



## Domestic Inspection Notification Stages

It is very important that we inspect key stages of your building project to ensure that the work undertaken complies with the Building Regulations. It is the responsibility of the owner or person carrying out the work to notify us at various stages throughout the building process. To ensure you know when you are required to contact us we have produced this schedule covering all domestic works setting out the indicative stages of inspection, of which we will require notification. A key to the reference numbers is found on the reverse. The number and type of inspections will vary depending upon the complexity of the project.

Type of Work	Inspections Stages
	Ref. No's.
Erection of a dwelling(s)	1,2,4,5,6,8,9,10,13,15,16,24,26
Erection or extension of a non-exempt attached or detached garage or carport or having a floor area not exceeding 60m <sup>2</sup> .	1,2,6,26
Erection or extension of a non-exempt attached or detached domestic garage or carport or having a floor area 60 - 100m <sup>2</sup> .	1,2,6,12,26
Conversion of a garage to a habitable room(s).	1,2,9,10,26
Extension with internal floor area of less than 10m <sup>2</sup> .	1,2,4,8,9,13,15,26
Extension with internal floor area between 10m <sup>2</sup> and 40m <sup>2</sup> .	1,2,4,6,8,9,13,15,26
Extension with internal floor area between 40m <sup>2</sup> and 60m <sup>2</sup> .	1,2,4,6,8,9,10,13,15,16,26
Extension with internal floor area between 60m <sup>2</sup> and 100m <sup>2</sup> .	1,2,4,6,8,9,10,13,15,16,26
Installation of replacement window(s) and/or door(s) to one property.	1,26
Installation of replacement window(s) and/or door/s to 2-5 properties in the same locality.	1,26
Controlled domestic electrical work (not competent person's scheme)	1,26
Renovation of a thermal element to a single dwelling (not impacting upon structure).	1,26
Renovation of a thermal element to a single dwelling (impacting upon structure).	1,14,26
Alteration creating one or more rooms in roof space, including means of access.	1,15,16,18,23,25,26
Alteration creating an additional room(s) or floor area in an existing roof space, not requiring new means of access.	1,15,16,18,23,25,26
Any other work not covered in the above categories where the estimated cost of the work does not exceed £2,000.	1,26
Any other work not covered in the above categories where the estimated cost of the work exceeds £2,000 but does not exceed £5,000.	1,15,26
Any other work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.	1,12,13,15,18,26
Any other work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.	1,4,5,6,10,12,13,14,15,16,26

## Key Inspection Stages

Ref.	Inspection Stage	Ref.	Inspection Stage
1	<b>Commencement</b>	14	Roof structure
2	Trench inspection/steelwork for raft	15	Steel beams
3	Concrete foundations laid	16	Roof insulation
4	Foul Drainage Laid	17	Sound Proofing
5	Foul Drainage on test	18	Fire stopping
6	Surface Drainage Laid	19	Above ground drainage
7	Surface Drainage on test	20	Above ground drainage on test
8	DPCs	21	Ventilation (mechanical +natural)
9	DPM	22	Smoke ventilation
10	Slab insulation	23	Fire doors
11	Suspended floor	24	Part M
12	Superstructure (floors walls, etc.)	25	Smoke, fire alarms & emergency lighting
13	Pre-Plaster	<b>26</b>	<b>Completion</b>

Please note:

1. 24 hours' notice must be given before any works commence.
2. Upon completion of the building works, it will also be necessary for you to contact us to arrange an inspection of the work, giving the officer full access at all reasonable times. Certification of historically completed building works may attract an additional fee.
3. In addition to the inspections identified, the Building Control Surveyor may also identify other inspections during construction, for which we should also be notified, and identify the documents and/or certificates required at completion that will allow your building work to be properly assessed for compliance at completion.

**We will only issue a Completion Certificate if the agreed inspection stages have been satisfactorily carried out, any relevant additional information has been provided and all fees are fully paid. It is likely that you will need the certificate to enable any future sale or re-financing of your property.**

If you do not keep us up to date on your progress, you might have to open up works so that they can be checked. This takes time and can cost you money, so to avoid having to do this keep us fully informed.

Inspections can be arranged in one of three ways:

- a) **Telephone (01226) 772678 or 772679 9am to 5pm, Monday to Thursday, and 9am to 4:30pm Fridays (before 9.30am if same day service is required)**
- b) **E-mail your request to [buildingcontrol@barnsley.gov.uk](mailto:buildingcontrol@barnsley.gov.uk) or**
- c) **In person when our Building Control Surveyor visits the site**

When arranging an inspection please provide all necessary details including the application number, site address, type of inspection required and the date on which it is required.

**While unable to arrange inspections for specific times, the Building Control Surveyor will try to meet an AM/PM request.**

### **Building Control Services**

Place Directorate  
Barnsley Metropolitan Borough Council  
P.O. Box 634, Barnsley, S70 9GG

Telephone: (01226) 772678 or 772679  
Email: [buildingcontrol@barnsley.gov.uk](mailto:buildingcontrol@barnsley.gov.uk)  
Website: [www.barnsley.gov.uk/buildingcontrol](http://www.barnsley.gov.uk/buildingcontrol)

CUSTOMER  
SERVICE  
EXCELLENCE

