

# CHECKLIST FOR PREPARING BUILDING CONSENT APPLICATIONS



## How to use this Checklist

Use this checklist when finalising your plans and specifications to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this check list to ensure that it has sufficient information to commence processing.

All items on this checklist must be marked (√) to show that they are either provided or are not applicable to your project

Later additional information may be requested during the process of your building consent to confirm compliance with the Building Code. Processing time will be suspended until all the information is received.

√	N/A		
		<b>1.</b>	<b><u>Minimum building consent application documentation</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a. Complete application forms
<input type="checkbox"/>	<input type="checkbox"/>		b. Two sets of plans and two sets of specifications and other documentation.
<input type="checkbox"/>	<input type="checkbox"/>		c. All plans drawn clearly to recognised metric scale; include a north arrow; and in black ink (not pencil or red pen)
<input type="checkbox"/>	<input type="checkbox"/>		d. Current Certificate of Title not more than 3 months old. Land undergoing subdivision – If the title has not yet been issued for land you wish to build on, Council may or may not accept your building consent application depending on the status of the subdivision.
		<b>2.</b>	<b><u>Site/Location Plan</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a. Accurate site plan showing street name and boundary dimensions
<input type="checkbox"/>	<input type="checkbox"/>		b. Location of existing and proposed buildings; distances to boundaries, and distances between buildings
<input type="checkbox"/>	<input type="checkbox"/>		c. Current and proposed use of site and building
<input type="checkbox"/>	<input type="checkbox"/>		d. Existing and proposed access for vehicles, driveway gradient, and off-street parking
<input type="checkbox"/>	<input type="checkbox"/>		e. Existing contours
<input type="checkbox"/>	<input type="checkbox"/>		f. Alterations to land contours; retaining. Cut, fill and their intended quantities; site datum for floor levels
<input type="checkbox"/>	<input type="checkbox"/>		g. Easement, public drains, and service connections (where known)
<input type="checkbox"/>	<input type="checkbox"/>		h. Identification of streams and drains, and normal follow levels relative to site datum.
		<b>3.</b>	<b><u>Plumbing and Drainage</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a. Nominate Plumbing/drainage design standard
<input type="checkbox"/>	<input type="checkbox"/>		b. Plumbing and drainage layout plan, including falls
<input type="checkbox"/>	<input type="checkbox"/>		c. Method of water heating system
<input type="checkbox"/>	<input type="checkbox"/>		d. Fixtures (If the building has plumbing fixtures on an upper level, provide layout drawing showing wastes, pipes and falls, eg, an isometric layout)
		<b>4.</b>	<b><u>Elevations</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a. North, South, East and West elevations showing original and proposed ground levels at buildings and boundaries
<input type="checkbox"/>	<input type="checkbox"/>		b. Relationship of finished ground level (after landscaping) relative to floor levels
<input type="checkbox"/>	<input type="checkbox"/>		c. Dimension of openings (doors and windows)
<input type="checkbox"/>	<input type="checkbox"/>		d. Specify cladding systems and roofing type and any other relevant details
<input type="checkbox"/>	<input type="checkbox"/>		e. Roof pitch and height to apex of building
<input type="checkbox"/>	<input type="checkbox"/>		f. Height and daylight angles

		<b>5.</b>		<b><u>Foundation Plan</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a.	Design details of all new foundations and reinforcing
<input type="checkbox"/>	<input type="checkbox"/>		b.	Concrete slab design, including thickenings, reinforcing and shrinkage controls cuts/joints
<input type="checkbox"/>	<input type="checkbox"/>		c.	Pile layout and footing design
<input type="checkbox"/>	<input type="checkbox"/>		d.	Sub floor framing including bracing
<input type="checkbox"/>	<input type="checkbox"/>		e.	Upper storey floor design if applicable
		<b>6.</b>		<b><u>Floor Plan</u></b>
			a.	Complete floor plan(s) with walls/partitions, doorways, and the use of each area
			b.	Smoke detectors indicated (must be within 3m of each bedroom)
		<b>7.</b>		<b><u>Fire Design</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a.	Fire rating system for all walls closer than 1m to a boundary for dwellings and small buildings under 40m <sup>2</sup>
<input type="checkbox"/>	<input type="checkbox"/>		b.	For Commercial Buildings.
<input type="checkbox"/>	<input type="checkbox"/>		c.	For larger accessory building (greater than 40m <sup>2</sup> ) in close proximity to property boundaries.
		<b>8.</b>		<b><u>Cross Section Details</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a.	E2 Risk Matrix and weathering details
<input type="checkbox"/>	<input type="checkbox"/>		b.	Wall details showing cladding, framing, insulation, linings etc...
<input type="checkbox"/>	<input type="checkbox"/>		c.	Roof/Wall intersection showing eaves, gutters, flashings and top plate fixings.
<input type="checkbox"/>	<input type="checkbox"/>		d.	Wall/floor intersection
<input type="checkbox"/>	<input type="checkbox"/>		e.	Window, door and critical intersections
<input type="checkbox"/>	<input type="checkbox"/>		f.	Door and window lintel sizes
<input type="checkbox"/>	<input type="checkbox"/>		g.	Truss layout with girder trusses indicated
<input type="checkbox"/>	<input type="checkbox"/>		h.	Stairs, handrails and barriers
<input type="checkbox"/>	<input type="checkbox"/>		i.	Decks, pergolas, veranda, porches, carports and garages
		<b>9.</b>		<b><u>Bracing Design Calculations</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a.	Bracing details and calculations for wall and sub-floor
<input type="checkbox"/>	<input type="checkbox"/>		b.	Sub floor bracing for decks projecting more than 2m from the house
		<b>10.</b>		<b><u>Specifications</u></b>
<input type="checkbox"/>	<input type="checkbox"/>			Specifications must be relevant to the particular buildings and to the plans submitted. They must give a full description of the type, size and grade of materials to be used and the method of construction. Include Manufacturer's Specifications for all relevant parts of the building elements, detailing where they apply to your project. In addition elements such as how internal moisture will be dealt with should be included.

		<b>11.</b>		<b><u>Specific Engineering design</u></b>
<input type="checkbox"/>	<input type="checkbox"/>			Design work from an engineer must have calculation and structural drawings provided. When engineering drawings are provided from persons other than the engineer they must be acknowledged by the Engineer (signed) as meeting engineer design requirements.
<input type="checkbox"/>	<input type="checkbox"/>		a.	Specific engineering design may include special ground conditions, including over uncertified fill, peat, soft ground or closeness to steep banks
<input type="checkbox"/>	<input type="checkbox"/>		b.	Retaining walls
<input type="checkbox"/>	<input type="checkbox"/>		c.	Earthworks/stability of adjacent sites and support of adjacent structures.
		<b>12.</b>		<b><u>Heating</u></b>
<input type="checkbox"/>	<input type="checkbox"/>			If a freestanding or insert wood fire is to be installed, location is to be shown on the floor plan including location in relation to windows and the manufacturers installation specifications provided. Wet back details to be provided also tempering valves and flue details
		<b>13.</b>		<b><u>Swimming Pool</u></b>
<input type="checkbox"/>	<input type="checkbox"/>			If the plan shows an outdoor swimming pool, or spa fencing details and Pool Manufacturers Specification must be provided
		<b>14.</b>		<b><u>Other supporting Documentation or Plans</u></b>
<input type="checkbox"/>	<input type="checkbox"/>			This is a generic checklist for this project type. There may be other information that you know about, specific to your project or site, that has not been covered in the above terms Please list
		<b>15.</b>		<b><u>Disabled Access &amp; Facilities</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a.	Where required by Section 118 of the Building Act 2004. <i>Note: This does not apply to private dwellings</i>
		<b>16.</b>		<b><u>Compliance Schedule</u></b>
<input type="checkbox"/>	<input type="checkbox"/>		a.	For Commercial Buildings, new and altered.

Please sign and date below once this form has been completed. This form must accompany your application form.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Office Use Only*

**Checking Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Additional Comments:*