SITE CERTIFIED
CERTIFICATORES AEDIFICIORUM

SITE CERTIFIED PTY LTD

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Critical Stage Inspections Checklist

Class 1 Dwellings and Class 10 Outbuildings, Garages and Swimming Pools

Under section 61 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*, your Principal Certifier must inspect the work at the stages below. Your CDC or CC lists the inspections that apply to your job. The person with the benefit of the approval (usually the owner) is legally responsible for making sure each one happens.

Not every stage arises on every job. Internal alterations, for example, usually need only the frame, waterproofing and final inspections.

Mandatory inspections

	No.	Inspection	When to book	Have ready on site
☐	1	**Footings**	After excavation, before footings or piers are poured or placed.	Set-out survey or peg-out, engineer's footing inspection certificate (if the engineer inspects), approved plans and engineering.
☐	2	**Reinforced concrete**	Before pouring the slab or any in-situ reinforced concrete element.	Engineer's steel inspection certificate, termite management installed, vapour barrier, under-slab plumbing tested.
☐	3	**Frame**	Before covering the frame of any floor, wall or roof. Roof on, windows in, plumbing and electrical rough-in done, before insulation or linings.	Roof truss certificate and layout, engineer's certificate for any structural steel, bracing and tie-downs complete.
☐	4	**Waterproofing**	Before covering waterproofing in each wet area. Membrane applied and cured, before tiling.	Waterproofing installer's details.
☐	5	**Stormwater**	Before covering stormwater drainage connections. Pipes laid and connected, before backfilling.	Approved stormwater plan, plumber's details.
☐	6	**Final**	After all work is complete, before the Occupation Certificate. Must be carried out by the Principal Certifier.	All certificates from our OC Checklist, smoke alarms working, balustrades and barriers installed.

We may also nominate additional inspections, such as fire-rated construction. Any we nominate are listed on your certificate.

Swimming pool inspections

	No.	Inspection	When to book	Have ready on site
☐	1	**Pool shell steel**	Concrete pools: before pouring or spraying the concrete shell.	Engineer's steel inspection certificate, approved pool plans and engineering.
☐	2	**Pool barrier**	As soon as practicable after the permanent barrier is erected. Keep temporary fencing in place until it passes.	Glass fencing certificate (if used), gate hardware fitted and self-closing.
☐	3	**Final**	After all pool work is complete, before the Occupation Certificate.	NSW Swimming Pool Register certificate, resuscitation (CPR) sign displayed, electrical certificate (CCEW).

Booking and missed inspections

- **Give at least 48 hours' notice.** Book each inspection at hello@sitecertified.com.au with the address, your CDC or CC number, the stage and an on-site contact.
- **Do not proceed past a stage until it has passed.** Work covered before inspection may need to be opened up.
- **Keep the approved plans, engineering and certificate on site** at every inspection.
- **Failed inspections need a re-inspection** once the defects are fixed, which may attract a fee under your agreement.
- **A missed inspection can stop the OC.** Under section 64 of the Regulation we can only accept a missed inspection if it was unavoidable and we are satisfied the work complies. That can mean opening up work or engineer's reports at the owner's cost. The final inspection can never be missed.

Checked against current NSW legislation on 30 October 2026. The Building (Approvals and Practitioners) Act 2026 is not yet in force; this checklist will be updated when it commences.