



PLANNING PERMISSION & BUILDING WARRANT DRAWINGS

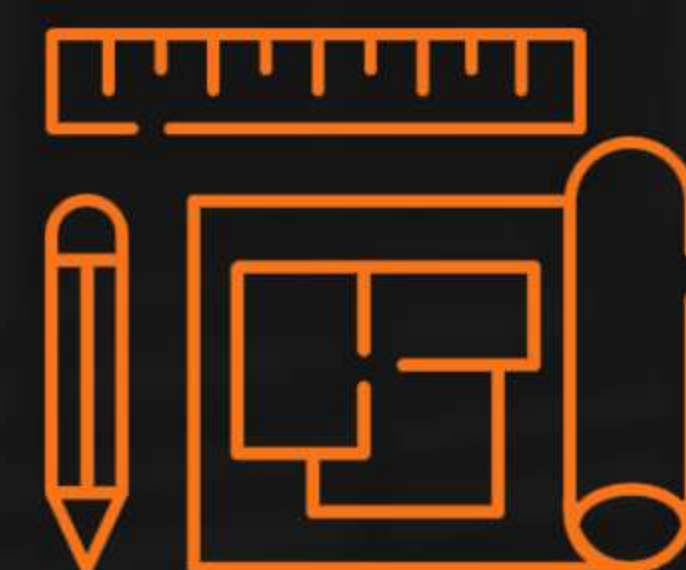
 **0800 520 0347**

 www.archiplanglasgow.com



OUR SERVICES

Planning Permission Drawings



Building Warrant Drawings



Retrospective Permissions



Project Management Services



FIXED PRICE COSTS - GUARANTEED



0800 520 0347

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[archiplanglasgow](#)

ABOUT US

Archiplan Glasgow is a family run business based in Glasgow that has been providing an Architectural Drawings Service to many clients for over 10 years.

We cover the length and breadth of Scotland, dealing with various local authorities to ensure our clients obtain the necessary approvals required for them to Extend, Alter or Convert their Homes.

We take pride in what we do and as we specialize in the domestic market and we offer a tailored service for a fixed fee every time.





OUR SERVICES

PLANNING PERMISSION

Full planning permission is a detailed planning application made to the local authorities for property development or land development.

You will need Planning Permission if you want to erect a New Dwelling or make Significant changes to your existing property such as a large extension or conversion. You may also want to convert a part of your property into an area to be used for your Business or you may have a Commercial Building and want to convert it to a Private Dwelling, some other examples of where Planning Permission is required.

If your property is in a Conservation Area or has been registered as a Listed Building you will need Full Planning Permission for any planned works, regardless of size and scale.

Without the required Planning Permission in place, you cannot continue with your planned project.

Archiplan can work with your ideas and compile the complete Planning Permission Application Pack to seek your Planning Permission for your new project.

PLANNING PERMISSION



**Completed
Application Form**



**Land Ownership
Certificate**



**Location and Block Plan
(for both existing
and proposed)**



**Existing Floor Plans
and Elevations**



**Proposed Floor
Plan and Elevations**



**Payment for the
Local Authority Fee**



**Some applications need
additional supporting information
such as a Design and Access
Statements.**

The above icons illustrate some of the parts that will make up your Planning Permission application.

Once your application has been received and validated by the local authority, it takes a minimum of 8-weeks for the council to review and provide feedback. Within this period, we will be in dialogue with the Planning Officer to ensure any questions that arise are dealt with promptly.

We will always keep you up to date with all developments whilst your application goes through the process as we act as your duly appointed agent from the outset.

OUR SERVICES

BUILDING WARRANTS

A Building Warrant is required for all internal and external alterations to ensure compliance with the Building Standards (Regulations) and to ensure your builder has a set of drawings to detail how the project has to be constructed. Your Building Warrant is made up of Architectural Drawings and in some cases with the addition of the Structural Engineers Drawings.

A Building Warrant must be applied for and granted by the local authorities Building Control Officer before any building work can commence on site.

The building regulations set out statutory requirements for specific aspects of building, design and construction and notification procedures that must be followed, including when starting the project, during and completion of the building works.

Your Building Warrant Application may include some of the below icons;



Application Form



Council Administration Fee



A Location and Block Plan



Existing and Proposed Floor Plans



Existing and Proposed Elevations



Existing and Proposed Section Drawings



EPC (Energy Performance Calculations)



Construction and Service Details



Structural Engineers Drawings and SER Certification

BUILDING WARRANTS

Once the Building Warrant Application is submitted, it is reviewed by the Building Control Officer and additional information may be required depending on the nature and complexity of the project.

The whole process of obtaining a Building Warrant takes on average between 6-10 weeks from the point where your application is validated by the council.

We will always keep you up to date with all developments whilst your application goes through the process as we act as your duly appointed agent from the outset.

Once your Building Warrant is approved, you will be issued with the set of Approved Drawings and your Building Warrant from the Local Authority which will include a Notification Plan – this details what stage the Building Control Officer wants to carry out an on-site inspection of your project.

Upon successful completion of your project, you will need to submit an Application for a Completion Certificate. The Building Control Officer will issue you with your Completion Certificate when they are happy all points are closed out and works have been completed in compliance with the Approved Plans and to a good standard of workmanship.





OUR SERVICES

RETROSPECTIVE CONSENT

We understand that in some cases, building works have been carried out without the correct permissions being in place at the correct time.

This situation appears very often when a Sale/Purchase transaction is going through, and a flag is raised by your solicitor dealing with the transaction by requesting the Building Warrant approved drawings and the Completion Certificate.

RETROSPECTIVE CONSENT

Our best advice is not to panic – give us a call and we can talk through what is required to obtain the paperwork required to allow the sale/purchase of your house to proceed.

There are 2 separate options for obtaining Retrospective Permissions – these are known as a Late Building Warrant and Late Completion. A late Building Warrant is for when works have started but are not fully complete and Late Completion is for when all works are complete, with permission being required.

We would make you aware that these types of permissions may take around 6-8 weeks to be obtained, and also there may be some alterations works required to your home to make your existing works comply with the current Building Regulations.

For both types of application, a full set of Architectural Drawings are required to be submitted along with the Application Form and Payment of the Council Admin fee. In some cases, a Structural Engineers Drawing and Certification is also required to be submitted too.



PROJECT MANAGEMENT SERVICES

Archiplan Glasgow also offer a Project Management Service to all our clients.

We employ our own verified sub-contractors to carry out the works which results in one point of contact for you, from the initial concept through to the completion of the project.

Any significant upgrading project to your home can sometimes be very unsettling for you as your entire home is turned upside down, and your garden normally turns into a storage yard for materials! Unfortunately, this is all part of the experience of achieving your ultimate dream of your new extension or renovation project, but we are here to take the burden away by managing the full process for you.

From foundation digging, sub-structure to superstructure, roofing and rendering , skirting boards and door facings, we do it all and manage the entire process for you so you can sit back and watch your plans come to life.

We offer a turnkey solution from the initial Concept Design through to achieving the Authority Approvals, to then Managing your full Project on site until you have your project complete.



FREQUENTLY ASKED QUESTIONS

Do we need both Planning Permission and a Building Warrant?

Both are treated as two separate entities, although you may not need Planning Permission if your proposals fall within the Permitted Development Guide. You will always require a Building Warrant for any conversions or extension to your property

How long does it take to produce a complete set of drawings?

Usually, 3/4 working days from carrying out the site measurement survey

How long does a measurement survey take to carry out?

Normally around an hour

What times can the survey be carried out at as we work 9am – 5pm every day?

Anytime, evening or weekends included. Whatever time suit you, we will work around your commitments

What happens after my applications are submitted?

You can view your applications online via the Local Authorities Website and we will be in dialogue with the council and will keep you informed every step of the way

How long does it take to get a decision on my Planning Permission Application?

It usually takes around 8 weeks from the point of validation for your decision notice to be issued

How long does it take to get a decision on my Building Warrant Application?

it usually takes around 6-8 weeks for the initial feedback to be received from the Building Control Officer

How do I track my applications progress?

At every stage, you will know exactly what position your application(s) are currently sitting at as we will provide you will regular updates and you can view these anytime on the Local Authorities Website

Does my application(s) comply with the latest legislation in relation to Planning and Building Warrant laws?

Yes, all applications are governed by the latest Construction Legislation, Safety Regulations and the current Building Standards

****Keep the useful information as it is already shown at the bottom of this page.**

USEFUL INFORMATION

<https://www.mygov.scot/building-standards-in-scotland/>

<https://www.mygov.scot/planning-permission/>

<https://www.mygov.scot/perm-development-works/>

<https://www.mygov.scot/building-warrant/>

<https://www.eplanning.scot/ePlanningClient/>

<https://www.ebuildingstandards.scot/eBuildingStandardsClient/default.aspx>



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