coatings would be considered to be completed. This could include some fibre cement products, vertical steel claddings etc. Claddings on a cavity need to have had the first seal coat applied, or first coat of one of many decorative finishing coats applied and joints, corners, flashings etc taped and sealed would be considered completed. This includes stucco scratch coat, fibre cement products, polystyrene claddings etc. Brick veneer is required to be completed to the satisfaction of the Building Officer.

The pre line inspection would entail checking ceiling and wall insulation, moisture check of the framing timbers, ceiling battens, window and door air seals and check timber grading for compliance (and may include the Plumbing pipe out).

*Note: This information sheet does not cover inspections for noise, but would be noted on the inspection sheet if such an inspection is required.*

### **12. Post Line (Sheet Bracing and/or Fire Linings)**

A sheet bracing inspection includes checking the sheet bracing against the plan requirements and ensuring the respective sheet braces are in the correct position, are of the correct type and have been fixed correctly.

This inspection must be carried out before any stopping of plasterboard is done or the inspection may be failed. The internal linings other than brace sheets are generally not checked as part of this inspection.

Fire linings are checked against the plan and specifications for sheet size, thickness, correct location and fixings. Any penetrations through the fire wall lining are checked to ensure the correct framing procedure and products are used, so as not to compromise the integrity of the fire wall and the structure. The inspector may require you to remove some screws to check that the correct length has been used.

### **13. Internal membrane Inspection**

An internal membrane inspection includes checking that the waterproofing system is an approved product, such as one with a BRANZ Appraisal or CodeMark, and that it has been installed by a competent applicator in line with the manufacturer's instructions.

The substrate should be clean, dry, and sound, with all junctions and penetrations properly sealed or reinforced. Inspectors confirm the membrane is applied evenly to the required thickness, free from pinholes or bubbles, and that floors fall correctly toward the drain - typically a minimum 1:50 in wet areas. The membrane must extend up walls at least 75 mm (150 mm in showers) and terminate neatly under finishes. It should be allowed to cure as recommended, with suitable protection in place before final inspection. Inspectors also review product data, producer statements, and warranties to ensure full compliance with Building Code requirements.

### **14. Drainage**

Includes both sewer and stormwater drainage and connects from either a reticulated system or from, or to, an onsite waste water and storm water disposal system. An as-built drainage plan will also be required.

In either case, the drainage systems are checked against the plans and specification for the type of system it is being laid under i.e. AS/NZS 3500 or New Zealand Building Code G13 AS 2 for sewer and NZBC E1 or AS/NZ Standard 3500 for storm water. These systems have different demands on sewer and storm water systems and both the in ground sewer and storm water drains are checked against the requirements of the nominated system.

The stormwater drainage is also checked with attention to the requirements of the plans and demands of the designer. Both the sewer and storm water are checked for bedding, falls and depths, while the sewer is subject to a water test. Septic tanks and effluent systems also are classed as drainage inspections. Tanks will be checked for depth in ground, risers to bring lids to ground level, and sealing of those risers. Pipework to the tanks will be inspected as above. Effluent trenches will be checked that the depth, length, and siting is as per the approved plan, effluent metal is clean and of the correct sizes, and filter cloth is in place.

### **15. Final Inspection**

When the building work is complete a final inspection can be requested. Dependent on the size and scope of the project one or two building inspectors will conduct the final inspection. Using a comprehensive checklist, the Building Officer checks the building against the plans and specifications and any amended plans for compliance to determine if a Code Compliance Certificate can be issued.

The Building Act states that the application for a CCC must be on the application form that is attached to your building consent. Council will not issue a CCC for work unless the application form has been completed. This form contains a statement from the applicant that all work has been completed.

### **Construction and/or construction supervision and producer statements**

Some building work outside the NZBC, B I Acceptable solution, may require specific design by a suitably qualified engineer. A Producer Statement for Design (PS1) will be requested at application.

The Council may require as part of its inspection process that a Construction Supervision producer statement (PS4) is submitted in regard to the parts of the building that were covered by the PS1.

The Council may also request a PS3 producer statement for some building projects. Most commonly this type of producer statement is requested when all of the project can't be seen (eg. septic tank installations). This type of producer statement states 'I am the drain layer (builder) and I have installed this system as per the design approved by the council. A PS3 is not a substitute for the inspection process.

The Act stipulates that Council must be 'satisfied on reasonable grounds' that any building element or design meets the provisions of the various codes. As such Council has sole discretion on acceptance of producer statements and technical reports.

### **Energy and other certificates**

The council may require a number of certificates at the completion of a project. For example, if the building work includes electrical or gas work certificates from both of these tradesmen will be required to certify that the work has been done to the required standard.

The Council may also request certificates from, but not limited to, the roofer, applicator of water proof membranes (whether exterior or internal), and fire alarm installer if applicable.

### **Restricted building work**

From March 1 2012 the Restricted Building Work (RBW) provisions of the Building Act 2004 came into force. For any building that contains restricted building work elements, the restricted work can only be carried out by, or under the supervision, of a Licensed Building Practitioner (LBP). The LBP must be approved for the specific type of work. Any RBW will be subject to the same type of certificate requirements as specified above. It will be an offence for a builder who is not an LBP to carry out restricted building work.

## **Building Consents - Step 4: How Work is Certified**

### **What is a Code Compliance Certificate (CCC)?**

A Code Compliance Certificate (CCC) is a document that certifies that the Council is satisfied that the building work complies with the approved building consent and the New Zealand Building Code. We strongly recommend obtaining a Code Compliance Certificate as soon as the work is completed, without a CCC you may have difficulty selling the property or even getting insurance.

Code Compliance Certificate application forms are available from Wairoa Building Control Department or may be downloaded from the website.

🌐 [www.wairoadc.gov.nz](http://www.wairoadc.gov.nz)

### **Application for Code Compliance Certificate**

It is the owner's responsibility to notify the Council on completion of the work and apply for a Code Compliance Certificate.

You can do this by arranging a final inspection (06 838 7309 and ask for Building Control). At the inspection, please make sure you have completed the CCC application that was supplied with your original building consent and give it to the inspector.

Alternatively, you can mail the completed form to us and we will then contact you to arrange a suitable time for the final inspection.

### **Code Compliance Certificate and the 1991 Building Act**

The 1991 Act differed from the current Act in that building work had to comply with the New Zealand Building Code but not necessarily the consented plans. It was common for the building to get 'changed' through the build process and the finished article to differ markedly from the original plans. This created a great deal of confusion for subsequent purchasers and this anomaly was corrected in the 2004 Act. The finished building must now comply with the New Zealand Building Code and the approved and consented plans.

### **Obtaining Code Compliance Certificate for older consents**

Any request for a Code Compliance Certificate for work under the 1991 Act as well as older consents issued under the current act may result in the Council requesting the owner to agree to a waiver or modification of part of the Building Code. This is due to the time that may have elapsed between work being completed and the request for CCC. There are

durability time frames for most building elements and the council will backdate this durability to accurately reflect the commencement time of durability issues.

### **Processing your application**

Council has 20 working days to make a decision to either issue or refuse a Code Compliance Certificate once it accepts the Application form. There may be a number of supporting documents required to assist the decision on issuing the CCC. These typically are producer statements from installers of specific systems, from membrane roofs to fire alarms, certificates for energy work (gas and electricity), or a supervision producer statement from an engineer. From 1 March 2012 Record of Work are to be supplied from LBP's for any restricted building work.

If these are not immediately available we may issue a request for information and 'stop the clock' until that information is received. You are to supply the requested information within the specified time frame or CCC may be declined.

### **CCC applications not received within 24 months of granting date**

If all work has not been completed and the code compliance certificate has not been issued within 24 months of the date the consent was granted, the council are required under the building act to make a decision as to whether to issue or refuse the CCC.

You may apply for an extension of time, but approval is at Council's discretion. If your CCC has been refused, you should re-apply as soon as all requirements have been met.

### **Issue of the Code Compliance Certificate**

Once Council is satisfied on reasonable grounds that all requirements have been met and agree to issue the Code Compliance Certificate. There may also be further administration costs if further inspections were required. Upon completion the CCC will be issued and e-mailed to you. If money is owed, your certificate will be held until payment is received. If your application was declined you will be advised of the reasons.

The issue of a Code Compliance Certificate marks the end of the building consent process and the start of the maintenance program to keep your new building or structure performing as intended. If this relates to commercial building the scheduled maintenance of the specified systems should begin for issue of a Building Warrant of Fitness.

### **What if Council refuses to issue a Code Compliance Certificate?**

You can:

- Give Council additional grounds for issuing the CCC – i.e.: providing 'Producer Statements' opening up work, supplying an investigative report from a suitably qualified person.
- Alter the building as necessary to satisfy Council.
- Apply to the Ministry of Business, Innovation and Employment for a determination. A determination is a ruling on technical matters of doubt or dispute regarding compliance with the Building Code.

### **CCC's for Commercial Buildings with Compliance Schedule**

If your building requires a Compliance Schedule, you will have received a list of specified systems when the building consent was issued. For new buildings your CCC will be issued with a final Compliance Schedule and a Compliance Schedule Statement. The statement is valid for 12 months. After 12 months of monitoring and maintenance of the specified systems you are required to supply a Building Warrant of Fitness to council. For more information on compliance schedules and yearly warrant of fitness renewals please contact our Compliance Officer or ask for a copy of our Information Sheet.

# BUILDING CONSENT PROCESS SUMMARY (PART 2 OF 2)

## INSPECTING AND CERTIFYING WORK (UPDATE GRAPHIC)

