

**Checklist of points before submitting a Building Warrant Application for an 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.

| <b>Please mark the plan/drawing number on which the points below have been specified/marked and submit with your application</b>  | <b>Plan/drawing number</b> |
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| 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  |                            |

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| clearly designate use of rooms.  |                            |
| <p>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.</p> <p>If applying and submitting plans online, a separate specification sheet that can be read in conjunction with the submitted plans is preferable.</p> <p>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.</p> |                            |
| 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  |                            |
| <b>General points for a simple extension</b>   |                            |
| <b>Substructure:-</b>  | <b>Plan/drawing number</b> |
| Foundations to be to the same depth as the existing foundations or 450mm, whichever is greatest  |                            |
| Specify size of foundations  |                            |
| Provide a fully dimensioned foundation layout plan   |                            |
| Specify below ground wall construction   |                            |
| Cavity below ground level requires to be filled up to ground level   |                            |
| Specify column construction  |                            |
| Indicate DPM to column   |                            |
| DPC to walls require to be minimum 150mm above ground level  |                            |
| Provide section plan through substructure (if required)  |                            |
| Provide annotated drainage layouts (existing & proposed) showing foul and surface water drains. Show connection of new drainage to a suitable existing drainage system.  |                            |
| <b>Suspended Ground Floor/Mid Floor (timber or concrete):-</b>   |                            |
| Specify floor construction   |                            |
| Indicate and specify sub floor ventilation on floor plan and elevation   |                            |

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| 150mm clear air space required between column and underside of floor joists/floor slab                               |                            |
| Provide floor joist layout plan including all joist sizes, joist centres and dwanging<br>Specify depth of floor slab |                            |
| Specify support to floor joists/suspended floor slab   |                            |
| Indicate and specify insulation to ground floor and provide a u value calculation                                    |                            |
| Specify size and type of floor boards  |                            |
| If chipboard flooring used, moisture resistant flooring is required to kitchen and bathroom areas                    |                            |
| Solid Ground Floor:-   |                            |
| Specify ground floor construction  |                            |
| Indicate and specify damp proof membrane to floor  |                            |
| Indicate and specify insulation to floor and provide a u value calculation   |                            |
| <b>External Walls:-</b>  | <b>Plan/drawing number</b> |
| Specify external wall construction   |                            |
| If block work used, specify density of blocks  |                            |
| Specify wall ties  |                            |
| Specify method of tying new walls to existing  |                            |
| Specify insulation to external wall and provide a u value calculation  |                            |
| Specify lintels to openings  |                            |
| Specify cills to openings, including DPC   |                            |
| Specify cavity closers, including DPC  |                            |
| Indicate and specify movement joints to walls, if required   |                            |
| <b>Timber Frame External Walls (points additional to those above):-</b>  |                            |
| Provide timber panel drawings  |                            |
| Provide a nailing schedule   |                            |
| Specify anchor straps to kit and indicate on plans   |                            |

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| Indicate and specify moisture barrier and vapour membrane   |                            |
| Specify cavity barriers and indicate on plans   |                            |
| Specify cavity ventilation  |                            |
| Indicate fire protection to walls within 1m of any boundary   |                            |
| <b>Roof:-</b>   | <b>Plan/drawing number</b> |
| Provide a roof member layout plan   |                            |
| If hand cut trusses to be formed on site, specify all roof timber sizes. The design may require to be accompanied by design calculations.                     |                            |
| If pre manufactured trusses to be used, provide a roof truss design certificate.  |                            |
| 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)  |                            |
| Specify ventilation to roof voids   |                            |
| Specify roof insulation and provide a u value calculation   |                            |
| <b>Electrical Installation:-</b>  | <b>Plan/drawing number</b> |
| All electrical works to be to BS7671 : 2008 (17 <sup>th</sup> 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 extension where required and show on the plans.   |                            |

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| <b>Gas/boiler installation:-</b>   | <b>Plan/drawing number</b> |
| A GasSafe registered engineer should be employed to undertake any proposed boiler installations  |                            |
| Please indicate a carbon monoxide detector on the plans  |                            |
| <b>Plumbing/Drainage :-</b>  |                            |
| 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  |                            |
| <b>Glazing:-</b>   | <b>Plan/drawing number</b> |
| Please specify u value to glazing  |                            |
| Please specify locks to vulnerable doors and windows. Refer to 'Secure by Design' standards  |                            |
| Please specify any low level glazing (under 800mm from floor). Low level glazing to be toughened   |                            |
| Please indicate and specify escape windows where required  |                            |
| Please indicate opening configuration for all windows and doors  |                            |
| <b>Stairs and landings:-</b>   | <b>Plan/drawing number</b> |
| Specify all internal and external stairs and landings  |                            |
| <b>Miscellaneous:-</b>   |                            |
| Sound proofing. Depending on the layout, apartments require to be individually soundproofed.   |                            |
| Party walls. If required, please specify any party walls   |                            |
| 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. |                            |