



Checklist for Building Control completion inspection – new build dwellings

Any evidence of structural failure or other defect in the build.	
Review and resolution of any outstanding conditions, issues or contraventions identified throughout the design review or construction process.	
Suitably sized level access and threshold has been provided to allow wheelchair access along with a front door of minimum clear 775mm opening. For a new dwelling, the minimum clear opening is increased to 850mm only where planning permission specifies category 2 – accessible and adaptable dwellings (M4(2)) or category 3 – wheelchair user dwellings (M4(3)).	
All gutters are connected, gratings provided to gullies and all gaps around pipes have been sealed.	
External finished ground level is at least 150mm below DPC, and any render has a suitable drip bead and does not bridge DPC.	
External gaps and movement joints have been suitably filled (fire rated if required).	
Windows and door frames have been sealed and trickle vents provided.	
Weep holes have been provided to brickwork where required (cavity trays, DPC level for timber frames).	
Suitable flashings have been provided to roof, wall abutments, valleys and troughs.	
Soffit, ridge, hip & valley ventilation has been provided to cold roof.	
Glazing does not exceed permitted amounts along boundaries, as per approved document B for fire spread.	
Front door complies with Part Q - suitable door locks, viewing hole, safety chain, safety glass.	
Ground floor has a suitable Part M compliant WC.	
Extractor fans installed are suitable rating for kitchen, utility room & wet rooms, are vented to outside and suitable evidence of commissioning has been provided.	
Habitable rooms have appropriately sized opening windows for ventilation.	
Mains operated linked smoke detection with battery back-up has been provided to circulation spaces and other relevant areas.	
Means of escape windows have been provided to habitable rooms, or a protected escape route has been provided.	
Any means of escape issues created by inner-room situations have been resolved.	

All outlets are connected to drains via appropriately sized traps and suitable evidence to demonstrate the performance of the drainage system is observed/provided through testing or otherwise as agreed.	
Any soil and vent pipes are connected through the roof space to the outlet on the roof.	
Confirmation/evidence that bath supply temperature in dwellings is restricted to 48°C.	
Suitable guarding provided to boiler flues and UVHWC discharge requirements are met with guard to ground.	
Safety glass is installed in critical locations for windows, doors, and side panels.	
Staircases have appropriate handrails, guarding, max 42-degree pitch, clear landings, compliant dimensions for risers and goings with a minimum 2m headroom.	
All balconies and floor edges are protected with appropriate guarding with relevant proof of impact resistance.	
Adequate loft insulation is provided, and the thermal performance is maintained by the use of sealed and insulating loft hatches or similar.	
Adequate separation distances and ventilation are provided to any combustion appliances and a completed checklist for hearths, fireplaces, flues, and chimneys alongside a permanently fixed notice plate for hearths and flues. For solid fuel appliances, a suitably positioned carbon monoxide detector. Additionally flue termination meets separation distance and flue heights and observation of flue tests where 'non-competent' installer.	
Type, position, base and separation of oil or gas tanks.	
Notice plate, discharge arrangements and copy or confirmation of any environment agency consent for sewerage treatment plants.	
Provisions for solid waste storage maximum 30m from any dwelling and 25m from the waste collection point or evidence of agreement with the waste collection authority.	
Access point and network termination point installed capable of receiving supply for high-speed communication networks.	
Competent person scheme notifications have been lodged for relevant works and installed appliances for example Part P, GASAFE, HETAS.	
Electrical Installation Certificate - One of the following to be submitted: - <ol style="list-style-type: none"> 1. Registration details of the installer who must be a member of an approved Part P self-certification scheme with a copy of the installer's building regulations compliance certificate or a copy of this information, 2. or 2. BS 7671 certification from a competent electrician (i.e. having the relevant qualifications to carry out the works and certify it) note: in this case, Building Control must also have been notified before the work commences and at any stage they advise (for example 1st fix stage). 	
Gas Installation Certificate - Installation and commissioning certificate to be issued by a competent person (i.e. registered with Gas Safe).	
Oil Fired Installation Certificate - Installation and commissioning certificate to be issued by a competent person e.g. a member of OFTEC (Oil Firing Technical Association for the Petroleum Industry) or another approved scheme.	
Solid Fuel Installation Certificate - Installation and commissioning certificate to be issued by a competent person e.g. a member of HETAS (Heating Equipment Testing and Approval Scheme) or another approved scheme.	

Fire Sprinkler Installations - Installation and commissioning certificate to be issued by a competent person e.g. a member of BAFSA (The British Automatic Fire Sprinkler Association) to prove compliance with BS 9251 or BS EN 12845 as applicable.	
Sound Insulation Tests - To be carried out by a competent person e.g. a member of the Association of Noise Consultants, or equivalent approving organisation, results submitted to Building Control, (the selection of which walls and floors are to be tested must first be agreed by Building Control). (or Robust Details may be used; see below).	
Robust Details. (for new build only, as an alternative to sound insulation tests) If these are used in lieu of sound tests, the work must be pre-registered with Robust Details Ltd and carried out strictly in accordance with their designs. To verify this, R D Ltd.'s check list (confirming correct use of the details) must be completed by the person in charge of the work and given to Building Control.	
Air Pressure Test. - To be carried out by a competent person e.g. a member of the ATTMA (Air Tightness Testing and Measurement Association) or equivalent approving organisation, and the result submitted to Building Control. (Building Control should be consulted as to which plots require testing).	
CO2 emission and fabric efficiency rate calculations with a report to show high-efficiency alternative systems have been considered. -To be carried out in accordance with SAP (standard assessment procedure) 2012 and other approved methods. (This must be provided to Building Control as soon as possible as it is needed as part of the plan checking / inspection process).	
In addition to this, calculations for the building "as constructed" will be required to verify the figure obtained by the first calculation (clarify if the air leakage figure is derived from a pressure test or is an assumed figure of 15 for small developments).	
Energy Performance Certificate. - This must be submitted, on completion (of new built property, or, where a building is modified so that it has a greater or fewer number of parts designed or altered for separate use) and can only be done so by an accredited energy assessor.	
Water Efficiency Calculations - This must be submitted, on completion (of new built dwelling, or, where a material change of use occurs so that the building is used as a dwelling or contains a flat where previously did not). See Section 2 of Approved Document G (England) with its Appendix A. For Wales, water efficiency calculations are needed for some other buildings as well.	
Accredited Construction Details or thermal bridge details - A schedule of the details used, and their reference codes must be submitted to Building Control.	
Unvented Hot Water Storage System - Installation and commissioning certificate to be issued by a competent person e.g. a person holding a current Registered Operative Identity Card for the installation of unvented domestic hot water storage systems or through a relevant competent persons scheme.	
Domestic ventilation compliance http://www.planningportal.gov.uk/uploads/br/domestic_ventilation_compliance_guide_2010.pdf Section 5 gives the form required for completion by the person who is responsible for the inspection and testing of the system that has been installed. Note: When the 2021 ADFv1 comes into being, the DVCG will no longer be relevant and will all be in ADFv1. Also available at: https://www.gov.uk/government/publications/ventilation-approved-document-f	

<p>Fixed Building Services. Written statement to be submitted to confirm that the building owner has been provided with sufficient information about the building, the fixed building services, and their maintenance requirements so that the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances. Guidance is given within Approved Document L.</p>	
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