



# Building Control Completion Checklist<sup>(1)</sup>

Key to information:

required  
info/certs

Info/certs may  
be required

Info/certs not  
required

Numbers within  
brackets  
correspond to  
notes at the end of  
the document.

Documents	New Buildings				Existing buildings		
	Extensions (3)	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration
• Intumescent / cladding fire protection finishes	<input checked="" type="checkbox"/>						
• Dry riser static pressure test	<input checked="" type="checkbox"/>						
• Wet riser flow and pressure test	<input checked="" type="checkbox"/>						
<b>Sound insulation</b>							
Sound insulation test certificates for: -							
• Dwellings	<input checked="" type="checkbox"/>						
• Rooms for residential purposes	<input checked="" type="checkbox"/>						
• BB93 schools	<input checked="" type="checkbox"/>						
• Robust standard details compliance cert & completed site checklist for each plot (5)	<input checked="" type="checkbox"/>						
<b>Ventilation</b>							
• Test and commissioning certificates for ventilation systems. (6)	<input checked="" type="checkbox"/>						
<b>Drainage</b>							
Drainage test certificates:							
• Above ground plumbing tests	<input checked="" type="checkbox"/>						
• Below ground foul water drain tests	<input checked="" type="checkbox"/>						

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	Extensions (3)	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration*
<b>Electrical installations and Heat producing appliances</b>							
• Hearth, fireplaces, flues and chimneys checklist.	<input checked="" type="checkbox"/>						
• Qualification details for person installing mechanical and electrical space and water heating systems.							
• Gas safe, oftec, hetas etc. As appropriate	<input checked="" type="checkbox"/>						
• Electrical safety etc.							
• Or, cibse engineers sign off certificates							
• carbon monoxide detection installation certificates	<input checked="" type="checkbox"/>						
<b>Energy information</b>							
• Post construction stage energy assessment	<input checked="" type="checkbox"/>						
○ Housing/flats sap's		<input checked="" type="checkbox"/>					
○ Commercial sbem's							
• Air tightness testing (7)(8)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Energy performance certificates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Documents	New Buildings				Existing buildings		
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<b>Other information required:</b>							
• Water calculator (New dwellings)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access strategy/statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Conditions of approval resolved if appropriate	<input checked="" type="checkbox"/>						

Notes:

jhai may need information or certification in some instances to assure themselves that works have been carried out by suitably qualified companies or competent persons. If you are in any doubt as to what information will be required, please contact your local jhai office or Project Manager.

\* An alteration undertaken within a building is subject to the requirements of Regulation 3 of the Building Regulations 2010.

(1) In order that jhai can issue a final certificate, additional information or certificates maybe required.

(2) Information is only required if relevant work is being undertaken.

(3) Requirements will differ between domestic and commercial extensions.

(4) Applies to any work undertaken within a building put to a 'relevant use' as defined in the Regulatory Reform (Fire Safety) Order 2005.

(5) Where the adoption of robust construction details or in the case of schools an Acoustician is used to certify the works, it may not be required to undertake bespoke sound testing. Please speak to your Manager to clarify the requirement applicable to your work.

(6) Testing certificates are normally not required for isolated installations of fans within kitchens, bathrooms, shower rooms, utility rooms or WC's. Certification is required for more complex installations when the services to ventilate various uses are shared.

(7) Air tightness testing should verify the post construction stage Energy Rating of a property. It is not required if the relevant backstop of 15m<sup>3</sup>/(h.m<sup>2</sup>) at 50 Pascals, air tightness test is used to calculate the energy rating of the building.

(8) An air tightness test is only required for large commercial extensions that have a total useful floor area of over 100m<sup>2</sup> **and** be over 25% of total useful area of the original buildings.