

Inspection Notification Framework

1.0 Introduction

Thank you for choosing Stroma Building Control as your Approved Inspector. SBC would like to take this opportunity to inform you of the stages of construction at which you should notify your inspector so that we can arrange a site inspection if required. You should also note that it is advisable to gather a photographic record of all critical stages of the work where the framework indicates that you should.

While SBC endeavours to meet any site inspection requests as soon as possible, it asks that you aim to provide as much notice as possible so that Inspectors can organise their priorities for the day, and they will call you if there are any problems inspecting on your preferred date. This inspection may be undertaken face-to-face or via remote means where the nature of the work permits.

The inspection notification regime in Section 2.0 covers common scenarios where you should notify your Inspector as the work progresses. If you are unsure how this applies to the work, please contact your appointed Inspector for clarification. Section 2.1 below provides you with additional information about the inspection notification regime. Please read these carefully to establish if any notes apply to your work.

Please note that these are the minimum stages that SBC should be notified of progress at all notifiable stages. We must receive an update on progress every four weeks, irrespective of whether any of the below build stages have been completed, to assess the need for a progress inspection. Where your project covers more than one dwelling, we will need to be notified of the progress of all dwellings as appropriate, and you should have regard to the gathering of information to comply with your Energy Assessor requirements so that they may sign off the development as compliant when work is finished.

Carrying out inspections at the stages below allows SBC to adequately complete its function, which is to take such steps as are reasonable to assess likely compliance with the relevant regulations so that it can give a final certificate when works are complete.

Please read this guidance in conjunction with the Building Control Commencement and Completion Checklist, which can be found [here](#), as additional certification may be required upon the completion of your job, without which SBC cannot issue its final certificate.

Please note that it is the responsibility of the person carrying out the works or the client to ensure that all elements of the works comply with the building regulations and that site inspections are requested at the correct stages. After 1 October 2023, you must declare compliance has been achieved in writing (an email is okay) before requesting a final inspection. If you are unsure as to your responsibilities, please refer to our Dutyholder Guidance, where you can find further guidance here: <https://stromabc.com/media/ballqaha/dutyholder-guidance-document.pdf>.

If you have any doubts about when to call SBC, please get in touch with your Inspector.

2.0 Inspection Notification Regime

Inspection Notification Regime – When to call us.					Key		<input checked="" type="checkbox"/> Inspection Required	<input checked="" type="checkbox"/> Inspection notification required		
					<input checked="" type="checkbox"/> Photographs should be taken to provide evidence of compliance.					
Stage of Work	New-build housing & flats	Extensions to dwellings	Loft conversion	Commercial new builds	Changes of use	Domestic alterations	Shop fit outs	System approved re-roofing	Tank/lift install work	
Foundation excavations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	If applicable	If applicable	If applicable	If applicable	Not required	
Drainage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	If applicable	If applicable	If applicable	Not required	Not required	
Damp-proof course/membrane	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not required	Not required	Not required	Not required	Not required	
Wall cavity completion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not required	Not required	Not required	Not required	Not required	
Structural members (joists and beams etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fire Safety - Fire-stopping and cavity barriers	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If applicable	Not required	If applicable	Not required	If applicable	
Acoustic/thermal features	If applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Accessibility features	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other stages – refer to the plan check	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	
At least one week before the occupation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Completion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Please refer to the Notes below that accompany this table.

2.1 Notes

- Whilst inspections of work are not a legal requirement, they are an essential feature of a building control body's role. Therefore, before your work progresses beyond the above stages, you must notify your Inspector and make a photographic record of all the work.
- Photographic records should be geotagged and dated, per the Operational Standards Rules recommendations.
- It is usual for Stroma Building Control Limited to inspect all work indicated with a green check box, so please provide your Inspector with as much notice as possible to inspect the stage. For all other applicable stages or those marked with an amber check box, please inform your Inspector that an inspection may be required, and your inspector will advise you if an inspection is made. But in all instances, please ensure the catalogue of your building works progress with a comprehensive set of photographs.
- Please remember that you must ensure that all evidence is available upon completing work (See Dutyholder Responsibility Guidance) so that Stroma Building Control can review it. Without the information, Stroma Building Control cannot issue its final certificate.
- Inspections are undertaken on a risk-based approach informed by the Stroma Building Control Enforcement Policy Statement and Enforcement Management Model.
- Stroma Building Control will, when necessary, use remote inspection techniques as an alternative to an on-site surveyor inspection. Remote inspection techniques can be via photographs, videos or other remote media. Please note that photographs should be geotagged and date stamped.
- Stroma Building Control reserves the right to request that the person carrying out the work undertake necessary tests to demonstrate compliance with the applicable requirements of the building regulations.
- For more extensive and complex projects, the Stroma Building Control plan appraisal will notify of any additional inspections required. Your Inspector may also agree on other inspections when on site as the work progresses.
- Please provide two days' notice when your work commences, allowing us to plan our inspections.
- Please also refer to the list of the commencement and completion information you will need to have in place and available for review either before work starts on site or after work is finished and occupied.
- It is inadvisable to occupy a building without ensuring your works comply with the building regulations. Please note that occupation of work without a final certificate will mean that the initial notice Stroma Building Control and you jointly served on the Local Authority before the works started will be reverted to Local Authority Control after a relevant period. The period for all commercial work is 28 days, and for all other work, two months. Stroma Building Control can apply to the Local Authority for an extension of this relevant period, so please keep your Inspector informed if you plan to occupy the building before the completion of work.
- Failure to notify Stroma Building Control or forward the requested information may prevent Stroma Building Control from issuing a final certificate for the controlled work.
- Note that Stroma Building Control Inspectors only undertake inspections to identify if the controlled work is likely compliant with the building regulations. The Inspections are not undertaken for any other purpose, such as The Party Wall Act, the Control of Asbestos Regulations, or the Construction Design and Management Regulations. The Client and Principal Contractor's role is to ensure compliance with the Building Regulations.