

Building consent Application Checklist

To be completed and enclosed with all building consent applications

	tick	yes	no	n/a		tick	yes	no	n/a
Owner and agent details provided and Consent form signed or authorised by owner		✓			Plans & specification of an acceptable standard		✓		
Area of work, value of work and description of work completed		✓			Plans, elevations, cross sections of the proposal in triplicate . Rooms and use of rooms identified		✓		
Identify if application is for Building Consent or PIM only or BC only.		✓			Plumbing and drainage information checklist completed for all applications which involve plumbing and drainage work				✓
Project Information Memorandum section completed					Specifications of methods and materials included				✓
\$ Processing deposit included		✓			* Solid fuel heater: make, model and location installation instructions for fire and flue.				✓
Project personnel completed .		✓			Foundation design details				✓
Means of compliance building code clauses identified		✓			Block work: design including foundations				✓
Site Plan: Fully dimensioned, scaled (1:100), showing all buildings & easements (proposed/existing)				✓	*Retaining walls: design heights, position, sub soil drainage and safety barriers				✓
Certificate of Title: Recent search copy of – title page and map page. Legal description completed		✓			Bracing schedule and layout plan provided Roof bracing shown -mono pitch and gable roofs				✓
Recession planes (including to internal boundaries) indicated				✓	Producer statement: Specific design details for work outside the scope of NZS 3604 & NZS 4229 <i>Designed by Fletcher Aluminium Solutions</i>				✓
Site boundaries nominated - distances of buildings to boundaries shown <i>EXISTING DECK</i>		✓			* Producer Statement information – design summary for PS .1 Design . Referenced to drawings				✓
Distance of buildings to adjacent roads shown and roads named.				✓	Structural drawings – signed or version numbered				✓
Heritage site or building affected?				✓	Beam designs				✓
					Roof truss layout and design producer statement				✓
Waterway setbacks indicated				✓	Smoke alarm positions shown <i>EXISTING. RECENT CCCC</i>		✓		
Resource Consent Application made				✓	Window positions & opening windows indicated		✓		
					Window installation details provided		✓		
Council Services applications included where required or shown as being made separately				✓	Cladding installation details provided		✓		
Water Service Details. Water application attached				✓	Flashing details provided - roof/wall intersections etc		✓		
Is a foul water sewer connection required? Application connect reticulated services required				✓	Junctions where decks meet floors are detailed eg at door thresholds		✓		
Storm-water drains. Connecting to council drain ? Application to reticulated services required -				✓	Water-pool membranes to roofs or decks – brand specified and relevant information provided				✓
					Timber treatment identified throughout all building		✓		
Vehicle crossing position indicated on site plan.				✓	Roofing appropriate for proposed pitch.		✓		
Vehicle crossing application form included				✓	Energy efficiency calculation or statement included Thermal insulation and R value , glazing indicated.				✓
Vehicle crossing position approval by Transit for State Hi-ways				✓	E2 Risk matrix				✓
Site levels relating to top of roadside kerb, and finished floor level indicated				✓	Stairs/steps/landings/balconies: dimensions, handrail and barrier details				✓
* Hill sites: indicate contours, drive gradients and building heights				✓	Public use buildings- access and facilities for persons with disabilities - plans include details				✓
					Public use buildings- Fire safety report or statement - plans include details				✓
Health or Liquor liscence required to operate ? Separate food premises specification included				✓	Specified systems identified in building consent Performance standards for systems included.				✓
					Earthquake Prone Building ? Refer WDC Policy Dangerous and Earthquake prone buildings				✓
					Swimming or spa pools– child safety fences or methods included.				✓