

## Hutt City Council

Final Commercial	
General	
Building consent number:	
Site address:	
Building owner(s)	Name(s): Contact details:
Location of building or building work within site/block number/building:	
Description:	<p>This inspection is to check:</p> <ul style="list-style-type: none"> <li>• Finishes for the building work</li> <li>• Decking</li> <li>• External stairs and ramps</li> <li>• Hot water temperature</li> <li>• Gas cooktop</li> <li>• Signs</li> <li>• Carparking</li> </ul>
When to book this inspection	Book this inspection when all building work covered by the issued building consent has been completed.
Building Inspector:	Name: Warrant number:
Building work ready for inspection	<i>If no, the inspection is failed.</i>
Inspection date and time:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Click or tap to enter a date.</div> <div style="width: 35%;">Time:</div> </div>
Inspection attendees:	

**Documentation – all documentation required for this inspection, excluding the on-site copy of the issued building consent documentation, must have been uploaded onto the building consent file in Objective Build prior to the applicant requesting the inspection booking. If the required documents are not on the building consent file, then the inspection booking will be declined.**

- An on-site copy of issued building consent documentation
- Producer Statement PS4 Construction Review(s) from suitably qualified chartered professional engineers (CPEngs)
- A copy of the draft compliance schedule
- Hutt City Council Producer Statement PS3 – Construction [form](#) from approved specified system installers
- Hutt City Council Producer Statement PS3 – Construction [form](#) from approved sign installers
- Electrical Certificate of Compliance & Electrical Safety Certificate (Energy Work Certificate) from a registered electrician
- A copy of current Plumbers Gasfitters and Drainlayers Board (PGDB) licence card from a certifying gasfitter
- Gas Certificate of Compliance & Gas Safety Certificate (Energy Work Certificate) from a certifying gas fitter
- Hutt City Council Producer Statement PS3 – Construction [form](#) from an approved proprietary deck installer
- Hutt City Council Producer Statement PS3 – Construction [form](#) from an approved proprietary barrier installer

**Deviation from the granted building consent documentation**

Items to be checked	Help Text
Approval for any major changes to the granted building consent	<p>1) <i>Check if any changes been made to the building work</i></p> <p>2) <i>Have approval(s) been obtained for the changes to the building work?</i></p> <p><i>If approval has not been obtained and the changes affect the building work being inspected, fail the inspection. However, if the changes do not affect the building work being inspected, pass the</i></p>

	<i>inspection if all other inspection requirements have been met.</i>
<b>Warnings and bans</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Use of building products or building methods that have been banned or have warnings issued	<p>1) <i>Check for the use of any building products or building methods that have been banned by MBIE. If used, fail the inspection.</i></p> <p>2) <i>Check for the use of any building products or building methods that have had warnings issued by MBIE. If used, check if building code compliance is compromised. If building code compliance is compromised, fail the inspection.</i></p>
<b>Finishes</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Wall finishes	<i>Have wall finishes been applied as per the building consent?</i>
Ceiling finishes	<i>Have ceiling finishes been applied as per the building consent?</i>
Floor finishes	<i>Have floor finishes been applied as per the building consent?</i>
Food preparation surfaces	<i>Are the food preparation surfaces as per the building consent?</i>
Wall to floor junctions	<i>Have the wall to floor finish junctions been constructed as per the building consent?</i>
Wall to ceiling junctions	<i>Have the wall to ceiling finish junctions been constructed as per the building consent?</i>
Dissimilar finish junctions	<i>Have dissimilar finish junctions been constructed as per the building consent?</i>
Window manifestations	<i>Have window manifestations been installed as per the building consent?</i>

<b>Extract fans</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Extract fans	<i>Have extract fans been installed at the locations as per the building consent?</i>
<b>Sanitary fixtures</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Installation	<i>Have sanitary fixtures been installed as per the building consent?</i>
Sealing	<i>Have sanitary fixtures been sealed as per the building consent?</i>
Accessible sanitary fixtures	<ol style="list-style-type: none"> <li>1) <i>Have accessible sanitary fixtures been installed as per the building consent?</i></li> <li>2) <i>Has access to accessible sanitary fixtures been constructed as per the building consent?</i></li> </ol>
<b>Laundrying facilities</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Number	<i>Is the number of laundrying facilities installed as per the building consent?</i>
Space for laundrying	<i>Are the spaces for laundrying constructed as per the building consent?</i>
Accessible laundrying facilities	<ol style="list-style-type: none"> <li>1) <i>Have accessible laundrying facilities been installed as per the building consent?</i></li> <li>2) <i>Has access to accessible laundrying facilities been constructed as per the building consent?</i></li> </ol>
<b>Hot water cylinder</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Hot water cylinder	<i>Have hot water cylinders been installed as per the building consent?</i>

Valves	<i>Have the valves for the hot water cylinders been installed as per the building consent?</i>
Pipe insulation	<i>Has pipe insulation been installed as per the building consent?</i>
Seismic restraint	<i>Have the hot water cylinders been seismically restrained as per the building consent?</i>
Ventilation of hot water cylinder	<i>Has ventilation to hot water cylinders been provided as per the building consent?</i>
Safe tray	<ol style="list-style-type: none"> <li>1) <i>Have safe trays for hot water cylinders been installed as per the building consent?</i></li> <li>2) <i>Is the size of the drain for the safe tray as per the building consent?</i></li> <li>3) <i>Does the drain for the safe trays discharge to a location that is as per the building consent?</i></li> </ol>
Gas hot water system	<ol style="list-style-type: none"> <li>1) <i>Has the gas hot water system been installed as per the building consent?</i></li> <li>2) <i>Have the above ground distance and side clearance distances been constructed as per the building consent?</i></li> </ol>
<b>Hot water temperature</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Hot water temperature at sanitary fixtures and sanitary appliances used for personal hygiene	<p><i>Is the temperature of the hot water provided to sanitary fixtures and sanitary appliances used for personal hygiene as per the building consent?</i></p> <p><i>Record temperature readings.</i></p>

<b>Handrails</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Handrails	<i>Are handrails installed as per the building consent?</i>
<b>Stair nosing</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Contrasting nosings	<i>Have contrasting nosings been installed as per the building consent?</i>
<b>Locking devices</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Locking devices	<i>Are locking devices installed as per the building consent?</i>
<b>Testing</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Warning sounder	<i>Test whether the warning sounder is working</i>
Emergency lighting	<i>Test whether the emergency lighting is working</i>
Controls	<i>Test whether all the controls are working</i>
Alerting devices	<i>Test whether all the alerting devices are working</i>
<b>Fire safety</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Fire and smoke door tags	<i>Have the door tags for fire rated doors and/or smoke doors been installed as per the building consent?</i>
Escape route distance	<i>Are the escape route distances as per the building consent?</i>
Final exits	<i>Are the final exits located as per the building consent?</i>
Places of assembly	<i>Are the places of assembly located as per the building consent?</i>

<b>Barriers for external retaining walls</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Barriers	<p>Check whether the following items have been constructed as per the building consent:</p> <ol style="list-style-type: none"> <li>1) Height of barriers</li> <li>2) Opening size within barriers (if applicable)</li> <li>3) Fixings to other members</li> <li>4) Post spacing</li> </ol> <p>Please be aware of the incompatibility between installing barriers and the intended use and location of the area.</p>
<b>Artificial lights</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Lights	Have light fixtures been installed as per the building consent?
<b>Windows</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Safety from falling	Have safety from falling measures for openable windows been constructed as per the building consent?
<b>Reception counters or desks</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Counters and desks	Have reception counters and desks been constructed as per the building consent?
Accessible counters and desks	Have accessible reception counters and desks been constructed as per the building consent?

<b>Accessible route</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Clear width	<i>Is the clear width of accessible routes as per the building consent?</i>
<b>Gas cooktop</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Clearances to combustible surfaces	1) <i>Are the clearance distances from the gas cooktop to combustible surfaces as per the building consent?</i> 2) <i>Are the clearance distances from the gas cooktop to the extraction system as per the building consent?</i>
<b>Subfloor ventilation</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Ventilation	<i>Has subfloor ventilation been provided as per the building consent?</i>
<b>Subfloor access</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Access to subfloor framing	<i>Has access to subfloor framing been constructed as per the building consent?</i>
<b>Decking</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Material	<i>Is the decking material as per the building consent?</i>
Timber treatment	<i>Is the timber treatment, including the treatment of cuts, as per the building consent?</i>
Timber grade	<i>Is the timber grade as per the building consent?</i>
Steel fixing protection	<i>Is the steel fixing protection as per the building consent?</i>



Fixings of decking	<i>Are the fixings for the decking as per the building consent?</i>
Barriers	<p><i>Check whether the following items have been constructed as per the building consent:</i></p> <ol style="list-style-type: none"> <li><i>1) Height of barriers</i></li> <li><i>2) Opening size within barriers (if applicable)</i></li> <li><i>3) Fixings to other members</i></li> <li><i>4) Post spacing</i></li> </ol>
<b>External and internal stairs and ramps</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Timber treatment	<i>Is timber treatment, including treatment of cuts, as per the building consent?</i>
Timber grade	<i>Is the timber grade as per the building consent?</i>
Steel fixing protection	<i>Is the steel fixing protection as per the building consent?</i>
Steel protection of stairs	<i>Is the steel protection to the steel stairs as per the building consent?</i>
Steel protection of ramps	<i>Is the steel protection to the steel ramps as per the building consent?</i>
Stairs	<p><i>Check whether the following items have been constructed as per the building consent:</i></p> <ol style="list-style-type: none"> <li><i>1) Risers</i></li> <li><i>2) Treads</i></li> <li><i>3) Landings</i></li> <li><i>4) Width of stairs</i></li> <li><i>5) Construction of stairs</i></li> </ol>
Ramps	<p><i>Check whether the following items have been constructed as per the building consent:</i></p> <ol style="list-style-type: none"> <li><i>1) Slope</i></li> <li><i>2) Landings</i></li> </ol>

	<ul style="list-style-type: none"> <li>3) Width of ramps</li> <li>4) Crossfall of ramps</li> <li>5) Construction of ramps</li> </ul>
Barriers	<p>Check whether the following items have been constructed as per the building consent:</p> <ul style="list-style-type: none"> <li>1) Height of barriers</li> <li>2) Opening size within barriers (if applicable)</li> <li>3) Fixings to other members</li> <li>4) Post spacing</li> </ul>
<b>Stormwater</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Downpipes	<p>Check whether the following items regarding downpipes have been constructed as per the building consent:</p> <ul style="list-style-type: none"> <li>1) Material</li> <li>2) Size</li> <li>3) Locations</li> <li>4) Discharge locations</li> </ul>
Gutters	<p>Check whether the following items regarding gutters have been installed as per the building consent:</p> <ul style="list-style-type: none"> <li>1) Material</li> <li>2) Size</li> <li>3) Locations</li> <li>4) Gradient</li> <li>5) Discharge locations</li> <li>6) Overflow outlets</li> </ul>
Spreaders	Are spreaders for discharging stormwater installed as per the building consent?
<b>Wall cladding</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Clearance to finished ground levels	Are the clearances to finished ground levels as per the building consent?

<b>Hoardings</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Hoardings	<i>Are hoardings/billboards installed as per the building consent?</i>
<b>Accessibility signs</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Accessibility signs	<i>Have accessibility signs been installed as per the building consent?</i>
<b>Hazard signs</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Hazard signs	<i>Have hazard signs been installed as per the building consent?</i>
<b>Sanitary facility signs</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Sanitary facility signs	<i>Have sanitary facility signs been installed as per the building consent?</i>
<b>Signs for specified systems</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Installation	<i>Have signs for specified systems been installed as per the building consent?</i>
Removal	<i>Have signs for specified systems been removed as per the building consent?</i>
Alteration	<i>Have signs for specified systems been altered as per the building consent?</i>
<b>Vehicle crossing, footpath and/or berm</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Vehicle crossing, footpath and/or berm damage	<i>Is there any damage to a vehicle crossing, footpath and/or berm? If there is, inform the Transport Team.</i>

<b>Surface water</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Surface water control	<i>Have surface water control measures for the driveway been constructed as per the building consent?</i>
Silt and sediment control	<i>Check whether the silt and sediment control measures are as per the building consent.  Take sufficient photos to show all of the above control measures.</i>
Secondary flow	<i>Has secondary flow been addressed as per the building consent?  Take sufficient photos to show how the secondary flow has been addressed.</i>
<b>Carparks</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Location of carparks	<i>Is the location of carparks as per the building consent?</i>
Number of carparks	<i>Is the number of carparks as per the building consent?</i>
Width and length	<i>Are the width and length of the carparks as per the building consent?</i>
Signs for carparks	<i>Are the signs for carparks installed as per the building consent?</i>
Accessible carparks	<i>Are accessible carparks constructed as per the building consent?</i>
<b>Other comments</b>	
<b>Note:</b> Check the land and any other structures for potential breaches of the Building Act 2004 and risks to people, property, and public infrastructure.	

**Next inspection**