



Building Control and Code Compliance

Course: Plan Review and Stage Inspections



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Introduction:

Building control and code compliance, covering plan review and stage inspections, is a 5-day course for permit plan reviewers, engineering office design leads and third-party building inspectors that ends with a Plan Review and Inspection Protocol for a case building control office. Permit authorities lose time and credibility when drawings are checked inconsistently, comment letters cycle without closure, site hold points are skipped and occupancy is granted on incomplete evidence. Nominees already review permit drawings or inspect building works and practise through inspection walkthroughs of drawing sets, site photographs and inspection logs. CoreConcept Training Center delivers this building control course.

Course Objectives:

- Classify a permit application by occupancy, construction type and work scope to set the depth of code review it needs
- Structure a multi-discipline code review covering structural, life safety, accessibility and MEP provisions with discipline checklists
- Draft code-cited comment letters and decide between approval, conditional approval and rejection of permit drawings
- Schedule construction stage inspection hold points and record field findings with photographic evidence
- Grade non-conformances, issue correction notices and justify stop-work orders and their lifting conditions
- Verify final inspection evidence before occupancy certification and keep inspection records that withstand audit

Target Audience:

- Engineers who examine building permit drawings for structural, architectural and MEP code provisions
 - Inspectors who carry out construction stage site inspections for permit authorities or third-party firms
 - Engineering office design leads who prepare permit submissions and answer reviewer comments
 - Site supervising engineers who coordinate hold point inspections with the building control body
 - Building control office coordinators who track permit queues, inspection bookings and records
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Course Outline:

Day 1: Building Control Roles, Permit Pathways and Code Adoption

- Building Control Mandate Across Permit Authority and Third-Party Inspectors
- Model Code Adoption by Reference and Local Amendment Tracking
- Permit Pathways for New Build, Alteration and Change of Use
- Occupancy Classification and Construction Type Determination Worksheet
- Plan Review Turnaround and Resubmission Baseline From Permit Logs

Day 2: Multi-Discipline Code Review Structure and Checklists

- Structural Review of Load Paths, Foundations and Lateral Design
- Life Safety Review of Egress Width, Travel Distance and Compartments
- Accessibility Review of Routes, Ramps and Accessible Sanitary Facilities
- MEP Review of Ventilation Rates, Plumbing Fixtures and Electrical Layouts
- Discipline Plan Review Checklist and Code Analysis Sheet Design

Day 3: Comment Letters and Construction Stage Inspection Practice

- Code Citation Comment Letter Drafting and Resubmission Tracking
- Conditional Approval Versus Rejection Decision Criteria for Permit Drawings
- Inspection Hold Points From Excavation to Structural Frame
- MEP Rough-In and Concealment Inspection Before Wall Closure
- Field Inspection Report Format With Photographic Evidence Rules

Day 4: Non-Conformance, Stop-Work Orders and Occupancy Certification

- Non-Conformance Grading, Correction Notices and Reinspection Booking
- Stop-Work Order Thresholds, Documentation and Lifting Conditions
- Deviation From Approved Drawings and As-Built Revision Review
- Final Inspection Walkthrough and Temporary Partial Occupancy Certificate
- Inspection Record Retention, Audit Trail and Unpermitted Works Regularisation

Day 5: Inspection Walkthrough Practice and the Plan Review and Inspection Protocol

- Case Mixed-Use Building Drawing Set Multi-Discipline Code Review
 - Case Comment Letter Drafting and Applicant Response Evaluation
 - Simulated Site Walkthrough of Frame and Rough-In Hold Points
 - Case Non-Conformance Log and Stop-Work Decision Defence
 - Plan Review and Inspection Protocol Completion and Peer Challenge
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Skills You Will Gain:

- Occupancy Classification
- Structural Plan Examination
- Means of Egress Review
- Accessibility Plan Checking
- MEP Code Review
- Hold Point Inspection
- Non-Conformance Grading
- Occupancy Certificate Verification

Why Attend This Course:

- Deliver a Plan Review and Inspection Protocol to the head of the building control office or the inspection firm's technical director for adoption
- Decide whether permit drawings are approved, conditioned or rejected, and whether site work continues or stops, on cited code grounds
- Avoid repeated resubmission cycles, concealed defects behind closed walls and occupancy granted on missing evidence
- Coach junior reviewers and inspectors with the discipline checklists, comment letter template and hold point schedule

Conclusion:

Back at work, the participant presents the Plan Review and Inspection Protocol to the head of the building control office or the technical director of the inspection firm. Management uses it to standardise discipline checklists, set when comment letters close a review, fix the mandatory hold points for each building type and agree the evidence required before an occupancy certificate is signed. After the first batch of permits handled under the protocol, the office should compare resubmission counts, reinspection rates, stop-work cases and record completeness with the protocol and tighten the steps that did not hold.

Frequently Asked Questions FAQ:

What should participants know before a building control and code compliance course?

Participants should already read architectural, structural or MEP drawings and have reviewed permit submissions or inspected building works. Bringing an anonymised drawing set, comment letter or inspection log from their own office helps during the walkthrough day.

How does building control and code compliance differ from a facilities statutory inspection course?

Building control covers new and altered buildings from permit drawings through construction stage inspections to occupancy. Facilities statutory inspection courses cover recurring examinations of lifts, pressure systems and services in buildings already occupied and operating.

Why do building control and code compliance inspections rely on hold points?

Many elements, such as reinforcement, footings, ducts and buried pipework, are concealed once the next stage starts. A hold point stops work until the inspector has seen and recorded the element, so defects are corrected before they become inaccessible or costly to expose.

What do participants take back from the building control and code compliance course?

Participants take back a Plan Review and Inspection Protocol with discipline review checklists, a comment letter template, a hold point schedule by building type, a non-conformance grading table and an occupancy evidence list they can adapt to their own office.
