



WHANGANUI  
DISTRICT COUNCIL  
Te Kaunihera a Rohe o Whanganui



## *Building Consent Process*

Inspecting and Certifying Consented Building  
Work

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## Building Consents – Step 3: Construction Inspections

### When Can Work Start?

You are liable for infringement fines if work starts before a consent is issued. You must have uplifted and read the stamped approved building consent documents before work begins. These stamped documents must be kept on-site at all times during the construction process.

If your Building Consent was issued with a Section 37 Notice (Building Act 2004), building work must not start until the specified Resource Consents have been granted.

If your project includes Restricted Building Work (see below) and you have not already provided Council with the Names of the Licensed Building Practitioners (LBPs) who will carry out the restricted work, you **must** do so before the first inspection has been called for.

### Restricted Building Work (RBW)

If your project includes restricted building work (RBW), the restricted work can only be carried out by, or under the supervision of a LBP approved for the specific type of work. Before the work starts, you must provide Council with the names and registration numbers of the LBPs who will carry out the work.

Section 87 of the Building Act 2004 states the owner must notify names of LBPs engaged in restricted building work. The Act also states that after any RBW commences under a Building Consent, the owner must give the Building Consent Authority written notice as soon as practicable, and name the LBP concerned. You need to complete and return the LBP Notification Form that was attached to your approved consent; the form can also be given to the Officer at the first inspection.

You need to be aware that if a LBP changes during the course of the project, you must advise Council before the new tradesperson starts. On completion of the work, each LBP must provide a Record of Work Certificate. Council will require copies of these certificates prior to the Code Compliance Certificate being issued. It is an offence for a builder who is not a LBP to carry out RBW unless the work is carried out under an approved Owner Builder Exemption.

## Inspections Must Be Arranged at Specific Stages of the Project

There 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 document has an inspection site card where the Building Officers will sign if they have approved the inspection; on this card is an area where the Building Officer lists inspections that have been failed and the reason for that failure. You will need to have a failed inspection rechecked before you can proceed past that point in the project.

Dependent on the degree of failure you may be able to proceed with other parts of your project. The Building Officer will discuss this with you at the time of the 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 a minimum of **48 hours' notice**. All inspections can be booked at our Customer Service Centre or by phoning **06 349 0001**.

When making a booking you will need to quote the following:

- Type of inspection (specific details required)
- Site address
- Building Consent number
- Contact name and phone number

Please do not ring the Building Officer's cell phone to book an inspection. Contacting the Customer Service Centre at the above number is the only guarantee that an inspection is booked.

## What Happens When The Building Officer Arrives?

### Site Safety

You are responsible for the safety of your site. The Building 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 the Building Officer can view the work.

### Inspection Procedure

A full set of approved building consent documents must be on-site and made available to the Building Officer. Ensure that the site is clean, tidy and safe. You are required to be on-site when a Building Officer visits as they may have questions or advice for you.

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

Once the work passes inspection, the Building Officer will sign off the appropriate inspection on the inspection site card in the Building Consent Packet. If there are any outstanding items, the Officer will document these on the inspection site card in the consent packet. This inspection will be failed. When these outstanding items have been completed, the owner/agent should call for a recheck inspection.

### What Happens if the Work Is Not Approved?

Areas of non-compliance will be detailed as above. Where issues are of a more serious nature, Council may issue a 'Notice to Fix', requiring any building work not done in accordance with the New Zealand Building Code 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 need 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 agent's 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 is carried out in compliance 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 may be approved on the spot during an inspection, for example the change of a door to a window (or the reverse) of the same width so that there were no structural implications. An invoice will be generated for additional processing, administration and inspection costs. The amendments cannot be uplifted until these are paid. Council has 20 working days to approve an amendment.

## 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, unless in the interim, a Certificate for Public Use has been approved by the Council. It is the responsibility of the owner/agent to apply for this certificate. Application forms are available on the Council website.

## New Buildings, Inspections Required

### Siting/Footings/Foundations

This inspection is to ensure boundaries are identified and the building dimensions are correct. The foundation ground bearing, trench size and depth are checked and 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 Building Officer 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.

**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.

### Block Fill

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.

### Concrete Floor Slabs

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 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 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.

### Sub Floor Plumbing

This inspection covers all pipe work under a concrete or timber floor. Sub floor plumbing is the installation of the under floor hot and cold water supplies and the waste pipes for individual fixtures to the building exterior.

The inspection determines that the correct pipe work has been laid under floor, is lagged with the appropriate lagging for in ground use in the case of hot water (and where required for cold water) and is subject to a water pressure test of 1450kpa 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.

### 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.

### Wall and Roof Framing (Pre-wrap)

This inspection checks framing grade, treatment type, framing sizes stud spacing's, spans, bottom plate fixings and any supports that are required are correct. We also ensure that all the bracing, lintel, roof truss/rafter/purlin fixings and straps are correct and that the truss layout and fixings are as per the manufactures design.

### Wrap and Cavity

The inspection regime for claddings are many and varied, dependent 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, 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 centres with correct fixings, control joints in place, flashings, base mold in place and has sufficient clearance above head flashings, corners completed correctly, extra netting at opening where control joints are not placed.

### Half High Brick

For brick veneer, the inspection is at “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 centres are correct and the bottom of the cavity is being kept clean, or methods for cleaning are satisfactory.

### Pre Line – Plumbing

This entails the inspection of the hot and cold water supplies to individual fixtures, checking the pipe work and sizes are consistent with the plans and specification, 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 hole or cut outs have been done during the pipe out process, as per NZS 3604, 2011 Section 8.7.5.1. 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 plumbing installation must be subjected to a water pressure test not less than 1450kpa for at least 15 minutes.

**Note:** some solar systems are of a low-pressure type where a water pressure test may not be practicable.

### Pre Line Building

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.

### Post Line

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 firewall lining are checked to ensure the correct framing procedure and products are used, so as not to compromise the integrity of the firewall and the structure. The Building Officer may require you to remove some screws to check that the correct length has been used.

### Drainage Foul Water or Stormwater

Includes both sewer and stormwater drainage and connects from either a reticulated system or from, or to, an on-site wastewater and stormwater disposal system.

In either case, the drainage systems are checked against the plans and specification for the type of system it is being laid under AS/NZS 3500 2.2 or AS/NZS 3500 5.2000 or New Zealand Building Code (NZBC) G12 AS 2 for sewer and NZBC E1 or AS/NZ Standard 3500.5.2000 for stormwater. These systems have different demands on sewer and stormwater systems and both the in-ground sewer and stormwater 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 stormwater are checked for bedding, falls and depths, while the sewer is subject to a water test.

Septic tanks and effluent systems 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 assessors plan, effluent metal is clean and of the correct sizes, and filter cloth is in place.

### 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 Officers 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 2004 states that the application for a Code Compliance Certificate must be on the application form (Form 6) that is attached to your Building Consent. Council will not issue a Code Compliance Certificate for work unless the Form 6 has been completed and returned to Council.

## Construction and/or Construction Supervision and Producer Statements

Any building work outside the NZBC, B I Acceptable Solution, will require specific design by a suitably qualified engineer. A Producer Statement for Design (PS1 and/or PS2) 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 engineer will state on the Producer Statement that work as supervised met the requirements of the approved structural design.

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 cannot be seen e.g. 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 Building Act 2004 stipulates the 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

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 tradespeople will be required to certify that the work has been done to the required standard. Council may also request certificates from installers such as the roofer, applicator or waterproof membranes and fire alarm installer if applicable. If the project includes restricted building work, Record of

Work (ROW) Certificates from the LBPs that carried out the work must be supplied. It is an offence for a LBP to withhold a ROW Certificate.



## Building Consents – Step 4: How the Completed Project 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 Building Consent. We strongly recommend obtaining a CCC as soon as the work is completed. Without a CCC, you may have difficulty selling the property or even getting insurance.

### Application for Code Compliance Certificate

It is the owner's responsibility to notify the Council on completion of the work and apply for a CCC. You can do this by phoning to book a final inspection. At the inspection, please make sure you have completed the Form 6 that was attached to your original Building Consent and give it to the Building Officer.

Alternatively, you can mail the completed Form 6 to Council and we will contact you to arrange a suitable time for the final inspection.

### Code Compliance Certificate and the Building Act 1991

The Building Act 1991 differs from the current Building Act 2004 in that building work had to comply with the NZBC but not necessarily the consented plans. It was common for the building to be '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 NZBC **and** the approved and consented plans.

### Obtaining Code Compliance Certificate for Older Consents

Any request for a CCC for work under the Building Act 1991 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 NZBC. This is due to the time that may have elapsed between work being completed and the request for CCC. There are durability timeframes 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 decline a CCC once it accepts the Form 6.

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.

If these are not immediately available Council may issue a Request for Information and 'Stop the Clock' until that information is received. Once the required information is supplied the 'clock' will restart. Unfortunately, additional requests for CCC information may incur additional costs.

## Code Compliance Certificate Application Not Received Within 24 Months of Granting Date

If all work has not been completed and the CCC has not been issued within 24 months of the date the Consent was granted, Council are required under the Building Act 2004 to make a decision as to whether to issue or decline the CCC.

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

## Issue of the Code Compliance Certificate

Once Council is satisfied that all requirements have been met and agree to issue the CCC, a copy of the Certificate will be mailed to you. If any fees for additional inspections or Development Contributions remain outstanding, your Certificate will be withheld until payment is received.

If your application is declined, you will be advised of the reasons.

## Code Compliance Certificates for Commercial Buildings with Compliance Schedule

If your building requires a Compliance Schedule, you will have received a 'draft' Compliance Schedule when the Building Consent was issued. 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 will require a Building Warrant of Fitness (BWOFF).

For more information on Compliance Schedules and yearly Building Warrant of Fitness renewals, please contact our Building Department.

