

Inspection Checklist – Final – Minor / Internal Alteration

Address: _____ Building Consent No.: _____

Tradesperson: _____ Tradesperson: _____

Reg.No.: _____ Contact Details: _____ Reg. No.: _____ Contact Details: _____

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				
All required inspections passed				
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				
Range hood vents to the exterior of the building				
Bathroom/Ensuite				

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	Pass	N/A	Fail	
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.