

Inspection Information



When your application is processed, the building officer will determine what inspections are necessary. Each inspection will be identified on the Site Inspection Sheet which will accompany your building consent.

Sometimes it is necessary for specialists to conduct inspections in addition to the inspections carried out by the building consent authority. Generally, these inspections are necessary to confirm ground stability or specific design by a registered engineer for example: On-site sewage system or Engineer Design for foundations.

Please ensure you read inspection requirements and are familiar with them before commencing work (and check conditions and advice notes on the Building Consent). If in doubt, please ask.

How do I book an inspection?

Building inspections are booked through Otorohanga District Council's Customer Services on 0800 738199 (do not contact the building inspectors directly). At least 24 hours is required, but if the area's Building Control Officer is fully booked, it will have to be the next available appointment which may be a couple of days later. So the earlier you book in the more likely of getting the appointment time you prefer.

Inspections are undertaken Monday — Friday 8.30am to 4.30pm (excluding public holidays).

You must provide the following information when booking an inspection:

- building consent number
- site address
- name & phone number of contact person on site
- date and time the inspection is required
- type of inspection, i.e; plumbing, drainage, foundation, pre-slab, preline, etc

NB:It is your (or your builders) responsibility to notify Council 24 hours before you require an inspection.

What if the inspection has not been approved?

If the inspection has failed, the work to be rectified will be recorded on the building consent inspection sheet and a copy of site inspection instruction will be given to you. Another inspection will be required to inspect the remedial work. If the work is not remedied to the satisfaction of the building officer, it is possible that a Notice to Fix will be issued. All re-inspections will be charged at \$90.00/hour plus mileage.

What is a Notice to Fix?

A notice to fix is a formal notice issued by the building consent authority advising that certain works have not been carried out in accordance with the Building Code. If a notice to fix is issued you must address the issues identified within the prescribed timeframe to prevent further action being taken. Enforcement of notices to fix is undertaken by the territorial authority. If a notice to fix is issued, documentation identifying the process will accompany it explaining the process.

Do I need a final inspection?

Yes, all building consents require a final inspection. Your work should be completed within 2 years of the date that the building consent was issued. If you can not complete the work within this timeframe it is essential that you contact us to discuss possible ramifications. When all work has been completed in accordance with the building consent a code compliance certificate will be issued.

What inspections do I require?

The following are possible inspections you **may** require for your building project.

Foundations/Pile Holes (prior to pouring of concrete)

- Boundary pegs are to be located.
- All reinforcing steel is to be completed and tied in place and supported.
- If the depth of the sand fill exceeds 600mm the site is to be inspected by a Geotechnical Engineer who must also supervise the sand filling operation and provide a report to Council confirming the sand fill is capable of supporting the proposed building.

Bond Beams/Blockwork (prior to pouring of concrete)

- All reinforcing steel to be tied in place
- Provide wash out ports to walls over 1metre high

Sub-Floor Plumbing & Waste Pipes (prior to back filling and laying of DPC)

- All waste pipes to be fixed in place with correct falls.
- Hot water cylinder drains to be fixed in place

Floors – Concrete (prior to pouring of concrete)

- DPC to be in place and all laps taped
- Reinforcement to be tied in place and supported
- Plumbing to be installed

Pre-wrap (framing)

- All external fixings completed, truss/beam fixings in place.

Pre-lining/Framing

- Prior to fixing of interior wall linings and ceiling linings
- Plumbing to be installed and water pipes under test
- Wall insulation to be in place. No ceiling insulation to be fitted
- Bracing to be in place

Post Lining (prior to stopping of walls)

- Bracing elements to be fixed correctly

Monolithic Claddings (prior to plaster coating)

- Flashing systems
- Control joints
- Reinforcement of walls prior to plaster coatings being applied

Brick Veneer

- Brick ties at half height
- Steel lintels and flashings

Sanitary Drainage (prior to back filling drains)

- As built drainage plan to be completed and submitted to Council Building Control Officer.
- Water test

Stormwater Drainage (prior to back filling drains)

As built drainage plan to be completed and submitted to Council Building Control Officer. No backfilling or covering is to be carried out until the tank ground water drainage system has been inspected and approved by the Council's Building Control Officer.

Notice to be given by owner or agent that work is ready for inspection and shall be given to the Otorohanga District Council at least one working day in advance for the following work. Heater is not to be used until inspected by a Building Control Officer.

Solid Fuel Heater – Free Standing

To be inspected at the completion of the heater installation prior to the ceiling plate being fixed.
Provide seismic restraint to heater base.
Smoke detectors installed, 3m from bedroom doors

Fireplace Model Heater being Installed in Chimneys

The fireplace is to be inspected prior to the inbuilt heater being installed.
Provide seismic restraint to base of heater.

Code Compliance Certificate

Following the completion of all building work to be carried out under this Building Consent the owner or his agent must as soon as practicable, apply to the Otorohanga District Council on the prescribed form for a Code Compliance Certificate via a final inspection. If the work is not completed within 2 years of the date on which the Building Consent was issued the owner or his agent must arrange an agreed extension to the 2 year period with the Otorohanga District Council.