

# STEP-BY-STEP GUIDE Build a granny flat

This guide provides step-by-step instructions and process stages for granny flats built using the building consent exemption. It clarifies roles and responsibilities for key parties and explains important steps and considerations.



Footprint Homes will provide a full set of working drawings that meet the Granny Flat exemption requirements and comply with the Building Code. You can use your own LBP builder, or choose one of our trusted LBP builders to complete the build for you. Your builder will handle the required documentation and ensure everything is built to code.

## BUILDING PERFORMANCE

### BUILDING WORK STARTS

# 1

The LBP builder(s) are provided with the plans, specifications and PIM. They carry out, record and certify building work according to plans and specifications, ensuring that all work complies with the granny flats exemption and the Building Code.



### PIM TIMEFRAMES ARE EXTENDED

# 5

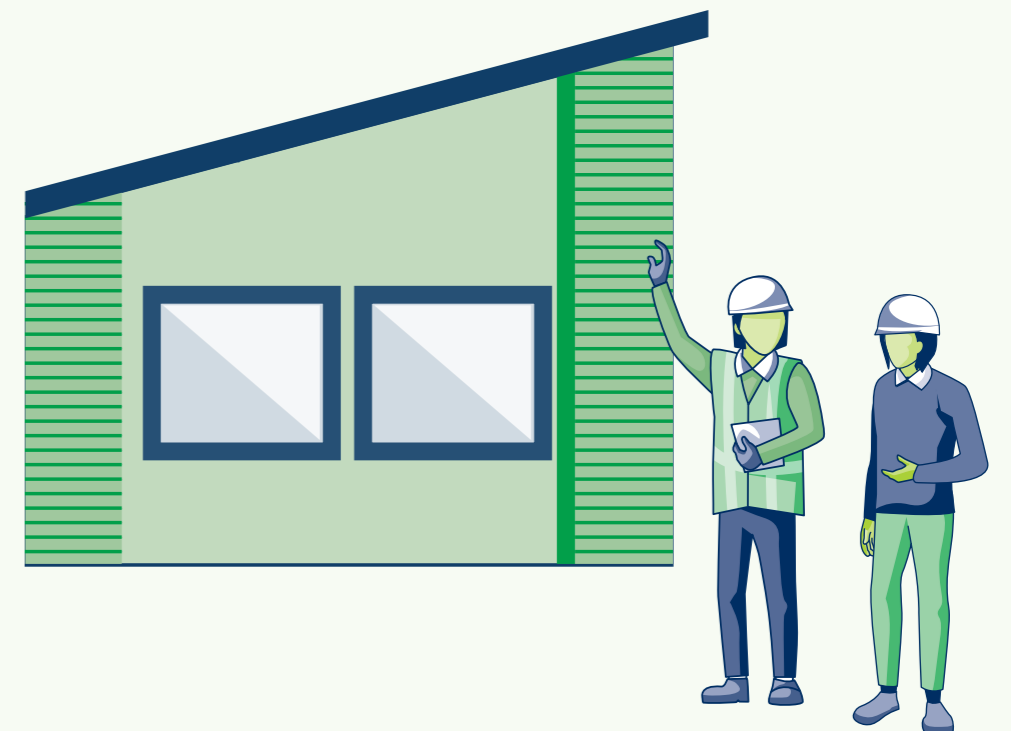
The homeowner understands that an extension of the two year timeframe from the date of issue of the PIM for completion of the build will be needed if the project is delayed and the timeframe exceeded.



### BUILDERS PROVIDE RECORDS TO THE HOMEOWNER

# 6

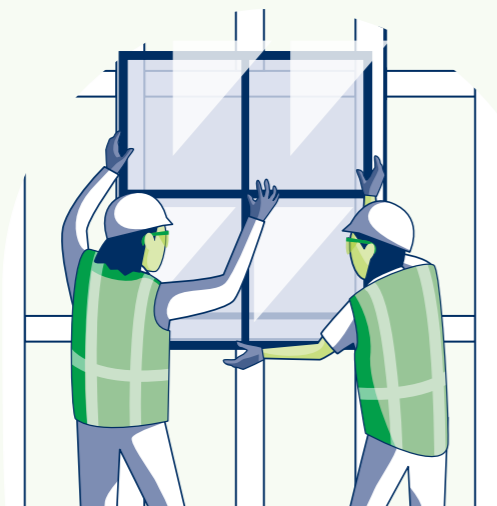
As work is completed the LBP builders involved with the project complete Records of Work for the restricted building work that they carried out or supervised. They provide these to both the homeowner and the council that issued the PIM. The homeowner also receives certifications from specialist trades (electrical worker and plumber).



### CONSTRUCTION MONITORING IS ONGOING

# 2

The LBP site manager carries out construction monitoring throughout the build. The work is monitored at key stages to ensure that it complies with the plans and specifications, the exemption conditions and the Building Code.



### PROJECT PROGRAMME IS MONITORED

# 4

The LBP site manager and homeowner keep track of progress of the project to ensure that the building work is on track to be completed within the two year timeframe.



### VARIATIONS AGREED, PLANS ARE UPDATED

# 3

The homeowner and designer work with the builder to resolve any on-site variations, ensuring compliance with the Building Code and granny flats exemption conditions. The designer updates plans and specifications to create an accurate record of the building work.