

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 your 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.	
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 extension	
Substructure:-	Plan/drawing number
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.	
Suspended Ground Floor/Mid Floor (timber or concrete):-	
Specify floor construction	
Indicate and specify sub floor ventilation on floor plan and elevation	

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 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	
External Walls:-	Plan/drawing number
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	
Timber Frame External Walls (points additional to those above):-	
Provide timber panel drawings	
Provide a nailing schedule	
Specify anchor straps to kit and indicate on plans	

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	
Roof:-	Plan/drawing number
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	
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 extension where required and show on the plans.	

Gas/boiler installation:-	Plan/drawing number
A GasSafe registered engineer should be employed to undertake any proposed boiler installations	
Please indicate a carbon monoxide detector on the plans	
Plumbing/Drainage :-	
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	
Glazing:-	Plan/drawing number
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	
Stairs and landings:-	Plan/drawing number
Specify all internal and external stairs and landings	
Miscellaneous:-	
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.	