



The Planning Steps Involved with Extensions

- 1) Initial visit from estimator.
- 2) Quotation is dispatched to client for approval.
- 3) Client approves Quotation in writing and returns initial deposit for planning process.
- 4) Planning process begins with an initial visit from our surveyor to take site sizes and further discuss your requirements so that a building plan can be produced.
- 5) Plans approval. Once the plan is produced then an appointment is made with yourselves so that the plan can be approved prior to submission to local authority. It is at this stage that any amendments can be made.
- 6) Plans Submission. Your plans will then either be submitted for planning approval if required or, if it is not necessary, they will be submitted for building regulations approval, or a certificate of lawfulness.
 - a) Planning approval if necessary planning approval will be achieved first depending on your permitted development area, what size of project you are considering and whether you have had any previous development.
The local authority submission fees and architects fees for this stage are included in the initial monies for plans as per our terms.
 - b) Building regulations approval will then be achieved under a full plans application giving you an approved set of plans and calculations making your project ready for the building stage.
The local authority submission fees and architects fees for this stage are included in the initial monies for plans as per our terms.
 - c) Inspection of your work will be carried out by your local authority inspector at set intervals as works progress to ensure that your project is carried out in accordance with the approved set of plans and calculations.

A completion certificate will be issued by your local authority when the works are finished. This can be supplied to your lender if required or kept with your records in case of future re sale of your property.

The completion certificate proves that all work was carried out to the prevailing building and fire regulations at the time the work was completed and was inspected by a local authority building control inspector accordingly.

Please note that local authority inspection fees are not included in the quoted cost and are to be paid by you direct to the council. The inspection fees are normally paid to your local authority when the commencement notice is served for your project.



The Building Stage Can Now Begin

All work carried out as per the approved set of plans and calculations.

- 1) Site Clearance. The site will be cleared to enable your extension to be started. This will include the removal of any existing out buildings as required. You will be responsible for the moving of any plants or shrubs prior to the start of works.
- 2) Access. An Entrance way to your works will normally be via the front /side elevation. Alternatively access via the rear can also be used. All materials and access to your project will be through this route until the alterations to the existing house in the final stages. This minimizes the impact of the works to you whilst your project is under construction.
- 3) Waste Removal. Skips will be sited and any relevant permits applied for. Skips will be changed on a regular basis
- 4) Footings .The footings will then be dug to a depth of 1Meter. As the footings are dug they are properly shored and pumped dry of water if necessary until it is time to pour the concrete footing itself. Please note that if the local authority inspector requires the footings to be deeper than 1 meter due to ground conditions then this will be at additional cost depending on the depth required. However this is not normally the case.
- 5) Drains. Drain runs are now altered and installed as per the approved plan. Once they are installed they are tested by ourselves and inspected by the local authority inspector.
- 6) Concrete Pour. At this stage the concrete is poured into the trenches previously excavated and levelled. You now have a mass filled concrete footing the foundation which will support the whole project properly formed. We use ready mixed concrete to ensure proper consistency and speed.
- 7) Brick/block work Below DPC. The bricks/concrete blocks are now laid by our experienced bricklayers to bring your construction up to damp proof course level.
- 8) Damp Proof Course. A high quality damp proof course is now installed and is then inspected by the local authority inspector.
- 9) Ground floor. The over site is prepared and the floor usually solid (unless otherwise requested) is laid as per the plans. This is a construction of well consolidated hard core/sand for blinding out/underground insulation/damp proof membrane/concrete and finally a layer of sand and cement screed. Alternatively a construction of floor joists with insulation between the joists and a choice of flooring on the top surface can be used. Services i.e. pipe work and electrics can be run either in the screed or under the floor joists.
- 10) Scaffolding. Scaffolding will now be erected to enable the construction of your project to first floor level.
- 11) Brick/Block ground floor. The brick/ block work is now laid from damp course to first floor level. This is normally a cavity construction .Cavity construction is usually with a block on the inside and finish faced brick on the outside. There is an insulation in between with either a part filled or full filled cavity.

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12) Cavity Insulation. As the construction is continued Insulation is installed within the cavity to meet with current thermal requirements.

13) Floor Joists. Softwood floor joists will be installed at the first floor. These are normally at 400mm centres and bear from build in type joist hangers/steel beams / load bearing walls. The floor joists will be put in position for your new staircase at this stage also if required.

14) Brick/block 1st floor. The brick/ block work is now laid from first to roof plate level.

15) Ceiling Joists. Softwood ceiling joists will be installed at the first floor ceiling level. These are normally at 400mm centers and bear from build in type joist hangers/ wall plates/steel beams & load bearing walls.

16) Stair Case. The design and construction of your stair case will be started now. Our staircases are purpose made from top quality materials. They are always designed to match in with the existing to look like a continuation of the existing and not an add-on. You will also get an opportunity to approve the stairs prior to them being manufactured.

17) Roof Structure. The construction and alteration of the roof structure will now be completed as per the approved set of plans and calculations. There are various types of roof construction either flat or pitched and your preferred option will be listed in section c).

18) Dormer. The construction of the dormer will now be completed there are two types of dormer.

A.Flat roof dormer.*

B) Pitched roof dormer.*

-If your project has a dormer incorporated into it.

19) Gable. The construction of the gable will now be completed.

-If your project has a gable incorporated into it.

20) Roof Coverings. The roof covering to your roof will now be installed.

a) Existing Roof. It is assumed that the existing roof tiles/slates are to remain where possible. We will advise you of any defects with your existing roof, fascia and gutters at the time of works if any are found. The cost of remedying will be separate to the main contract and agreed at the time of works. *

b) New Work. Any new work i.e. new roof construction/dormers and gables will have new breathable felt, battens, valleys and tiles / slates to match existing as closely as possible. Flat roof dormers will be covered with hot bonded high performance felts unless otherwise advised.*

c) Overhaul. An option for an overhaul of your existing roof can be taken (if appropriate).*

d) Re-roof. An option for a complete re-roof can be taken if you require complete peace of mind for many years to come.*

21) Windows. The fitting of windows will now be completed.*



- a) Velux roof windows are fitted to the roof slopes.*
- b) PVC Windows for low maintenance are normally fitted to the extension unless otherwise requested.*

22) Internal walls will be installed now.

- a) Bedroom walls.*
- b) Shower/Bathroom walls.*
- c) Hallway walls.*

You will also get an opportunity to approve the rooms as they are being constructed as we appreciate it can sometimes be hard to visualize room sizes from a plan.

23) Steel beams. Steel beam work will be installed as necessary and in accordance with the approved plans and calculations. All walls / floors will be properly supported during this process and you can rest assured that we have a many years of experience with structural work. Canopies/hoardings and sheets are also used during this stage where necessary to minimize any inconvenience and ensure security.

24) 1st Fix Plumbing. First fix pipe work is installed now to the pre-approved positions.

- a) Existing Boiler. It is assumed that the plumbing will run off of your existing central heating/services.*
- b) New Boiler. The option of upgrading your central heating/services can be explored prior to the work commencing or at time of works if found necessary.*

Pipe work will be run to shower/bathroom and radiators if these are included in your project.

25) 1st Fix Electrics. First fix electrical work is installed now to the pre-approved positions. Cabling will be installed for your lighting and sockets. The position of any switches and sockets will be approved with you prior to installation.

- a) Existing Consumer Unit. It is assumed that the electrics will run off of your existing consumer unit.*
- b) New Mini Consumer. The option of upgrading your consumer unit can be explored prior to the work commencing or at time of works if found necessary.*

26) Insulation. The insulation will now be installed as necessary and in accordance with the approved set of plans and calculations.

27) Floor covering. The floor will now be laid in accordance with the approved set of plans and calculations. This is normally a tongue and grooved flooring grade chipboard. However there are many variable options with the flooring material which can be priced for if required.

28) Plaster boarding. The walls and ceilings will now be plaster boarded as necessary and in accordance with the approved set of plans and calculations.

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29) Stair Fitting. The stairs are now fitted allowing you to access your new extension.
-If your project has a stair option incorporated into it.

30) Plastering/Rendering. The newly created rooms are now plastered ready for finishing.
The rendering to the exterior of the build is also completed.
-If your project has external rendering incorporated into it.

31) Final plumbing work is now carried out to the pre-approved positions which will include the following:

- a) Radiators.*
- b) Shower/Bathrooms. Sanitary ware to shower/bathrooms if your project has this incorporated into it.*

Please note; sanitary ware is to be purchased by yourselves as there are many choices available to you on the market. This allows you to tailor your Bathroom to your individual tastes.

32) Final electrical work is now completed and tested which will include the following:

- a) Smoke Detectors. The fitting of smoke detectors to all levels as required under the building regulations.
- b) Fan. A fan is fitted to the shower/bathroom if your project has this incorporated into it.
- c) Stair Lighting. Staircases will automatically be fitted with two-way lighting with a switch at the top and bottom of the new staircase.
- d) Lighting.*
- e) Sockets.*

33) 2nd Fix Carpentry. Second fix carpentry work is now completed to the skirting's, architraves and doors to match existing as closely as possible, unless otherwise requested. Room doors will have a latch with bath/shower rooms having a lockable handle or bolt to be approved with you prior to fitting.

- a) Skirting.*
- b) Architraves.*
- c) Doors.*

34) Tiling. The tiling of shower/bathrooms can now be completed. However this is not an item which is included as standard as there are many different schemes to choose from. We will be glad to price for this item if required.

35) Decoration. The decoration can now be completed. However this is not an item which is included as standard as there are many different schemes to choose from. We will be glad to price for this item if required.



36) Final Clean. The Extension, scaffold, guttering and exterior of windows will now be given a good clean ready for the scaffold and skip to be removed.

37) Final Inspection. The local authority inspector will be contacted to give his final approval that all works have been completed as per the approved set of plans and calculations. We will apply for a completion certificate from your local authority which will be supplied to you in due course.

38) Scaffold Removal. The scaffold and skip will then be removed leaving your project ready for you to enjoy.

39) Driveways Patios and Paths. We do not quote for work to existing Driveways Patios and Paths in with our quotations however as much care will be taken as possible to protect existing where possible. If you require a quote for a new drive or patio area following an extension then we will be happy to supply you with one.