

Procedure for Submitting a Building Permit

The general procedure for obtaining a Building Permit is similar in the first instance to that for submitting a Planning Application.

The application forms used are the same for both, and are completed in the same way with the same information. To initiate a Building Permit application a box on the front of the form is ticked.

From then on the procedure is slightly different:

- The Building Adviser examines the drawings and any other associated information for compliance with the Building Regulations.
- A schedule of comments or suggestions is compiled and sent to the applicant or the applicant's agent if one has been employed.
- Once a positive response to this schedule is received and the Building Adviser is satisfied that there is sufficient information to adequately build to, then the Building Permit can be issued.
- Sometimes a Building Permit is issued with conditions attached. These conditions can relate to something relatively minor like indicating roof venting, or major like detailing the roof structure. Either way it is advisable to submit the required information prior to works commencing, in order to discharge the conditions at the earliest opportunity. This will avoid confusion later on.
- By rights all works covered by the Building Regulations should have the Building Permit in one form or another prior to works commencing.
- On a very few occasions it is not possible to issue the Building Permit before works have commenced. Situations where this may happen are for example where elements of the existing building need to be exposed to gain further information. Providing the Building Adviser has confirmed in writing that he is happy for the works to commence, it would be in order to make a start.
- Again, with prior consultation with the Building Adviser it is possible to have phased approval of the Building Permit. A typical case would be on a large project for example where the foundation design forms part of the application and the superstructure is approved at a later date as work progresses.
- As the work on site progresses the Building Adviser needs to be informed of certain stages of work in order that inspections can be programmed into the daily routine. Once work is finished a final inspection is carried out and providing all is in order a certificate is issued. On occasions the applicant may wish to occupy the new building or extension prior to it being 100% complete. Should that situation occur the Building Adviser can at his discretion, issue an Occupation Certificate providing he is happy that there are no immediate matters that are prejudicial to health and safety in or around the building. If this situation were to occur the outstanding items would have to be completed within three months and a further inspection requested.