

Building Control Services

Leaflet 5 - What happens when we carry out a site visit?

Purpose of the site inspection

Site inspections are carried out to ensure building work meets the requirements of the Building Regulations. We ensure your work meets these minimum standards by visiting the site regularly.

Important – please remember our role is to enforce the Building Regulations. Unfortunately we do not have any legal powers to control workmanship. We will give advice, if required, but we cannot act on your behalf.

If you submitted a Full Plans application you will receive an invoice following the first inspection. This is payment for all future site visits, irrespective of the number.

If you submitted a Building Notice the site inspection fee will have already been paid when the application was submitted.

Inspections

The Building Regulations specify that certain “statutory inspections” have to be carried out and it is at these stages that you or your builder need to notify us. These specific inspections allow us to see the construction process at specific important stages of the work to ensure compliance with the Building Regulations.

In addition the Building Control Surveyor may need to visit at other times during the construction process, depending on the type of work being carried out.

To request an inspection please contact us before 9.30am and we will carry out a site inspection that same day, (completion inspections excluded).

If you ring after 9.30am a same day visit may be possible but will be subject to the agreement of the visiting surveyor which will depend on their workload that day.

To request a site inspection telephone 0113 222 4409 or

Email building.control@leeds.gov.uk

Due to the nature of the job it is not possible to specify an exact time when the surveyor will visit but it may be possible to specify am or pm. It is a good idea to agree with your builder who will contact us to request an inspection.

The stages to notify us are:

- Commencement. (2 working days notice)

Commencing work

You should notify Building Control Services 48 hours before you start (not including weekends and bank holidays).

Under a Full Plans application you are advised to wait until the plans have been approved, but you do not have to. All work undertaken prior to the approval of the plans is "at your own risk" which means that should work on site not go according to plan you will be responsible.

Once you have told us you are starting work we will arrange for one of our building control surveyors to visit the site. Where necessary, the surveyor will inspect the start of the work and discuss any relevant issues with you or your builder.

Other Statutory Inspections

- Excavations, before pouring concrete foundations (1 working days notice).
- Concreted foundations, before covering them up (1 working days notice).
- Before covering up the damp proof course (1 working days notice).
- Before covering up any new drains (1 working days notice).
- Drains are ready for test after being covered up (1 working days notice).
- Completion - before occupying the building and/or when the building work is finished (5 working days notice).

Failure to notify us at these stages is an offence and you or your builder may be prosecuted. At the same time work may be required to be uncovered to ensure it complies with the Building Regulations.

It may be that the inspection stages listed above are not applicable to your particular job, in this case please arrange with the Building Control Surveyor at the start of the work when they wish to make further visits. Additionally, other inspections may be made should problems arise, or from time to time to check particular aspects of the construction.

Completion inspection.

Five days notice is required for a completion inspection.

When you or your builder notifies us that the work is complete our surveyor will carry out a final inspection. If the works are satisfactory we will issue a Completion Certificate.

We strongly recommend that you request the final inspection before your builder leaves the site and before you pay his final account. Any problems can then be quickly and efficiently put right.

Keep your Completion Certificate in a safe place. If you sell your property the purchaser's solicitor will ask for the Building Regulation approval and/or completion certificate for any work you have carried out.

Is a Completion Certificate the same as a guarantee or warranty?

No. The completion certificate simply confirms that the work on-site complies with the current Building Regulations. This means that inspections will have been carried out at the appropriate times, and that any problems found were put right. This is not a guarantee or warranty for the work that has been carried out.

Warranty's are available for certain types of building work but is not part of the service we provide. This service is provide by LABC Home Warranty which is an independent organisation which operates in partnership with Local Authority Building Control.

Useful contacts

Building Control Services
The Leonardo Building
2 Rossington Street
Leeds LS2 8HD

You can email us at: building.control@leeds.gov.uk

Our phone number is: 0113 247 8106

Our fax number is: 0113 247 8230

We are open

Monday to Thursday 08:30 – 17:00
Friday 08:30 - 16:30

Other helpful leaflets

This is one of a series of leaflets available FREE in the Development Enquiry Centre or that can be downloaded from our web site www.leeds.gov.uk/bc

When do I need Building Regulation approval?.

The difference between Planning and Building Control

The difference between a Full Plans application and a Building Notice

How to make a Building Regulation application.

Building Regulation charges

What happens when we make a site visit?.

What can I do if I had work done without Building Regulation approval?
(Regularisation Certificates)

Frequently asked questions