

COLIVINGLIGURIA

CILA Technical File: Casa del Noce

Non-structural self-executed works and EC-NO-001/002/003
attachments

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Abstract

This file coordinates the non-structural works that ColivingLiguria intends to evaluate for Casa del Noce within a single CILA filing, to be prepared and certified by the appointed technician. The file does not replace drawings, metric surveys, the already available 3D survey, or the review by the architect and surveyor: it fixes the technical, legal, and operational perimeter of the works intended for the current phase, keeping them separate from future structural works. The main attachments are: EC-NO-001 for the roof and covering, EC-NO-002 for the attic bathroom and demolition of the existing partition, EC-NO-003 for the double partition system between bedroom and kitchen. Composter project EC-WA-001 may be submitted in parallel as an autonomous work, but it is not absorbed into this Casa del Noce file.

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§ 1 Context and Introduction

1.1. File scope and excluded works

The file concerns only internal or roof works designed as non-structural. The current phase does not include a new floor slab, new staircase, modification of the load-bearing structure, structural strengthening, opening of new structural voids, changes to the building shape, volume increases, or works requiring a separate structural filing. Those works, already anticipated as a possible second phase, must be developed later with a separate design, appropriate building title, presumably SCIA or another procedure indicated by the technician, and professionally qualified parties. This separation is essential: the current CILA must describe only what can reasonably be certified as non-structural extraordinary maintenance, without anticipating or disguising works belonging to a heavier phase.

The works are organized into three autonomous but coordinated documents. EC-NO-001 assesses roof restoration with ventilated build-up, sandwich panels, photovoltaic pre-arrangement, and the issue of self-execution. EC-NO-002 assesses the functional extension of the existing bathroom toward part of the attic, with demolition or repositioning of the non-load-bearing partition and verification of a 2.10 m average clear height for a service space, under Ligurian attic-recovery rules. EC-NO-003 assesses two light internal partitions between bedroom and kitchen, intended for a walk-in closet and built-in fridge recess, without interfering with structure, ventilation, essential systems, or dimensional requirements of the rooms.

1.2. Technical context and available survey

This file is drafted as a technical coordination book: it collects projects EC-NO-001, EC-NO-002, and EC-NO-003, makes them mutually coherent, and prepares them to be attached to the single CILA filing. Complete executive drawings will arrive later from the technician and architect, but the technical file already exists because the 3D survey is available and can be used to produce oriented drawings, sections, and photographs. The file does not replace the certified technical report: it prevents a generic filing by giving the technician an already ordered perimeter. Each attached project remains autonomous, but the Municipality must be able to read EC-NO-004 as a reasoned index and not as a fourth physical intervention. In this sense, the higher code does not indicate technical priority, but the book function following the three specific reports.

The current approach assumes that all works are non-structural and may be treated, unless the professional decides otherwise, as extraordinary maintenance under CILA: non-structural restoration of the roof build-up, demolition/repositioning of non-load-bearing partitions, functional bathroom extension into part of the attic, and new light partitions between bedroom and kitchen. Any use of props during light demolition is described as a precaution above the minimum, not as evidence of structural work: if a prop becomes necessary to support a load-bearing element, work stops and that part leaves the current CILA. This distinction must remain clear in all drawings.

1.3. Relationship with the future structural phase

The file also protects the future phase. New floor slab, new stairs, possible strengthening works, and structural redesign of the apartment are not denied: they are separated. The current CILA must allow order to be created, the existing condition to be documented, and light works to be performed without compromising the architect's later design. This choice also makes the future SCIA more readable: when it arrives, it will be based on an already documented condition, with partitions and roof described, not on an opaque situation.

The book must therefore remain public and easy to follow: three specific projects, one coordination file, a photographic/video archive, and a clear note on excluded works. If the Municipality or technician asks to remove one part from the CILA perimeter, the code system remains stable: the excluded project is updated or suspended, while the others may continue. This modularity prevents a doubt on

the roof from automatically blocking the internal partitions or a bathroom verification from making the whole package unclear.

§ 2 Regulations and Permits

2.1. CILA regime, PEC, and waiting period

The proposed administrative approach is precautionary: even when a task may appear minor, the overall package changes internal layout and building finishes in a coordinated way, so it is included in the CILA before work starts. The CILA is sent by the qualified technician, through PEC or the ordinary municipal channel, and ColivingLiguria waits at least five working days from the communication before starting any physical work described in the three projects. The waiting period is not presented as a general legal obligation, but as a transparency choice: it allows the Municipality to promptly indicate whether it considers a different classification, a drawing supplement, or exclusion of part of the works necessary.

The file must expressly state that no SCIA is requested in the current phase because no structural works, new floor slabs, new stairs, strengthening works, load-bearing modifications, shape changes, or volume increases are designed. If load-bearing elements, critical systems, suspicious materials, roof instability, or unforeseen conditions appear during surveys, probes, or demolition, work is suspended and the technician is asked whether SCIA, a contractor, or a separate design is required. This rule is the core of self-execution: autonomous work is not used to avoid authorizations, but only within an already communicated and verifiable perimeter.

2.2. Documents, sources, and technical assumptions

The file assumes that a 3D survey is already available and that a professional is developing the broader design for the houses. That survey must be used to dimension precisely the attic heights, partition positions, wall thicknesses, roof slopes, and interferences with beams, systems, windows, and passages. No dimension stated in the reports must be treated as final until it appears on a signed drawing. Future drawings must incorporate these reports, not the opposite: if the survey or technician shows that a configuration is not compatible, the report must be updated before submission to the Municipality.

The main operational sources are Presidential Decree 380/2001, especially Articles 3, 6-bis, 23-ter, and 24; Legislative Decree 222/2016 and its table of administrative regimes; Ministerial Decree 2 March 2018 on the free-building glossary; Health Ministerial Decree 5 July 1975 on hygiene and health requirements; Liguria Regional Law 24/2001 on attic recovery; Liguria Regional Law 16/2008 on building activity; the Cairo Montenotte Municipal Building Regulation stored in the internal building-regulation file; and the 2025 MIT guidelines on the DL Salva Casa. Liguria Regional Law 24/2001 allows a 2.10 m average clear height and a 1.30 m minimum wall for accessory or service attic spaces, but this datum must be coordinated with usability, lighting/ventilation ratios, ventilation, use, and the specific conditions of the property.

Official sources consulted: Liguria Region, Regional Law 24/2001, Article 2, current text; MIT, DL Salva Casa Guidelines; Italian Official Gazette, Ministerial Decree 2 March 2018 free-building glossary; Normattiva, Presidential Decree 380/2001.

2.3. Materials, equipment, and general safety

The main materials are described in the three specific reports. This file sets only the general criteria: use light materials for internal partitions, avoid concentrated loads on unverified floors or attics, separate recoverable materials from waste, preserve technical sheets and invoices, and do not intervene on systems without verification and declarations where required. Self-executed works may concern

demolition and light construction only if they do not involve structure, gas, critical drains, unisolated electrical systems, complex waterproofing, or unmanaged work at height. For the roof, climbing or via-ferrata equipment must not be described as automatically equivalent to construction fall-protection systems: it may exist as personal equipment, but the technician must indicate anchors, lifelines, access, rescue procedure, and allowed weather conditions.

If other persons participate in the work, even only as operational help, the technician must first clarify whether this creates a construction site subject to further safety, coordination, preliminary notice, or eligibility-verification obligations. Choosing self-execution must not become a way to bypass contractor or safety obligations: it must be a limited, documented technical choice compatible with the work type. The file must therefore contain a final decision page by the technician: work allowed as self-execution, allowed only with a contractor, or deferred to the SCIA phase.

§ 3 Photographs, Surveys, Plans, and Drawings

3.1. Minimum CILA drawings

The minimum drawings are: existing plan, proposed plan, attic bathroom section with average clear-height calculation, internal partition scheme, roof scheme, possible roof build-up section, location of future photovoltaic pre-arrangements, and indication of excluded works. The 3D survey must be used to check critical points, not only as an illustrative image. Drawings may be simple, but must be dimensioned, readable, and consistent with the certified technical report.

The drawings do not need to be as developed as a full executive design, but they must be sufficient to prevent ambiguity. The plan must use one legend: existing elements kept, elements demolished, elements built, excluded areas, and areas to verify. The bathroom section must show the 2.10 m average-height line, the minimum wall, closed low parts, and fixture positions. The roof drawing must show the proposed build-up, future photovoltaic areas, cable glands, areas with definitive tiles, and areas left inspectable. The bedroom-kitchen partitions must show the real footprint of the walk-in closet, fridge recess, ventilation openings, and remaining passages.

3.2. Photographs and attachments to produce

Before submission, photographs must be collected of the existing bathroom, the partition to be demolished, the attic portion to be incorporated, the bedroom and kitchen where the closet and fridge recess will be built, the roof from outside, the inner roof side, tiles, sheets, gutters, damp points, and accesses. During works, photographs are needed of partitions before/during/after, any systems discovered, the attic section before closure, materials used, and the roof before any finish that will no longer be inspectable. Photographs do not replace drawings, but provide concrete traceability to the file.

Photographic documentation must have evidentiary logic. Each photograph should show a date or be stored in a dated folder, with phase name and photographed point. For the Municipality, essential drawings and photographs may be enough; for the internal file, control images are also needed: probes on partitions, discovered systems, roof layers before closure, PV pre-arrangement points, closed low attic parts, fridge-recess grilles, and remaining passages. When an element is covered and will no longer be visible, it must be photographed before closure.

The final selection of attachments to submit may be lighter than the complete archive, but it must not lose the logical chain. At least one photograph must demonstrate the existing condition of each affected area; at least one drawing must demonstrate the proposed condition; at least one note must explain why future structural works are excluded. The technician may decide whether to attach all reports or extract a shorter statement, but this file remains useful precisely because it preserves the complete reasoning and makes feasibility conditions transparent.

3.3. Public evidence folder

For maximum transparency toward the Municipality and professionals, ColivingLiguria will prepare a public Google Drive folder, or in any case a folder accessible by link, dedicated to Casa del Noce. The folder must contain the public PDFs of file EC-NO-004 and reports EC-NO-001/002/003, one subfolder for pre-work photographs, one for videos and surveys, one for work progress, one for final condition, and one for any supplementary communications. The folder link must be included in the PEC or covering note when available; if the folder is created after the first submission, the link may be sent as a voluntary supplement.

Public access concerns technical documents and material evidence of the works, not unnecessary personal data. Before uploading images or videos, faces, license plates, personal documents, irrelevant details of neighboring properties, and any information not needed for building verification must be masked. The public folder must demonstrate regularity, not expose useless data. This approach allows the Municipality to check the condition of the places almost in real time and allows ColivingLiguria to communicate doubts before they become disputes.

3.4. Final checklist before filing

The following checklist is the closing control before filing or delivery to the technician. It does not replace municipal forms and does not replace certification, but it makes it possible to understand whether the file is mature or still contains unverified assumptions. Each unconfirmed item must become a survey supplement, a technician note, or a change to the CILA perimeter.

- ☐ 3D survey checked against main manual measurements.
- ☐ Average attic-bathroom height and minimum wall calculated.
- ☐ Absence of structural works in the CILA phase confirmed by the technician.
- ☐ Written decision on roof self-execution or contractor execution.
- ☐ Floor slab and staircase works excluded and deferred to SCIA phase.
- ☐ Reports EC-NO-001, EC-NO-002, EC-NO-003 attached.

The file may be considered ready for CILA only when the checklist is closed and the technician has turned assumptions into signable drawings. Until then, this document and the three attachments are an internal technical file and design basis; after professional verification, they become ordered attachments to the filing.

The filing version must therefore be checked once again after definitive drawings are inserted, to remove any divergence between text, dimensions, and drawings.

§ 4 Execution Phases and Practical Procedure

4.1. Operational order of works

The recommended sequence starts with the survey: update the 3D model, produce simple existing/proposed drawings, verify legal status, identify systems inside partitions, calculate average attic heights, and define which works are actually included in the CILA. The second phase is the technical decision on the roof: if the technician allows direct self-execution, report EC-NO-001 must be supplemented with fall-protection scheme, access, any lifeline, exclusion of adverse weather, and the maximum limit of self-managed works; if not allowed, the roof remains in the CILA file but installation is entrusted to a contractor. The third phase concerns internal partitions: bathroom demolition, new attic boundary, bedroom-kitchen partitions, system checks, and photographs.

The operational order must avoid a generic CILA and must allow the professional to turn the reports into a clean certified technical statement. The first decision is not "what we want to do", but "which perimeter can be certified without opening a different procedure". For this reason each work must be placed in one of four categories: work included in the CILA and self-executed; work included in the CILA but executed by a contractor; work included in the CILA only after system or hygiene-health verification; work excluded and deferred to a future phase. The file must remain understandable for a municipal officer who does not know the history of the house: by reading EC-NO-004, they must immediately understand that no new floor slab, new staircase, strengthening works, or volume increase is being requested.

The file must not be presented as a list of split ordinary works. Partitions, bathroom extension, and roof build-up reconstruction are non-structural extraordinary maintenance works to be included in the CILA, unless the technician classifies them differently. Self-execution concerns the material executor and does not change the planning nature of the work. To avoid disputes, each report must contain a boundary table: what ColivingLiguria does, what any contractor does, what remains with the technician, what remains outside the CILA and must be deferred to SCIA.

Before physical work starts, a suspension criterion must be fixed. Work stops and returns to the technician if surveys or demolition reveal unexpected load-bearing elements, cracks, structural dampness, unidentified systems, flues, gas pipes, non-isolatable cables, suspicious materials, unstable roof parts, or any condition that makes the non-structural boundary uncertain. This criterion must not be treated as abstract prudence: it is the guarantee that self-execution remains inside a controlled perimeter and does not become an improvised renovation. Every stop must be documented with photographs, a short description, location in the survey, and the technician's subsequent decision.

4.2. Coordination with the Municipality

The filing to the Municipality should be essential: certified technical report by the professional, existing/proposed drawing, any photographic documentation, this EC-NO-004 file, EC-NO-001/002/003 reports as technical attachments, and every required municipal form. The Municipality must not receive ambiguous text promising future works not yet designed; it must receive a closed, understandable, non-structural perimeter. If composter project EC-WA-001 is also attached, it must be indicated as an autonomous work and not as an internal building work of Casa del Noce.

Future works on the floor slab and stairs must be expressly declared as excluded. The recommended wording is: "Structural works, new floor slab, new staircase, strengthening works, and load-bearing modifications are excluded from this CILA and will be subject to autonomous assessment and possible SCIA or other building title in a subsequent phase." This sentence protects the current file from misunderstanding: the Municipality is not being asked to authorize a full renovation now; it is being notified of a coherent set of light and internal works, plus the roof if confirmed as non-structural.

4.3. Decision on self-execution feasibility

The general assessment is positive for partitions and conditional for the roof. Demolishing or building non-load-bearing partitions may be compatible with self-execution if the CILA has been filed, if there are no system interferences, if the structure is not modified, and if materials are handled safely. Extending the bathroom into the attic is compatible only if the survey confirms height, minimum wall, ventilation, drainage, and system requirements; otherwise it must remain a storage/laundry space or be redesigned. The roof, instead, is feasible under CILA if it does not affect structure or shape, but complete self-execution makes sense only as a scenario subordinated to a real fall-protection scheme and an express approval by the technician.

The final decision must be written in binary form for each attachment. For EC-NO-002 and EC-NO-003, the technician may allow direct self-execution when the building part remains light and any system modification is separated. For EC-NO-001, the technician must choose between full self-execution, preparatory self-execution, or contractor installation for the roof build-up. It is not enough to write "works performed by the property" without stating limits: for the roof, access, fall protection, panel

handling, minimum number of persons, prohibition of solitary roof-pitch work, weather conditions, anchor point, emergency procedure, and excluded works must be indicated.

For ColivingLiguria S.r.l.

(Digitally signed document)

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