

# Final Inspection Requirements

## Class 2 – 9 Buildings

### FACT SHEET

This fact sheet provides information to plumbing contractors about commercial final inspection requirements for plumbing and drainage permits issued by Fraser Coast Regional Council.

It also outlines the requirements for the As Constructed plans which may be required as a condition of the plumbing and drainage permit.

#### **Before the final inspection is booked**

All components of the plumbing and drainage required to be inspected for the issue of a final certificate are to be complete, compliant, and fully operational. This includes all fixtures and apparatuses which are on the stamped approved plans.

**Prior to scheduling a final inspection, the following documents must be completed in an approved format and received by the Plumbing Administration team:**

- One (1) copy of the electronic AS CONSTRUCTED plans, in the same format as the stamped approved plans issued with the permit;
- One (1) copy of any form 9's (registration and report on inspection and testing of testable backflow prevention devices) relevant to the application if applicable;
- One (1) copy of the fire test report (form 71) where applicable;
- One (1) copy of any TMV commissioning reports as applicable;
- One (1) copy of the form 7 or 7's (notice of responsible person) covering all applicable plumbing and drainage works carried out under the approved permit
- One (1) copy of a form 2 (application to amend a permit) if applicable, to authorise any major changes or inconsistency between the completed work and the approved plan.

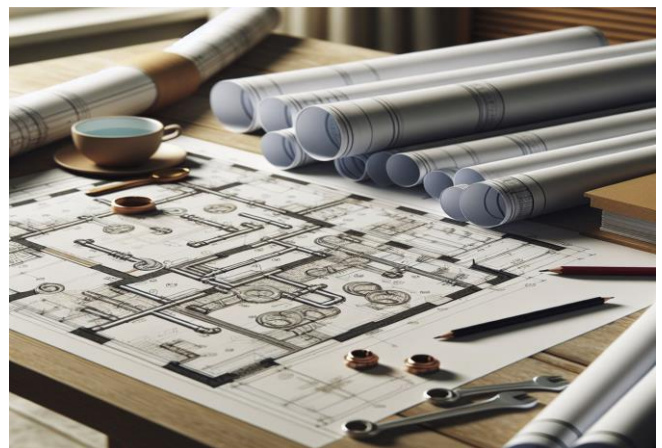
**NOTE: It is a requirement under the plumbing and Drainage regulation 2019 S 63 (5), that before the responsible person asks the local government to inspect the work, the responsible person must give the local government a notice, in the approved form (form 7 notice of responsible person). This applies to all stages of inspections.**

#### **Plan Requirements**

All As Constructed plans are to:

- be legible and drawn in the same format and standard as the approved plans issued with the permit (a photocopy of plans may not be accepted);
- be clearly marked "AS CONSTRUCTED" on all pages;
- be a minimum of A4 paper size for general and A3 paper size for hydraulic plans;
- show fixtures marked clearly by numbers/symbols;
- include a fixtures legend;
- include the name of the plan designer and contact phone number;
- display the owner/s name and the site address; and
- display the lot and registered plan number.

**NOTE: Council will not accept plans which are hand drawn or contain white out.**



## Additional documents for applications that include a Greywater Use Facility or On-Site Sewage Facility

- One (1) copy of the signed Commissioning report/certificate for the facility, completed in an approved form; and
- One (1) copy of As Constructed drawings, as applicable.

**NOTE: Failure to adhere to these requirements will result in the cancellation of the booking or a re-inspection. This may cause delays and may attract re-inspection fees which are required to be paid before the issue of a final certificate.**

## Final Inspection Bookings

A final inspection booking is allocated a **maximum of 15 minutes**. If a longer period is required, multiple inspections may be allocated to allow the Plumbing Inspector sufficient time to assess the plumbing and drainage. If the plumbing inspector is not allowed sufficient time and it is not possible to conduct the inspection in the allotted time, the inspection will finish at the end of the booked time.

*e.g. A permit that consists of multiple dwellings, units, multi-story buildings or a large commercial premises. Due to the volume of fixtures and complexity, more time will be required.*

**Please contact the Plumbing Department if unsure.**

## How do I make a booking?

Bookings for final inspections must be made through Fraser Coast Regional Council's online booking system. **Same day and telephone bookings will not be accepted.**

## How do I find the online calendar?

Please contact the Plumbing Department for access to the calendar booking system.

**It is recommended that at least 24-48 hours be provided between the request date and the inspection date to allow for hard copy files to be retrieved from other locations, where necessary.**

## What is the process?

- Sign up to the online plumbing calendar. This will provide the ability to log in to book an inspection and provide access to previously booked inspections.
- The calendar will show available time slots.
- An acknowledgement email will be received when a booking has been submitted.

**NOTE: The initial email is not a confirmation of inspection time, rather a receipt of request. An email will be issued upon confirmation of securing a booking time.**

- At the end of each day, the Council's Business Support team will review inspections scheduled for the following day and send confirmation emails where applicable. In the event that the booking will need to be changed, you'll be contacted by telephone providing alternative date/times and a confirmation email will be issued for the amended inspection date/time.

**Bookings for the following day will not be accepted after 4.00pm.**

**Same day and telephone bookings will not be accepted.**



## Need Further Information or Assistance?

Council Officers are available between 8:15am and 4:45pm Monday to Friday via telephone on 1300 79 4 9 29 or via email [enquiry@frasercoast.qld.gov.au](mailto:enquiry@frasercoast.qld.gov.au).

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