

Inspection Checklist – Final - Building

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				
Plumbing final inspection passed				
Reg No: / LBP license detail and Council notified?				Name and #:
Records of work received from all LBP's?				
All required inspections passed				
Special PPE required for this site?	Yes / No			Specify: safety footwear / eye protection / dust mask high visibility jacket / hard hat Other:
Electrical certificate of compliance provided				
Gas certificate of compliance provided				
HSNO Certificate provided for storage of >100kg LPG on site? ³				
Producer Statements as specified on building consent conditions provided				
Exterior				
Photos taken (all sides of the building, e.g. where ground levels are questionable or may be built up when landscaping is done)				Yes / No Comments:
Landscaping				not started / started / completed
Floor heights (in relation to ground levels)				
Chimney/flue height in relation to surrounding ridges & roof				
Vents in chimney (Jetmaster fires)				
Wall cladding				
Cladding painted & sealed				
Gaps & cracks properly filled & sealed				
Facings & scribes fitted & sealed				
Warranty & guarantee certificates provided				
Weep holes in brick clear				
Vent gaps at top of brickwork				
Lintel bars fitted				
Venting				
Bathroom venting ducts exiting envelope				
Ensuite venting ducts exiting envelope				
Laundry venting ducts exiting envelope				
Kitchen venting ducts exiting envelope				
Subfloor				
Base boards & vent grills subfloor area				
Access subfloor area (with door)				
Subfloor ground levels (subfloor ground level must not be lower than exterior ground levels & spoil in the subfloor must be raked out evenly)				
Subfloor insulation				Type:
Ground vapour barrier laid in subfloor area ⁴				

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Verandahs/Pergolas/Upper Level Decks				
Post / beam fixings as per plans				
Rafter / floor joist fixings as per plans				
Rafter / joist / ribbon board connections to building envelope as per plans				
Decks				
Exterior stairs (open stair gaps < 100mm)				
Handrails to all stairs				
Barriers (min 1m high, gaps < 100mm)				
Overflows to enclosed decks				
Glass barriers				(Branded / thickness _____ mm)
Barrier stability				
Slip resistant surface (main entry decks)				
Overhead Glazing				
Branded safety glazing identified				
Retaining Walls/Excavations				
Retaining walls site works completed				
Barriers to retaining walls/site works				
Retaining wall drains cleanout access (house)				
Interior				
Paint & sealing of interior complete				Yes / No
Safety glazing window seats, hinged doors, low level glass				
Windows (general glazing checked)				
Fire – Solid fuel heater / open fireplace				
Inspection checklist BCA T-30ac completed				Yes / No
Window Opening Restrictors (windows lower than 760mm from floor)				
Ground floor windows				
Upper level windows				
Kitchen				
Painting & sealing of kitchen complete				
Seal around bench complete				
Splash protection around sink complete				
Range hood vents to the exterior of the building				
Smoke Alarms				
Operational				
Hush facility				
Manufactured to an approved standard				
Located as per plans				
Stairs				
Handrail fitted				
Balustrade barrier				
Head room (2m min.)				
Branded safety glazing identified				
Min. tread, max. rise				
Interior Balconies				
Barriers (min. 900mm high, gaps < 100mm)				
Barrier stability				
Bathroom				
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				

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	Pass	N/A	Fail	
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				
Ensuite				
Wall paint & sealing complete				
Impervious floor seal complete				
Flexible seal to floor wall junctions (tiles)				
Branded safety glazing identified				
Pan secured to floor				
Seal around vanity, bath, shower & toilet				
Splash protection complete				
Ventilation				
Ceiling Space				
Access to space provided min. 600 x 500mm				
Insulation installed as per manufacturer's specifications				
Insulation away from downlights & flues				
Fan vent ducts connected				
Laundry				
Wall paint & sealing complete				
Impervious floor seal complete				
Flexible seal to floor wall junctions (tiles)				
Seal around tub				
Splash protection complete				
Ventilation				
Vehicle Crossing				
Crossing completed				
Swimming Pool/Spa Pool				
Pool inspection completed				
Notes⁵:				

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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			
Product warnings & bans	Yes / No			
Amended plans required?	Yes / No			Signed:
Amended specifications required?	Yes / No			
Reinspection required?	Yes / No			
Site instruction/NTF issued?	Yes / No			
Building final 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, surveyor's certificates etc.

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

⁴ NZS 3604:1999 Section 6.14.3 & NZS 3604:2011 Section 6.14.3

⁵ Note any additional information, such as: cast in fixings, timber, etc.