Obtain a building warrant and undertake work

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

1.2 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[see note 1] for the work.

The form and CCNP are included in your Building Warrant pack.

Stage 1
Work completed

Stage 2
Completion inspection

2.1 MAKE APPOINTMENT
The Building Standards surveyor will contact you to arrange a suitable date and time for the completion inspection. The surveyor will also check and confirm if all the Supporting Documents you submitted are acceptable.

2.2 COMPLETION INSPECTION
On the arranged date, the Building Standards surveyor inspects the completed work on site.

Stage 3
Result of inspection

3.1 IF ALL THE WORK COMPLIES
A Notice of Acceptance of Completion Certificate will be issued to you.

3.2 IF THE WORK COMPLIES BUT SOME MINOR ISSUES ARE OUTSTANDING
At the end of the completion 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 IF THE WORK DOES NOT COMPLY
A Notice of Rejection of Completion Certificate will be issued to you. The reasons for the rejection, including any work requiring attention, will be detailed in the Notice.

Stage 4
Faults and issues

4.1 FIX ANY FAULTS
You arrange for any faults to be fixed and re-inspected by the Building Standards surveyor (if required), or extra information to be submitted.

4.2 SORT REJECTION ISSUES
You arrange for the rejection issues to be addressed and then submit a new Completion Certificate Submission.

Note that an amendment to building warrant may be needed to formalise any significant changes between your approved and your as-built design.

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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

[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/completion.