Building warrants - the basic process

**Stage 1 DESIGN**
- 1.1 IDEA FOR A BUILDING PROJECT
- 1.2 IS A BUILDING WARRANT REQUIRED? Find out if a building warrant is required for your proposed project.
- 1.3 WHO WILL PREPARE PLANS? You decide whether to employ a building professional to act as your agent.
- 1.4 DESIGN WORK You get plans drawn up.

**Stage 2 APPLY**
- 2. APPLY FOR A BUILDING WARRANT* You (or your agent) submit a building warrant application, plans and fee to Building Standards.

**Stage 3 GAIN WARRANT**
- 3.1 ASSESS Building Standards checks building warrant application.
- 3.2 REVISIONS Where required, you (or your agent) amend application to comply with Building Regulations. *Most applications require revisions.*
- 3.3 BUILDING WARRANT APPROVAL Building Standards grants a building warrant, which is confirmation that you can start the building work, conversion or demolition.

**Stage 4 BUILDING WORK**
- 4.1 NOTIFY You notify Building Standards of the key inspections listed on your CCNP.
- 4.2 BUILDING WORK STARTS
- 4.3 INSPECTIONS Building Standards inspects work and makes independent checks.
- 4.4 DESIGN CHANGES If design changes significantly, you submit an amendment of building warrant application.
- 4.5 ASSESS CHANGES Building Standards checks and approves any amendment of building warrant application.
- 4.6 BUILDING WORK COMPLETED

**Stage 5 COMPLETION**
- 5.1 SUBMIT COMPLETION CERTIFICATE SUBMISSION You submit confirmation that the work is complete.
- 5.2 INSPECT COMPLETED WORK Building Standards inspects completed work and makes independent checks.
- 5.3 ACCEPT OR REJECT Building Standards issues acceptance of your completion certificate submission (when work is acceptable) or rejection (if major points are outstanding).

**KEY:**
- Action by you or your agent
- Action by Midlothian Building Standards

*Note: Anyone can apply for a building warrant, such as the building owner, tenant, leaseholder or developer. This person is called the applicant. However, the building owner is always responsible for ensuring the work meets the Building Regulations.*