

Inspection Checklist – Final - Minor / Internal Alteration

Address: _____ Building Consent No.: _____

Tradesperson: _____ Tradesperson: _____

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

Item to be inspected for compliance: with the Building Act 2004, NZBC & Approved Documents Complies with approved plans & specifications	Outcome ¹			Details of Inspection & Comments: Comments must be made for: 1. Non-complying Items 2. Items/work deviates from approved documents 3. Detail alternative solution & how compliance achieved
	Pass	N/A	Fail	
Stamped approved plans and specification on site?				Yes / No
Application for Code Compliance Certificate received?				Yes / No
Conditions of consent/site instructions read?				Yes / No
Conditions of consent actioned ²				
Reg No: / LBP license detail and Council notified?				Name and #:
Special PPE required for this site?	Yes / No			Specify: safety footwear / eye protection / dust mask high visibility jacket / hard hat Other:
All required inspections passed				
Records of work received from all LBP's				
Electrical certificate of compliance provided				
Gas certificate of compliance provided				
HSNO Certificate provided for storage of >100kg LPG on site? ³	Yes / N/a / No			
Exterior				
Door/window facings scribes etc. sealed & painted				
Hinged doors giving access to pool area - closes and latches automatically - latch/handle minimum of 1.5m from floor - no hold open devices				
Sliding doors/bifolds giving access to pool area – latch/tower bolt min. 1.5m from floor				
Windows giving access to pool area - windows below 1.2m fitted with limiters to restrict to max. 100mm				
Venting				
All venting ducts exiting envelope				
Interior				
All work complete				
Paint & sealing of interior complete				
Safety glazing window seats, hinged doors, low level glass				
Windows glazing checked (recycled windows)				
Fire place				
Clearances checked				
Restraint fixings				
Chimney/flue height in relation to surrounding ridges & roof				
Window opening restrictors (windows lower than 750mm from floor)				
Ground floor windows				
Upper level windows				
Kitchen				
Painting & sealing of kitchen complete				
Seal around bench complete				
Splash protection around sink complete				

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	Pass	N/A	Fail	
Range hood vents to the exterior of the building				
Bathroom/Ensuite				
Wall paint & sealing complete				
Impervious floor seal complete				
Flexible seal to floor wall junctions (tiles)				
Branded safety glazing identified				
Seal around vanity, bath & shower				
Splash protection complete				
Ventilation				
Toilet				
Wall paint & sealing complete				
Impervious floor seal complete				
Flexible seal to floor wall junctions (tiles)				
Pan secured to floor				
Seal around toilet				
Seal around handbasin complete				
Splash protection complete				
Ventilation				
HWC				
Tempering Valve				Temperature: °C
Ceiling space				
Insulation installed as per manufacturer's specifications				
Insulation away from downlights & flues				
Fan vent ducts connected				
Laundry				
Wall paint & sealing complete				
Impervious floor sealed & complete				
Flexible seal to floor wall junctions (tiles)				
Seal around tub				
Splash protection complete				
Ventilation				
Smoke alarms				
Operational				
Hush facility				
Manufactured to an approved standard				
Located as per plans				
Notes⁴:				

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Modification to consent required?	Yes / No			Officer:
Agreement in writing obtained from owner/agent to modify consent?	Yes / N/a / No			
Amended plans required?	Yes / No			Signed:
Amended specifications required?	Yes / No			
Reinspection required?	Yes / No			
Site instruction/NTF issued?	Yes / No			
Minor/internal alteration 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 Verification required e.g. Engineer Certificates, Producer Statements, compaction reports, warranties, surveyors certificates etc.

³ > 100kg LPG stored on site requires Location Test Certificate from an Environmental Risk Management Authority (ERMA) approved HSNO Test Certifier.

⁴ Note any additional information, such as: cast in fixings, timber, etc.