



## BUILDING INSPECTIONS & CCC' s

### IMPORTANT INFORMATION

Thank you for choosing Professional Building Consultants Ltd to be involved in your building project.

The following information will help to provide you some general information relating to the building inspection & Code Compliance Certificate process.

#### APPROVED BUILDING CONSENT PLANS

The plan wallet contains your approved building consent plans, the Project Information Memorandum (PIM), and the building consent with attached conditions and advice notes. Please ensure that you note any endorsements made on the approved plans and read and understand the building consent conditions. These must be complied with. If you do not understand any of these, please contact our office to discuss the requirements.

The approved plans **must remain on site at all times and** be available for all inspections. In the event that the plans are not available, we will not be able to complete the inspection. This will then need to be rebooked.

Work must commence within 12 months of the issue of the building consent. Should this not happen for any reason, then an extension to the building consent timeframe must be sought. Please contact our office to request this if required.

**All building work must be completed within two years of the granting of the building consent.**

#### SECTION 37 CERTIFICATES

If your approved building consent has a section 37 certificate attached to it or endorsed, then work is unable to commence until this has been cancelled. This generally means that a resource consent application is required to be lodged, and this must be approved and issued before the Section 37 can be removed from the building consent. Please contact our office if you require further clarification in the event your building consent has been issued with a section 37 certificate.

**No work can commence until a section 37 certificate attached to a building consent is cancelled.**

#### INSPECTIONS

We require 24 hours notice for each inspection. These may be booked through our office on (09) 272 3443, or alternatively by visiting our website at [www.pbc.co.nz](http://www.pbc.co.nz) and using the 'Book an Inspection' tab. Where possible we will endeavour to give you a firm 1 hour window for the booking. If you require the inspector to contact you by phone prior to arriving, then please state this when making your inspection booking. You will also receive a text reminder.

**Please refer to the schedule attached to the approved building consent plans for the types of inspections required during the construction process.**

## NOTIFICATION OF LICENSED BUILDING PRACTITIONER (LBP)

Where your consent relates to Restricted Building Work (RBW), then the selected Licensed Building Practitioner (LBP) undertaking the work must be notified to PBC prior to commencing. This can be done on our website. Please make an appropriate license available at inspections.

## BUILDING OVER PUBLIC DRAINS

Where stated, a second drain video may be required. This must be undertaken following completion of the foundations, but prior to pouring of concrete. These should be booked directly with the relevant utility operator (contact details on plans). Refer advice notes and/or any Watercare approvals (Works over)

## VEHICLE CROSSINGS

When a new vehicle crossing has been approved to be installed, this must be inspected prior to pouring the concrete. We do not undertake the inspections of vehicle crossings, so these must be booked directly with Auckland transport. (Refer [www.at.govt.nz](http://www.at.govt.nz))

## DOCUMENTATION

During the construction process, we will require a number of certificates and producer statements confirming the work complies with the approved building consent.

Please refer to the attached schedule showing the general types of certificates and producer statements we may require to be provided. These must be received by our office before we can lodge an application for a Code Compliance Certificate.

## AMENDMENTS AND VARIATIONS TO THE APPROVED PLANS

The Building Act has very specific requirements for amendments to an approved building consent. Changes such as a substitute cladding, revised room layout, alterations to the external footprint of the building etc may require an amended building consent to be lodged. In some cases, work on site may need to be halted, until approval of the amendments is gained. Should changes be made to the approved design and/or product specifications be proposed, you should contact our office to discuss how to proceed.

***NOTE: A CCC is issued stating the building complies with the approved building consent; therefore the building work must match the approved plans.***

## CODE COMPLIANCE CERTIFICATES

Upon completion of building work, please arrange for a final inspection. Included in your plan wallet is an application form for a Code Compliance Certificate (CCC), and a schedule form for the sub-contractors details. These must be completed, signed, and forwarded to our office prior to the issue of the CCC. A recent copy of the Certificate of Title must also be included. (Less than 3 months old).

We will submit an application for a CCC to the council on your behalf. All required documentation must be received before we can lodge the CCC application.

***Please allow up to 20 working days for the issue of the CCC.***

## STREET DAMAGE DEPOSITS

Where a street damage has been paid, our office will forward a street damage refund form to you to complete and return to council once the CCC has been issued.

Please note that it is the property owner's responsibility to ensure that the footpath, vehicle crossing and any other publicly owned property outside the boundary are maintained in good condition during construction work. The Council will inspect these to confirm this, prior to releasing the street damage deposit.

## FEES

A deposit for CCC charges will be invoiced at Building Consent issue, the balance of charges will be invoiced prior to CCC issue (this is time based and charged by Auckland Council).

Inspection charges have been estimated at Building Consent issue stage. Any additional inspections will be invoiced prior to CCC issue.

## DOCUMENTATION SCHEDULE

(Required to be provided to PBC prior to lodgement for CCC)

The following documents may be required to be provided during the construction process, and prior to the issue of the Code Compliance Certificate.

These may include (but not limited to);

- **Registered Surveyors certificate** for;
  - > Siting (position) of the building,
  - > Minimum floor levels (to DOSLI datum), and
  - > Confirmation of height in relation to boundary compliance
- **Geotechnical engineer's observation certificate (PS4)** for;
  - > Ground conditions
  - > Excavations and compaction of fill,
  - > Compaction of fill to building platform
- **Structural Engineers observation certificate (PS4)** for;
  - > Foundation and slab construction
  - > Driven piles
  - > Drain bridging
  - > Compaction of hardfill to slab (in excess of 600mm deep)
  - > B Grade Masonry
- **Drainage As-built layout** provided by the drainlayer (note this must be clear, accurate and dimensioned)
- **Underslab Plumbing As-built layout** provided by the drainlayer/plumber (note this must be clear, accurate and dimensioned)
- **Timber treatment producer statement** (confirming levels of timber treatment are in accordance with the approved building consent)
- **Wall cladding warranties and installers producer statement (PS3/PS4)** (all monolithic claddings)
- **Waterproofing Membrane Warranties and installation producer statement (PS3)** (e.g. tanking to retaining walls, butynol decks, roof areas, wet areas under tiles, showers etc)
- **Truss Manufacturers layout plan and design producer statement**

*(continued overleaf)*

- **Glazing Certificate** (from installer confirming that the glazing complies with the requirements of the Building Code and NZS 4223 Pt 3)
- **Plumbing pressure test producer statement (PS3)** from registered plumber (where the plumbing was not on a pressure test during the pre-line inspection)
- **Effluent disposal system installation producer statement (PS3)**
- **Electrical Certificate of Compliance** (Registered Electrician)
- **Gas Energy Certificate of Compliance** (Registered Gasfitter)
- **Solid Fuel Heater installation producer statement (PS3)** (from registered installer)
- **Record of Works Memorandums (ROW's)** from all Licensed Building Practitioners (LBP's) involved if the project is Restricted Building Work (RBW)



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