Obtain a building warrant

START HERE

1.2 KNOW THE KEY INSPECTIONS
The key stages that need to be inspected by Building Standards are detailed on your CCNP [see note 1]. The key stages for your work may include all or some of:
- start of work
- foundations
- drainage
- superstructure
- fire safety
- completion

1.1 PROVIDE START OF WORK DATE
You MUST tell Building Standards your start of work date.
You can:
- submit the Start of work notice provided in your Building Warrant pack, or
- phone the Building Standards surveyor, or
- email the Building Standards surveyor.

2.1 START WORK
You start work on site.

2.2 BOOK INSPECTIONS OR FOLLOW-UP INSPECTIONS
When each key stage is ready on site to be inspected (or re-inspected), you phone or email the Building Standards surveyor.
Please give as much notice as possible (at least 2 working days).

2.3 MAKE APPOINTMENT
The Building Standards surveyor gives you a suitable date and time for the inspection.

3.1 INSPECT WORK
On the arranged date, the Building Standards surveyor inspects the key stage on site.

3.2 INSPECTION FAULTS (IF ANY)
At the end of the inspection, the Building Standards surveyor will tell you about any faults that need to be addressed or if extra information is required. The surveyor will also write to you to confirm these details and advise if re-inspection is required.

3.3 FIX ANY FAULTS
You arrange for any faults to be fixed and re-inspected (if required), or extra information to be submitted.

3.4 CONTINUE WORK
Continue with next stage of work.

4.1 COMPLETE WORK
You complete all work on site as detailed in the approved plans.

4.2 WHEN ALL THE WORK IS COMPLETED
The person with overall responsibility for the work (the homeowner, tenant or building owner) submits to Building Standards:
1) a Completion Certificate Submission form, which confirms that the work complies with the Building Regulations, and
2) all the Supporting Documents listed on the CCNP* for the work.
The form and CCNP are included in your Building Warrant pack.

See Completion - the basic process

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[1] The CCNP is the Construction Compliance and Notification Plan, which lists the key stages of a building project that need to be inspected by Midlothian Building Standards. For more information, see www.midlothian.gov.uk/buildingstandards/inspections.

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Contact Building Standards:
Email: building.standards@midlothian.gov.uk
Telephone: 0131 271 3350
Address: Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZN

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KEY:
- Action by householder or agent or builder
- Action by Midlothian Building Standards