

Commercial Inspection Checklist – Preline

Address: _____ Building Consent No.: _____

Tradesperson: _____ Tradesperson: _____

Reg.No.: _____ Contact Details: _____ Reg. No.: _____ Contact Details: _____

Date: _____ Time: _____ Staged/Partial Inspection: _____ of _____

Item to be inspected for compliance: with the Building Act 2004, NZBC and Approved Documents. Complies with approved plans and specifications. Note: N/A = this item is not applicable to this application and has not been assessed	Outcome ¹			Details of Inspection & Comments: Comments must be made for: 1. Non-complying Items 2. Items/work deviating from approved documents 3. Detail alternative solution & how compliance is achieved
	Pass	N/A	Fail	
Conditions of consent/site instructions read?				Yes / No
Approved plans & specifications sighted? ²				Yes / No
Approved plans include specific design detail?				Yes / No
Plumbing pre-line inspection passed? ³				Yes / No Comment:
Subfloor inspection passed?				
Framing inspection passed?				
Site hazard board read	Yes / N/a / No			
Special PPE required for this site (as detailed on hazard board)?	Yes / No			Specify: safety footwear / eye protection / dust mask high visibility jacket / hard hat Other:
Fire safety precautions allowed for? ⁴				Yes / No
Exterior				
Exterior cladding in place & weathertight?				Yes / No
If “No” Weathertight Inspection Checklist MUST be completed & passed				
Roof				
Roof cladding & flashings ⁵				
Access to roof space ⁶				
Bracing				
Brace bottom plate fixings				Type:
Unit length as per plan				
Bracing limitations ⁷				
Roof bracing checked				
Bracing as per approved plans				
Framing				
Bottom plate fixings				Type:
Floor plan as per approved plans				
Moisture content ⁸				MC Range % - %
Lintels & beams as per approved plans				
Lintel/beam support & fixings & straps				
Fixings for high wind ⁹				
Top plate fixings ¹⁰				
Spacing (suitable for linings)				
Engineer detail as per approved plans				
Engineer design steel connections checked				
Fire Wall				
Engineer detail as per approved plans				
Property rating requirements checked ¹¹				
Life rating requirements checked ¹²				
Fixings & straps				
Penetrations & electrical fittings ¹³				
Insulation				
Air gap backing rod and foam installed correctly?				
Insulation walls				Type: Grade: R
Insulation ceilings				Type: Grade: R
Blown insulation thickness				
Insulation in skillion roof				

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	Pass	N/A	Fail	
Ply (roof & decks) thickness as per plans				
Safety Glazing				
Exterior windows				
Window restrictors fitted				
Doors				
Stairs				
Wet areas				
Glass manifestation checked				
Wet Area				
Flooring substrate as per plans				
Waterproofing systems checked				
Provision for accessible facilities checked ¹⁴				
Notes¹⁵:				
Amended plans required?	Yes / No			Officer:
Amended specifications required?	Yes / No			
Reinspection required?	Yes / No			Signed:
Site instruction issued?	Yes / No			
Pre-line inspection passed?	Yes / No			Date:

¹ Pass = Compliance with approved plans & documentation, N/A = Not applicable to this project, Fail = Non-compliance with approved plans & documentation.

² Approved stamped site plan, foundation plan, cross section drawings, truss layout and fixing detail, specifications, engineer detail, floor plan, drainage plan, effluent disposal site plan and detail

³ Where plumbing pre-line inspection has not been passed, site instruction to be issued detailing areas able to be lined & any other necessary actions

⁴ Emergency lighting, alarm systems, hose reels, alarm panel, etc.

⁵ Roof is weatherproofed i.e. minimum of ridge caps, barge rolls, barge flashings, apron flashings in place

⁶ NZS 3604:1999 Section 13.3.1 & NZS 3604:2011 section 13.3.1 location to allow unobstructed access to roof space, min. 600mm headspace

⁷ Check bracing limitations in appropriate bracing manual (e.g. Limitations Page 8 GIB Bracing Systems)

⁸ Reference E2 / AS1, 11.2. Forest Research Institute recommends testing 10 studs, 6 ceiling battens & 6 lintels, 9 out of the 10 studs must be within the limits.

⁹ Lintels, studs, wind straps, bottom & top plates

¹⁰ NZS 3604:2011 Table 8.18

¹¹ For consents processed prior to April 2012, the term 'property rating' may be referred to as 'S rating'

¹² For consents processed prior to April 2012 the term 'Life rating' may be referred to as 'F rating'

¹³ All penetrations shall be fire rated to ensure the integrity of the fire separation is not compromised

¹⁴ Handrail/grab rail fixings provided

¹⁵ Note any additional information, such as: cast in fixings, timber, etc.