

**Replacement Roof**

- Submit a completed project instruction sheet, completed replacement roof checklist and photographs of the existing structure to [ultraframe@stromabc.com](mailto:ultraframe@stromabc.com)
- Contact the office on 0115 960 3260 when works are completed and ready for the final inspection to be arranged
- Submit a copy of the Part P Electrical Installation Certificate, if applicable to [ultraframe@jhais.co.uk](mailto:ultraframe@jhais.co.uk)

**Replacement Roof and removal of thermal barrier**

- Submit a completed project instruction sheet, completed replacement roof checklist and photographs of the existing structure to [ultraframe@stromabc.com](mailto:ultraframe@stromabc.com)
- If a new lintel/steel is being installed to form the opening, please submit design details to [ultraframe@jhais.co.uk](mailto:ultraframe@jhais.co.uk)
- Contact the office on 0115 960 3260 to arrange an inspection of the lintel/steel
- Contact the office on 0115 960 3260 when works are completed and ready for the final inspection to be arranged
- Submit a copy of the Part P Electrical Installation Certificate, if applicable to [ultraframe@stromabc.com](mailto:ultraframe@stromabc.com)

**Traditional Extension with an Ultraframe roof**

- Submit a completed project instruction sheet, Site location plan and existing and proposed plans to [ultraframe@stromabc.com](mailto:ultraframe@stromabc.com)
- Any plans submitted will be checked for compliance with the Building Regulations and a plan appraisal report will be issued to you. Any issues raised will remain open until further information is submitted and checked for compliance.
- Contact the office on 0115 960 3260 giving at least 48 hours notice to arrange an inspection of the excavations (prior to concreting), dpc, wall construction and completion. A site inspection report will be produced and you will be emailed with a copy. Any issues raised will be recorded and will need to be addressed prior to issuing the final certificate.
- Submit a copy of the Part P Electrical Installation Certificate to [ultraframe@stromabc.com](mailto:ultraframe@stromabc.com)

### hup! Conservatory Transformation

- Submit a completed project instruction sheet, hup! Transformation checklist and photographs of the existing structure to [ultraframe@jhai.co.uk](mailto:ultraframe@jhai.co.uk)
- Any plans submitted will be checked for compliance with the Building Regulations and a plan appraisal report will be issued to you. Any issues raised will remain open until further information is submitted and checked for compliance.
- Contact the office on 0115 960 3260 giving at least 48 hours notice to arrange an inspection of the wall construction and completion. A copy of the site inspection report will be emailed to you. Any issues raised will be recorded and will need to be addressed prior to issuing the final certificate.
- Please note that the hup! Transformation can have no increase in the floor area. If the floor area is being increased, this will require an application for an extension.
- Submit a copy of the Part P Electrical Installation Certificate to [ultraframe@jhai.co.uk](mailto:ultraframe@jhai.co.uk)

### hup! Extension

- Submit a completed project instruction sheet, Site location plan and existing and proposed plans to [ultraframe@jhai.co.uk](mailto:ultraframe@jhai.co.uk)
- Any plans submitted will be checked for compliance with the Building Regulations and a plan appraisal report will be issued to you. Any issues raised will remain open until further information is submitted and checked for compliance.
- Contact the office on 0115 960 3260 giving at least 48 hours notice to arrange an inspection of the excavations (prior to concreting), dpc, wall construction and completion. A site inspection report will be produced and you will be emailed with a copy. Any issues raised will be recorded and will need to be addressed prior to issuing the final certificate.
- Submit a copy of the Part P Electrical Installation Certificate to [ultraframe@jhai.co.uk](mailto:ultraframe@jhai.co.uk)

**Notes relating to all work types**

- The Initial Notice will be registered and a copy sent to the Local Authority
- jhai will notify the sewage undertaker of the proposed works taking place if it relates to an extension
- The homeowners are issued with a copy of the Building Control Information Sheet
- We aim to check any plans submitted within 10 working days, a copy of the plans appraisal report will be issued to you. These items remain open until further information is received.
- Please give at least 48 hours notice for requests for site inspections
- Site inspection requests are to be made through the office on 0115 960 3260
- All communications are to be made with jhai via 0115 960 3260 or [ultraframe@stromabc.com](mailto:ultraframe@stromabc.com)
- Copies of site inspection reports are issuing to the homeowner and the contractor/installer
- Further evidence requesting during inspection will remain open until this has been submitted and reviewed.
- Following the final inspection, a file review will be conducted and if outstanding items have not been addressed, a letter is issued to the homeowner and contractor to request evidence/information to clear these items.
- Once all items have been addressed, a final certificate will be issued to the homeowner and the client.