

Building Standards

Householder Information Leaflet



Exempt Class of Work Self-Assessment Checklist

Do I Need a Building Warrant to Alter My House?

The following checklist asks a series of questions which will allow you to determine if you require to obtain a building warrant.

If you answer **YES** to **any** of the questions then you will need a building warrant.

If you answer **NO** to **all** questions then the work will be exempt and you should keep the checklist along with a copy of your plan as it may be of help if the property is sold in the future.

Please be aware that even if you have answered **No** to **all** of the questions above, and a building warrant is not required, the work must be undertaken to comply with current building regulations.

	Circle answer	
	Yes	No
Is your home a flat or maisonette?	Yes	No
Does the house have a storey exceeding 4.5m in height? (Usually a house with ground, first and second floors)	Yes	No
Will the proposal increase the floor area of the house? (For example, converting the attic, basement, store or garage, building an extension)	Yes	No
Is the proposal to alter or demolish either the roof, external walls, or any structural elements ? (See notes below for examples)	Yes	No
Does the work involve underpinning?	Yes	No
Are you changing the wastewater discharge from a private treatment system to an adopted sewer?	Yes	No
Does the work affect a separating wall (a wall separating two attached properties)?	Yes	No

Important Notes

'**Structural elements**' include load-bearing walls, beams, lintels, floor joists and roof members.

The following list provides some examples of work which **require** a building warrant:

- Increasing the floor area of the house (eg creation of a mezzanine floor or the infill of a stair well).
- Demolition or alteration of the roof (eg a dormer window or construction of a masonry chimney through the roof).
- Demolition or alteration of the external walls (eg slapping a new window or door, building up (or partially building up) a door or window opening, applying insulation to the external wall surface).
- Demolition or alteration of an element of structure (eg removal or forming an opening in a load-bearing wall, removing roof collars or ties, installing solar or photovoltaic panels that require strengthening of the existing roof).
- Work adversely affecting a separating wall (eg installing recessed electrical sockets).

The following list provides some examples of work which **do not require** a building warrant:

- Erection, demolition or alteration of non-loadbearing partitions
- En-suite bathroom(s) or shower room(s) (including associated drainage).
- A central heating system and/ or Electrical work
- Small penetrations of the external walls or roof (eg balanced flues, sanitary pipework, extract fan ducts or vent pipes).
- Small attachments to the external walls (eg canopies or micro-renewables).
- Installation of solar or photovoltaic panels that **does not** require strengthening the existing roof structure
- Work external to, but immediately adjoining, the house (eg patio, decking, wall, fence, steps or ramp).

This checklist is aimed at allowing you to self-determine if you require a building warrant but if you would prefer that we provide written confirmation then the following services are available.

1. Written Confirmation of Exemption

To obtain written confirmation from us to retain with your records should you ever sell the property, please send this completed questionnaire to us along with a dimensioned plan showing the floor area in relation to the house and a cross section to show height above ground level.

Please contact us or refer to our website to confirm the current fee for this service.

2. Written Confirmation of Compliance

As noted overleaf, even though a warrant is not required the work must comply with building regulations.

To obtain written confirmation of exemption together with an assessment of your proposals for compliance with building regulations, please submit the completed questionnaire together with a site location plan, floor layout, cross section and a full construction specification.

Please contact us or refer to our website to confirm the current fee for this service.

Please note the fee in 1 and 2 above is non-refundable if our assessment discloses that a building warrant is required.

To request a written response please:-

a) Complete the following details

Your Name		Email	
Address			
		Postcode	
Signed		Date	

b) Send the completed questionnaire and supporting information as indicated above to:

Building Standards Perth & Kinross Council Pullar House 35 Kinnoull Street PERTH PH1 5GD	If you have any questions we can be contacted by Telephone:01738 475300 or email: Buildingstandards@pkc.gov.uk
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How We Use Your Personal Information

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If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.
 All Council Services can offer a telephone translation facility.