

## CLARKE BANKS

### BUILDING CONTROL

Independent Building Control  
Inspection Notification Framework - Helpsheets 7 – Change of use

ITEM	INSPECTION STAGE	ANTICIPATED COMMENCEMENT DATE	MINIMUM NOTICE PERIOD PRIOR TO WORKS STARTING	COMPLETED
1	Site Occupation		48 hours	
2	Excavation of foundations		48 hours	
3	Foundation walls		24 hours	
4	Underground drainage		48 hours	
5	Ground floor slab		48 hours	
6	Damp proof course		24 hours	
7	Cavity wall inspection		24 hours	
8	Structural frame installation		48 hours	
9	General progress		24 hours	
10	Thermal insulation / air tightness		48 hours	
11	First floor / multiple floor installation		24 hours	
12	Cavity closers / window reveals		24 hours	
13	Pre-plaster – electrical works		48 hours	
14	Pre-plaster – thermal insulation		48 hours	
15	Pre-plaster – fire protection		48 hours	
16	Fire protection		24 hours	
17	Acoustic insulation – general inspection		24 hours	
18	First fix mechanical and electrical		48 hours	
19	Second fix mechanical and electrical		48 hours	
20	Pre-completion testing		48 hours	
21	Drainage testing and witnessing		48 hours	
22	Fire safety system demonstration		5 days	
23	External works		24 hours	
24	Practical completion		5 days	
25	Outstanding items / follow up		48 hours	