

# Sample Preliminary Inspection Plan

for a single unit dwelling on a  
single development

**Building Control  
Regulations**

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**Comhshaol, Pobal agus Rialtas Áitiúil**  
Environment, Community and Local Government



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# Sample Preliminary Inspection Plan for Non-Complex Dwelling Houses

## 1.0 Introduction

The purpose of this document is to provide guidance with respect to preparing a preliminary inspection plan under the Building Control Acts 1990 to 2014, the Building Control Regulations 1997 to 2014 and the Code of Practice for Inspecting and Certifying Buildings and Works 2014.

## 2.0 Use of this Guidance

The Code of Practice for Inspecting and Certifying Buildings and Works requires the Assigned Certifier to prepare a preliminary inspection plan in accordance with section 7.1.

This document provides guidance on how to comply with section 7.1 of the Code of Practice and is applicable for dwelling houses where:

1. the Assigned Certifier has been provided with all relevant plans, specifications and particulars,
2. the builder is sufficiently competent to construct the dwelling house,
3. the dwelling house is comprised of standardised construction, and
4. the dwelling house is of non-complex design for single occupancy with a floor level not greater than 4.5m above ground level.

Table 1 provides a preliminary inspection plan template for non-complex dwelling houses. It identifies key inspection stages and typical items which should be available to be checked for compliance with the Building Regulations at each stage. This is a non-exhaustive list and other relevant items particular to the dwelling house concerned should be included in the checklist.

Guidance on compliance with the various Parts of the Building Regulations (A to M) is given in the relevant Technical Guidance Documents (TGDs). Where works are carried out in accordance with the TGDs, this will, *prima facie*, indicate compliance with the Building Regulations.

The 12 Parts of the Building Regulations and the accompanying Technical Guidance Documents are listed below and are available for download at:

<http://www.environ.ie/en/TGD/>

Technical Guidance Documents		
TGD	Title	Year
A	Structure	2012
B	Fire Safety	2006
C	Site Preparation & Resistance to Moisture	2004 (reprint 2008)
D	Materials & Workmanship	2013
E	Sound	2014
F	Ventilation	2009
G	Hygiene	2008 (reprint 2011)
H	Drainage & Wastewater Disposal	2010
J	Heat Producing Appliances	2014
K	Stairways, Ladders, Ramps & Guards	2014
L	Conservation of Fuel & Energy - Dwellings	2011
L	Conservation of Fuel & Energy – Buildings other than Dwellings	2008
M	Access & Use	2010

Table 2 provides a list of documentation supporting compliance with the Building Regulations (Parts A to M).

Table 3 provides a non-exhaustive list of some typical construction products, affecting structure, fire safety and resistance to moisture, the certification of which should be available at each inspection stage in order to check that *“proper materials...which are fit for the use for which they are intended and for the conditions in which they are to be used”* (Part D - Materials & Workmanship) have been incorporated into the works. Refer to TGD D for guidance on the forms of specification/ certification.

**Table 1 Preliminary Inspection Plan template for non-complex dwelling houses**

Inspection Stage	Typical Items to be checked for compliance with Parts A to M (Strike out if not applicable/ not checked)	Date of Inspection	Sign off (Y/N)	Notes
1. Formation Stage	a) Ground bearing suitability b) General arrangement of foundation c) Width of trench d) Depth below ground e) Steps in formation level (if any) f) Other relevant items • ..... • ..... • .....			
2. Foundation Stage	a) Depth and width of concrete b) Reinforcing steel c) Other relevant items • ..... • ..... • .....			
3. Ground Floor Stage	a) Rising walls (external and internal) b) DPC c) Hardcore d) Under floor services e) Radon sump/venting pipe f) DPM or Radon Barrier (incl. seals) g) Ventilated sub-floor (if any) h) Floor Insulation – thickness/ type i) Floor structure e.g. • concrete ground bearing • concrete/ timber suspended j) Other relevant items • ..... • .....			
4. Roof Structure Stage (prior to slabbing ceilings)	a) Wall construction – Masonry/ timber frame/ other • Masonry units e.g. block/ bricks etc • Wall ties • Wall insulation/ thermal bridging • Sound requirements e.g. wall type & flanking provision b) Cills & lintels incl. DPC & bearing c) First floor joists & floor (if any) e.g. • timber grade/markings • span			

	<ul style="list-style-type: none"> <li>• joist hangers</li> <li>• noggins &amp; straps</li> </ul> <p>d) Wall-plate &amp; tie down straps</p> <p>e) Chimney/ Flue liners/ gather</p> <p>f) Roof structure (Prefabricated) e.g.</p> <ul style="list-style-type: none"> <li>• truss tag/mark</li> <li>• bracing/ hangers &amp; shoes</li> </ul> <p>g) Roof structure (Cut) e.g.</p> <ul style="list-style-type: none"> <li>• purlins &amp; Struts</li> <li>• collar ties</li> <li>• hangers &amp; runners</li> <li>• timber grade/marking</li> </ul> <p>h) Roof covering e.g.</p> <ul style="list-style-type: none"> <li>• felt type &amp; laps</li> <li>• tile/slate &amp; nailing</li> <li>• flashings</li> </ul> <p>i) Other relevant items</p> <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> <li>• .....</li> </ul>			
<p><b>5. Completion Stage</b></p>	<p>a) Approach &amp; Access</p> <p>b) Finished G.L versus FFL</p> <p>c) Soffit vents</p> <p>d) Radon sump vent identification</p> <p>e) Surface &amp; Foul Drainage e.g.</p> <ul style="list-style-type: none"> <li>• rainwater goods</li> <li>• soil vent pipes</li> <li>• gulley traps</li> <li>• waste water treatment system (if any)</li> </ul> <p>f) Fuel storage e.g.</p> <ul style="list-style-type: none"> <li>• location</li> <li>• distance from dwelling/ burner/ boundary</li> <li>• fire protection</li> </ul> <p>g) Background vents &amp; extraction fans</p> <p>h) Mechanical Ventilation Heat Recovery (if any)</p> <p>i) Windows &amp; doors e.g.</p> <ul style="list-style-type: none"> <li>• opening sizes/ readily open able</li> <li>• restrictors</li> <li>• guarding</li> <li>• safety glazing</li> <li>• letter plate height</li> </ul> <p>j) Floor to ceiling height</p>			

	<p>k) Circulation</p> <ul style="list-style-type: none"> <li>• Effective door width</li> <li>• Corridor width</li> </ul> <p>l) Stairs e.g.</p> <ul style="list-style-type: none"> <li>• bulk head height/ stair width</li> <li>• riser/tread dimensions</li> <li>• handrail height/ guarding</li> </ul> <p>m) Roof insulation (incl. tank insulation)</p> <p>n) Sound requirements e.g.</p> <ul style="list-style-type: none"> <li>• separating wall incl. finishes</li> </ul> <p>o) Fire requirements e.g.</p> <ul style="list-style-type: none"> <li>• smoke alarms (mains connected)</li> <li>• separating wall/ fire stopping</li> <li>• fire doors &amp; self-closers (if any)</li> <li>• fire stopping around openings (if any)</li> </ul> <p>p) Carbon monoxide alarms (if applicable)</p> <p>q) WC e.g.</p> <ul style="list-style-type: none"> <li>• visitable</li> <li>• dual flush toilet</li> </ul> <p>r) Water supply e.g.</p> <ul style="list-style-type: none"> <li>• direct to sink incl. stop valve</li> <li>• water storage capacity</li> <li>• insulation of pipework</li> </ul> <p>s) Renewables</p> <p>t) Heating system e.g.</p> <ul style="list-style-type: none"> <li>• zone controls</li> <li>• pipe work insulation where applicable, etc.</li> </ul> <p>u) Primary heating appliance e.g.</p> <ul style="list-style-type: none"> <li>• efficiency</li> <li>• air supply</li> <li>• condensate drain</li> </ul> <p>v) Secondary heating system e.g.</p> <ul style="list-style-type: none"> <li>• efficiency</li> <li>• air supply</li> <li>• notice plate for hearths &amp; flues</li> </ul> <p>w) Other relevant items</p> <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> <li>• .....</li> </ul>			
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**Table 2 Documentation supporting compliance with Parts A to M**

Documentation	Date of receipt	Notes
1. Confirmation of the use of proper materials – See Table 3		
2. Sound insulation test report (where applicable)		
3. Mechanical ventilation & heat recovery installation & commissioning certificate (where applicable)		
4. Waste water treatment system installation & commissioning certificate (where applicable)		
5. Space & water heating system installation & commissioning certificate		
6. Air tightness test report		
7. DEAP calculation for dwelling house (as built)		
8. Other • ..... • .....		

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**Table 3 Confirmation on the use of proper materials affecting structure, fire safety & resistance to moisture**

<b>Inspection Stage</b>	<b>Typical construction products used<sup>1</sup> (Strike out if not applicable)</b>	<b>Supporting documentation e.g.</b> a) <b>Where harmonised ENs or ETAs exist, CE Marking &amp; Declaration of Performance</b> (Provide DoP No.) b) <b>NSAI Agrément Certificate</b> (Provide IAB Cert No.) c) <b>Other third party/ Other</b> (Provide Certs, etc.)	<b>Based on supporting documentation, are the products/ materials “proper materials...which are fit for the use for which they are intended and for the conditions in which they are to be used”?</b>  <b>YES/ NO</b>
<b>1. Formation Stage</b>	N/A		
<b>2. Foundation Stage</b>	a) Reinforcing steel		
	b) Concrete		
	c) .....		
	d) .....		
	e) .....		
<b>3. Ground Floor Stage</b>	a) Concrete blocks		
	b) Masonry mortar		
	c) DPC		
	d) Hardcore		
	e) DPM or Radon barrier		
	f) Floor Insulation		
	g) Drainage pipes & accessories		
	h) Floor structure <ul style="list-style-type: none"> <li>• concrete ground bearing</li> <li>• concrete/ timber suspended</li> </ul>		
	i) Fabricated structural steel		
	j) .....		
k) .....			
l) .....			

<b>4. Roof Structure Stage</b>	a) Lintels		
	b) Clay bricks		
	c) Wall ties		
	d) Wall insulation		
	e) Flue liners/ system chimneys		
	e) First floor structure e.g. <ul style="list-style-type: none"> <li>• concrete</li> <li>• timber</li> </ul>		
	f) Joist hangers/ straps		
	g) Wood based panels e.g. plywood, OSB etc.		
	h) Prefabricated truss		
	i) Cut roof timber members		
	j) Truss shoes		
	k) Roofing underlay		
	l) Roof covering e.g. <ul style="list-style-type: none"> <li>• Clay roof tiles</li> <li>• Concrete roof tiles</li> <li>• Fibre cement slates</li> <li>• Natural slates</li> </ul>		
	m) Roofing membranes		
	n) Flashings		
o) .....			
<b>5. Completion Stage</b>	a) Windows & doors		
	b) Fire doors		
	c) Plasterboard		
	d) External render		
	e) Smoke alarms		
	f) .....		

**NOTE:**

1. The National Standards Authority of Ireland has produced additional guidance in the form of a National Annex or a Standard Recommendation, which set out appropriate minimum performance levels for specific intended uses of construction products in Ireland.

See <http://www.nsai.ie/NSAI/files/5a/5a36f26d-1490-40c8-9443-373490674dfb.pdf>