

Checklist of points before submitting a Building Warrant Application for an attic conversion/extension to a dwelling

This is a list of basic specification notes and the most commonly noted objections and that our surveyors find when checking building warrant applications. If you use this list to check your plans and specifications against, prior to submitting you building warrant application, it will speed up the application process. The list is not exhaustive as every project is unique but by using the list you should have covered the basics. The application will be fully vetted upon receipt.

General points that apply to all applications

A completed Building Warrant Application Form together with the appropriate fee, plans, specifications etc. The form should contain the applicants name, address, phone number and email address. Where an agent is being used, the agents name, address, phone number and email address should also be provided. Where we are provided with an email address, all correspondence will be sent via email. This speeds up the application process. Please note applications received by post will have the stamped plans and building warrant sent back by post, once approved. Applications received online will have all correspondence including the approved building warrant sent back online.

Please mark the plan/drawing number on which the points below have been specified/marked and submit with your application	Plan/drawing number
Please provide 2 copies of all plans and specifications as follows:-	
A block/site plan at a scale of 1:200 or 1:500	
A location plan at a scale of 1:1250. The site should be clearly outlined in red ink	
Elevations and floor plans of the building as existing at a scale of 1:50 or 1:100	
Elevations and floor plans of the building as proposed at a scale of 1:50 or 1:100. A larger scale proposed floor plan of 1:20 may be required where the nature of the works is complex. Plans should show proposed works coloured as per the Procedural Regulations.	
Sectional elevations through the proposed works at a scale of 1:50. Larger scale sections at a scale of 1:20 may be required to clearly indicate specific construction details	
Fully dimension plans. Include all critical dimensions and clearly designate use of rooms. Indicate activity spaces to rooms. Any space with a headroom of less than 1.5m cannot be considered as activity space.	
A full construction specification. This can either be clear notes added to the plans or a separate specification sheet to be read in conjunction with the plans. Generic specifications are	

not suitable. All specification should be specific to the actual works applied for.	
If applying and submitting plans online, a separate specification sheet that can be read in conjunction with the submitted plans is preferable	
All plans must have a title block detailing the applicants name, the site address, a description of the plan, the scale the plan is drawn to and a unique reference number.	
Clarify the age of the property to determine which category the U values should comply with within clause 6.2.9 of the Domestic Handbook 2010	
General points for a simple attic conversion/extension	
Roof and Structural:-	Plan/drawing number
Provide a roof member layout plan. This should include any dormer construction, strengthened rafters/joists, trimmers etc	
The design may require to be accompanied by design calculations and/or structural design certificates from a qualified structural engineer.	
Structural engineers drawings may be required to accompany any structural design certificate or calculations	
Structural works should be independently supported at half brick thick party walls	
If pre manufactured trusses to be used, a roof truss design certificate will be required	
Specify under felt	
Specify baton and counter baton sizes	
Specify roof covering	
Specify tie down straps, truss clips, lateral restraints	
Specify valley gutters (if applicable), and any other revised rainwater provisions	
Specify ventilation to roof voids and ventilation between insulation and sarking boards	
Specify roof insulation and provide a u value calculation. Indicate and specify a vapour membrane	
If a dormer wall is within 1m of any boundary it will require suitable fire protection	
Electrical Installation:-	Plan/drawing Number
All electrical works to be to BS7671 : 2008 (17 th edition of IEE Regulations)	
Electrics to be installed and/or tested by a SELECT or	

NICEIC approved electrician. An electrical certificate will be required before completion is approved.	
Indicate all lighting points and sockets on plans	
Specify height of sockets and light switches on plans	
Indicate and specify all mechanical ventilation on plans	
Show all mechanical vent terminals on elevation plans	
Extend smoke detection/heat detection system to attic extension where required and show on the plans. Smoke and heat detection to the original property may require to be upgraded.	
Plumbing/Drainage :-	Plan/drawing number
Please indicate all existing and proposed underground drainage	
Please indicate all proposed internal pipework	
All wash hand basins and WCs require to be fitted with water saving devices	
Please indicate and specify escape windows where required.	
Please indicate opening configuration for all windows and doors and specify provisions for safely cleaning glazing.	
Please indicate distance from any new window or rooflight to any existing chimney, flue and soil vent pipe (SVP)	
Windows on any 3 rd storey should be designed so that to any openable section is a minimum of 1100mm above finished floor level or, fitted with a suitable guard rail at a height of 1100mm above finished floor level	
Stairs and landings:-	Plan/drawing number
Specify all stairs, landings, handrails and protective barriers	
Specify headroom to stairs and landings. Provision for future installation of a stairlift may be required.	
Fire protection where third storey is being created:-	
Specify suitable self closing fire doors to all rooms connecting with the stair enclosure	
Specify suitable fire protected stair enclosure	
Original panelled doors may not be suitable to be upgraded to fire doors.	
If intumescent paint to be used to upgrade existing doors, an intumescent paint certificate will be required prior to completion. The paint manufacturers product details are required before the warrant is issued	

Sound Proofing and Party Walls:-	Plan/drawing number
Any new apartments require to be suitably sound proofed, including any floors between apartments.	
If dwelling is semi detached or terraced please provide a party wall specification. Please note services should not be located on a party wall. For party wall detailing, please demonstrate fire, sound, and thermal performance. Party wall to be extended down into eaves and up to ridge to prevent flanking sound transfer.	
Miscellaneous:-	Plan/drawing number
Please add this note to the plans 'The Relevant Person is responsible for ensuring all works are carried out in accordance with The Building (Scotland) Act 2003, as amended, and The Building (Scotland) Regulations 2004, as amended.	
The building warrant will be subject to a Construction Compliance & Notification Plan (CCNP) that will be issued when the warrant is approved. The CCNP requires that you contact us at all stages listed on the CCNP when ready for inspection.	