

Building Consent Pre-Lodgement Checklist: RESIDENTIAL

About this checklist

- This checklist is required for all BC applications. The applicant should identify if, and where, information is shown on the plan drawings.
- This is to help the Building Consent Authority (BCA) check the completeness of the application before it can be accepted for processing.
- This is not a check of correctness or compliance; compliance checks are done later, and the process may be suspended if any non-compliant items are identified.
- If required information is missing, the application cannot be lodged and we will advise you of the identified deficiencies. The application can be resubmitted once all the required information is present.
- The first 30 minutes of our check are free. A checking fee will be charged after that.

Instructions and Example

- **Applicants must fill in all shaded areas**
- **Note the location/page number of the drawings in shaded columns below, as shown:**

EXAMPLE	Sheet	N/A	Office use	This section ok
Shows legal boundaries, easements, access				
Datum, spot levels or contours and North point				

Checklist

Project Description Address Owner Project includes Restricted Building Work?

If this project includes Restricted Building Work:	Sheet	N/A	Office use	This section ok
Names and registration numbers of Licensed Building Practitioner (LBP) designers (compulsory)				
Names and registration numbers of LBP site workers If N/A, please indicate when and how these will be provided?				
Certificate of work provided by the designer				

Application Form	Yes/No	Office use	This section ok
Plans and specifications provided			
Legal description completed			
Description of work accurate			
Specified life applied			
Value of work provided and accurate			
Application form completed and correct, including compliance list			
Certificate of Title provided with any consent notices			

Design Basis	Sheet	N/A	Office use	This section ok
Wind zone				
Earthquake zone				
Snow zone				
Corrosion zone				
E2 Risk Matrix				

Drawings	Yes/No	Office use	This section ok
Plans to acceptable standard, ie: to scale, no graph paper, no pencil drawings, no single line drawings (refer to DBH "Guide to applying for a building consent")			
Contents page provided and drawing sheets cross-referenced			

Specifications	Yes/No	Office use	This section ok
The specifications are job-specific and meaningful, with a Contents page			
Includes all supporting information, including product manufacturers' specifications			
Specification notes also shown on drawings			

Demolition Work	Sheet	N/A	Office use	This section ok
Shows if building is to be removed or demolished				
If demolished, shows a full site plan showing all safety protection measures to be taken, services capped off				
Shows how any hazardous materials are to be safely disposed of (landfill site, etc)				

Site Plan	Sheet	N/A	Office use	This section ok
Shows legal boundaries, easements, access				
Datum, spot levels or contours and North point				
Any excavation works, fill, retaining walls and surface water control measures				
All existing buildings				

Site Plan, continued	Sheet	N/A	Office use	This section ok
Location of new buildings and distance to boundaries				
Infrastructure locations (sewer, water and stormwater laterals) or effluent field locations				

Floor Plan	Sheet	N/A	Office use	This section ok
If alteration work, shows separate plans for existing and for new				
Layout fully dimensioned				
Rooms identified				
Windows, doors and lintel sizes shown				
Mechanical ventilation details where no opening windows				
Smoke detectors or fire alarm locations				
Heating unit appliance				
Type of shower				

Foundation Plan	Sheet	N/A	Office use	This section ok
Full foundation layout plan provided				
Concrete slab – details including reinforcing (500E reference shown), hardfill, DPC, control joints, slab thickenings				
Timber floors – pile layout, location and bracing, subfloor framing, sizes, timber treatments and connectors				
Any special stainless steel where needed				
Ventilation and protection of underfloor insulation				

Cross Section and Details	Sheet	N/A	Office use	This section ok
At least two full cross sections provided				
All complex areas detailed				
All timber framing sizes and spacings shown with timber species, and treatments				
All uplift connectors specified				
Insulation materials				
Details of all wall and roof areas				
Details of all foundations				
Details of any upper floors and balconies, decks and barriers				
All window and door flashings details				
All roof penetrations details				
Any flashings between different claddings, and new/existing if an addition				
For any stairs, full stair and barrier details				
Claddings and any drainage cavities detailed				
Flashing of windows, doors, junction, balcony, parapet, interior / exterior corner penetrations detailed				

Elevations	Sheet	N/A	Office use	This section ok
Shows all claddings and any control joints				
Doors and windows (window opening direction and any safety or special glass)				
Accurate ground lines and floor levels (consistent with that on site plan)				
Any ventilators for subfloor spaces				
References to any cross section details on other pages				

Roof Framing	Sheet	N/A	Office use	This section ok
Roof framing and bracing layouts				
For trusses, full truss design, PS1 and plan provided				
For flat roofs, full substrate and membrane details and surface water control details				

Interior Works	Sheet	N/A	Office use	This section ok
Bracing design and bracing plan				
Thermal insulation details provided (scheduled method or calculation)				
Details for any wet area membranes (showers and tiled areas)				
Any gas appliances – clearances and ventilation, bottle locations and restraints				

Specific Design	Sheet	N/A	Office use	This section ok
Completed and legible Producer Statement covering all SED works				
Engineer appropriately qualified (CPEng)				
Inspection schedule for site monitoring				
Engineer's calculations provided				

Plumbing and Drainage	Sheet	N/A	Office use	This section ok
Shows which plumbing and drainage rules apply				
Waste pipe sizes, gradients, and venting				
Hot water cylinder details and valving, restraints/support				
Sewer and stormwater drains, gradients, invert levels, traps and venting				
Full design report and details for any on-site-wastewater system				
Details of any solar heating system or wetback system, location identified and manufacturer's specification included				
Full stack system details for multi-storey buildings (including an isometric diagram)				
Stormwater discharge method and surface water control				
Shows how potable water is protected against contamination (backflow)				

Additional Information	Sheet	N/A	Office use	This section ok
Alternative solutions are clearly identified and of sufficient detail to assess compliance				
Swimming pool fencing, drainage, etc shown				
Solid fuel heater location identified and manufacturer's specification included				

Hazardous Substances Stored on Site	Sheet	N/A	Office use	This section ok
Verifies that a test certifier location certificate / preliminary test certifier letter provided				

Office Use Only – Building Consent Officer Signoff	
Name	Outcome
Date (1)	Process Duration (1)
Date (2)	Process Duration (2)
Date (3)	Process Duration (3)