

## CLARKE BANKS

### BUILDING CONTROL

Independent Building Control  
Inspection Notification Framework - Helpsheet 3 - Commercial (Fit Out)

ITEM	INSPECTION STAGE	ANTICIPATED COMMENCEMENT DATE	MINIMUM NOTICE PERIOD PRIOR TO WORKS STARTING	COMPLETED
1	Underground drainage		48 hours	
2	General progress		24 hours	
3	Thermal insulation / air tightness		48 hours	
4	Cavity closers / window reveals		24 hours	
5	Pre-plaster – electrical works		48 hours	
6	Pre-plaster – thermal insulation		48 hours	
7	Pre-plaster – fire protection		48 hours	
8	Fire protection		24 hours	
9	First fix mechanical and electrical		48 hours	
10	Second fix mechanical and electrical		48 hours	
11	Pre-completion testing		48 hours	
12	Drainage testing and witnessing		48 hours	
13	Fire safety system demonstration		5 days	
14	Practical completion		5 days	
15	Outstanding items / follow up		48 hours	