

Methodology for Submitting a Building Warrant

Essentially there are three key areas for submitting a building warrant -
(these apply to all works, large and small)

- 1) - Preparing the Drawing Information
- 2) - Preparing the Application Package
- 3) - Submitting Revised or Additional Information

1) Preparing Drawing Information

Drawings -

- Include scaled floor plans, elevations, sections, location plan and larger scale details as required.
- For alterations, extensions and some conversions, drawings should make clear the extent of the proposed new works in relation to the existing building.
- Where necessary, provide existing plans/elevations on a separate drawing, otherwise any removals/demolitions should be outlined in red.
- Show on elevations - flues, underfloor vents, perpend vents, roof vents, extract terminals etc.

Specification Notes -

- Provide notes on their own separate drawing sheet – do not repeat the same notes multiple times throughout different drawings.
- Include current relevant British Standards (or European Standards) where applicable. Or provide a generic note elsewhere to cover compliance to those standards.
- Include any proposed alternative method of compliance explanation/ statement.
- Ensure the layout on architects/engineers drawings correspond. If separate architects/engineers drawings are provided, avoid including any engineers specifications/sizes on the architects own drawings/ specification notes.

2) Application Package

Completing the following will help to avoid any undue delays –

- Ensure you submit –
 - all relevant drawings
 - SER Certificate or appropriate calculations and drawings from your structural engineer
 - any other applicable consultants drawings and/or specifications (mechanical, electrical, drainage etc)
 - U-value calculations matching your specification/drawings

- Drawing revisions **must** be either numbers or letters only i.e. do not combine numbers and letters (e.g. Revision A/1) as this causes an issue for the assessing surveyor.
- Ensure the Drawing Number, Revision and Drawing Description fields on the Portal are separately populated with the relevant information only i.e. do not repeat the same information in each field as this displays incorrectly for the assessing surveyor.
- Establish if the work is a “conversion” by checking, Schedule 2 of Regulation 4 in Section 0 of the [Building Standards Technical Handbook](#).
- Include any [alternative method of compliance application form](#), for any work not in accordance with the Technical Handbook. Any justification statement should also be included within your specification notes.
- When submitting an Amendment of Warrant application -
 - do not use the stamped drawings from the original building warrant i.e. the new drawings must not show the original warrant approval stamp
 - highlight the new/removed works only i.e. those works that differ from the original granted warrant drawings and highlight any relevant altered notes
 - ensure that the original building warrant is still valid

3) Submitting Revised/Additional Information (in response to BSS report)

- Only resubmit your response when all the information answering the full report, is available and ready to submit at the same time. Submitting piecemeal, delays the process until all the required information has been received.
- Provide a separate statement explaining how you have answered the points raised in the BSS report. Ideally, use the BSS report to add your answer for each point raised – include specific drawing numbers and specification note numbers etc. to identify/locate the changes.
- You **must** use the correct council reference number e.g. 24/12345/WARR
- Drawing revisions **must** be either numbers or letters only i.e. do not combine numbers and letters (e.g. Revision A/1) as this causes an issue for the assessing surveyor.
- Ensure the Drawing Number, Revision and Drawing Description fields on the Portal are separately populated with the relevant information only i.e. do not repeat the same information in each field as this displays incorrectly for the assessing surveyor.

Further guidance can be found in the following Scottish Government publications:

[Scottish Building Standards Procedural Handbook](#)

[Making a quality building warrant application](#)

[Building Standards Technical Handbooks \(Domestic and Non-Domestic\)](#)