

Inspection Notification Framework

Thank you for choosing Stroma Building Control as your Approved Inspector. We would like to take this opportunity to inform you of the preferred stages of construction at which we would like to be notified so that we can arrange a site inspection if required.

While we endeavour to meet any site inspection requests as soon as possible, we ask that you aim to provide as much notice as possible so that surveyors can schedule the inspection into their diary.

The below inspection notification frameworks cover common scenarios where we would like to be notified of progress for domestic works. If you are unsure as to how this applies to the works for which you have instructed us, please contact your lead surveyor for clarification.

Please note that these are the minimum stages that we should be notified of progress. It is important that we receive an update on progress every 4 weeks, irrespective of whether any of the below build stages have been completed so that we can 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.

Common Scenarios:

- **Extensions**
 1. Excavation/ Foundations – (prior to concreting)
 2. DPC/ Oversite – (prior to concreting)
 3. Below-ground drainage – (prior to backfilling)
 4. Superstructure – walls, floors, roofs and insulation – (prior to enclosing)
 5. Completion

- **Loft Conversions**
 1. Structure – walls, floors and roofs – (prior to enclosing)
 2. Insulation
 3. Completion

- **Garage Conversions**
 1. Excavation/ Foundations – (prior to concreting – if applicable)
 2. Insulation/ Damp-proofing
 3. Completion

- **Internal Alterations**
 1. Structural works – (prior to enclosing)
 2. Completion

- **New Build Dwellings/ Flats**
 1. Excavation/ Foundations – (prior to concreting)
 2. DPC/ Oversite – (prior to concreting)
 3. Below-ground drainage – (prior to backfilling)
 4. Superstructure – walls, floors, roofs and insulation – (prior to enclosing)
 5. Compartmentation/ fire stopping
 6. Completion

- **New Dwellings/Flats by Conversion/ Change of Use**
 1. Excavation/ Foundations – (prior to concreting – if applicable)
 2. DPC/ Oversite – (prior to concreting)
 3. Below-ground drainage – (prior to backfilling)
 4. Superstructure – walls, floors, roofs and insulation – (prior to enclosing)
 5. Compartmentation/ fire stopping
 6. Completion

Additional/follow-up inspections may be required and these will be identified and communicated during the course of the work.

Less common elements of your works, such as non-mains drainage works, may require an additional inspection and you should discuss such elements with your surveyor.

Carrying out inspections at the stages above allows us to give you the best service we can and helps us to meet our statutory function as an approved inspector, which is to take reasonable steps in order to be satisfied that the requirements of the building regulations have been complied with.

Please note that the duty for ensuring that all elements of the works comply with the building regulations and that site inspections are requested at the correct stages remain the responsibility of the person carrying out the works or the building owner.