



GUIDELINES ON ON-SITE ACTIVITIES OF BUILDING CONTROL

RAKENNUSVALVONNAN OHJE 6.5.25

Welcome to have a building project in Espoo.

In this document first there are instructions for the **on-site activities** (työmaa-aikainen toiminta) that begin after obtaining the building permit. At this stage of the building project, guiding responsibility has been transferred to **the construction technical service unit of the building control** (Rakennustekninen palveluyksikkö).

If there are any inconsistencies between these instructions and instructions in Finnish available on the website of City of Espoo, the Finnish instructions apply.

At the end of this document there is a list of general considerations that should be kept in mind when undertaking a building project. To ensure the success of the project it must have a professional **main designer** (pääsuunnittelija). Furthermore, before beginning any construction work, it is essential to hire a professional **site manager in charge** (vastaava työnjohtaja).

You can find instructions and documents for the **on-site activities** on the website of the city of Espoo (please note that instructions and documents on the website are only available in Finnish).

Cooperation with Building Control

1. Permit decision (Lupapäätös)

Familiarize yourself with the building permit decision with your main designer and the site manager in charge. The decision includes **permit regulations** (lupamääräykset) of your building project.

2. Designers and plans (Suunnittelijat ja suunnitelmat)

The party starting the **construction project** (rakennushankkeeseen ryhtyvä) must appoint **responsible designers** (vastaavat suunnittelijat) for the project, ensuring they meet the **qualification requirements** (kelpoisuusvaatimukset) as defined in Building Act (Rakentamislaki 751/2023). According to Building Act (83 §) the designer must prove their competence for typical, demanding, highly demanding, and exceptionally demanding design tasks by providing a certificate issued by an authority authorized by the Ministry of the Environment.

Please ensure that **designers of special fields** (erityisalojen suunnittelijat) have delivered their plans to the Building Control Service. The delivery is possible right after the permit is granted.

3. Site managers in charge (Vastaavat työnjohtajat)

Please ensure that the site manager's applications or notifications are processed via the **electronic service** (ePermit). Site managers to be appointed include:

- Main **site manager** (vastaava työnjohtaja)
- **HVAC supervisors** (LVI-työnjohtajat)
- Supervisors for other special fields

The processing can begin as soon as the building permit has been granted.

As outlined in the law, all the site managers must meet the qualification standards for their respective roles. According to Building Act (Rakentamislaki 751/2023, 87 §) the site managers must prove their competence for typical, demanding, highly demanding, and exceptionally demanding supervision tasks by providing a certificate issued by an authority authorized by the Ministry of the Environment.

4. Construction inspection plans and documents (Tarkastussuunnitelma ja -asiakirja)

According to Building Act (Rakentamislaki 751/2023, 118 §), the party initiating the construction project must ensure that a **construction inspection document** (rakennustyön tarkastusasiakirja) is maintained on-site. Arrange a site meeting with designers, site managers, and builders to agree on construction phase implementation methods, risks, and quality assurance. A detailed inspection plan and document suitable for the project will be created based on the matters agreed upon at the meeting.

Inspections of the building project should be first divided into major phases (e.g., land construction, foundation, framing, building services like HVAC) and then into specific work steps (e.g., digging, filling and installation of underdrains).

For each construction phase, a person responsible for the inspections of that phase is nominated (for example, the designer of this phase). The designated person responsible for each phase's inspection should ensure that the inspection plan is followed and that all required inspections will be marked as completed in the inspection document after the inspection.

As a result of the process, a suitable inspection plan for the project is created. This plan ensures that each party knows what should be inspected, when, how, what is essential in each inspection, and who performs the inspection. The inspection plan must be created before the commencement meeting, where it is presented if necessary.

5. Commencement meeting (Aloituskokous)

If specified in the building permit, a commencement meeting must be held before any construction preparation work (e.g., tree cutting or soil removal), as outlined in Building Act (Rakentamislaki 751/2023, 110 §). In other instances, a separate commencement notice must be submitted. The site supervisor in charge agrees on the commencement meeting date and time with the structural engineer of the district in question. Key participants at the commencement meeting include the party starting the construction project, the main designer, and the site manager in charge. The commencement meeting is usually documented in written notes.

Starting of construction work (Rakennustyön aloittaminen)

The conditions required for starting the construction work are stated in the commencement meeting. It is essential to prepare and obtain all necessary permits and reports before starting any construction work or activity. Pay close attention to environmental regulations, especially regarding noise and vibration impacts during construction.

6. Reviews (Katselmukset)

The site manager in charge orders the reviews by phone, unless otherwise agreed. The required reviews are indicated in the permit decision. Ensure that all required parties are present at the review, and that the necessary documents and forms are available. The parties who must present at the review are determined upon when ordering the review.

7. Approval for use and final review for a small house (Pientalon käyttöönotto ja loppukatselmus)

A building shall not be taken into use before the building control authority has accomplished the review and approved the building for use. According to Building Act (Rakentamislaki 751/2023, 123 §), the approval for use requires that the construction is only minimally incomplete and that the building or its part meets the conditions 2–8 set in paragraphs 2 of 122 §, ensuring that it is safe, healthy, and suitable for use. The final review must only be carried out once all the construction work is completed, and all inspections that significantly affect safety in use have been completed. The site manager in charge must ensure all relevant documents are submitted and available for the approval process.

General matters related to the implementation of a construction project.

- **Schedules and cost estimates (aikataulut ja kustannusarviot)**

You should have a realistic schedule and cost estimate prepared by professionals. Consider potential delays and uncertainties that may arise during the construction process.

- **Construction site arrangements (työmaajärjestelyt)**

Before starting construction, ensure that comprehensive site plans have been created for each work phase in collaboration with a professional. This ensures safe and comfortable work conditions, as well as optimal operating conditions for all construction site operators. **The laws regarding occupational safety mandate (työturvallisuuslainsäädäntö)** that the workplace must be kept clean.

Notes on site arrangement:

- o Avoid storing excessive excavated soil unnecessarily on the construction site.
- o Provide a sufficiently spacious storage area at the construction site.
- o Ensure that the technical connections provided by the municipality do not affect the operation of the construction site.
- o Obtain the information about requirements on space and load capacity for both transport and lifting equipment.
- o Ensure sufficient and clear address numbering.

- o Arrange lockable social facilities and storage to the construction site.
- o Remember to fix all the damage that was caused to the street and the adjacent properties.

- **Quality of materials and construction products**

The quality of materials and construction products used in buildings must be clarified with a professional in advance, and the necessary documents must be obtained to demonstrate their eligibility. It is important to note that not all products marked with the CE symbol necessarily comply with national regulations. It is important to pay special attention to fire doors and windows, fireplaces and chimneys, water fixtures as well as weather resistance of various accessories.

- **Protection of building materials during construction**

Please ensure that building materials and structures are properly stored and protected during construction.

- **Inspection document**

Please ensure that all the inspection documents are accurately and completely filled out. The site manager in charge must maintain an inspection document that records the inspections conducted during various stages of the work.

- **Anticipation**

Before beginning the next work phase, the site manager in charge should confirm the following with the designers:

- o Requirements of the building permit and permit regulations
- o **Sufficiency and qualification of the plans** (suunnitelmien riittävyys ja kelpoisuus)
- o **The design conformity and quality of materials and construction products** (materiaalien suunnitelmienmukaisuus ja kelpoisuus)
- o The expertise and knowledge of the builders
- o Construction steps that may pose a potential risk.
- o Protection and inspection procedures that are necessary to be followed during the
- o work.

We suggest organizing site meetings after each work phase to review completed work, approve it, and finalize schedules and procedures for upcoming work phases.

- **Alternation works**

It is essential to be in contact with project designers before making any modifications during construction. They will assess the feasibility of any modifications and ensure that any necessary approvals are obtained from both the building control service and other authorities.

- **Building and plot easements (rakennus- ja kiinteistörasitteet)**

Easements must be established by the time of the approval for use. Property owners must reach agreements for easements, and applications must be made to the relevant authorities (the building control service establish building easements, and **City Survey Department** (Kaupunkimittaushuolto) establish plot easements).