



Vetting Officer: _____

Date Vetted: _____

Property Address: _____

BUILDING CONSENT INFORMATION CHECKLIST

RE-ROOF

Application details required before a building consent can be processed by Council staff

- Two (2) full copies of all plans and specifications are required (one (1) for Council files and one (1) will be returned. _____
- "Roof plan" showing all ridges and valleys. _____
- Flashing details – i.e. barge ridge flashings, any penetrations through roof. _____
- Provide full specification covering all trade sections – complete with a statement accurately identifying the scope of work. Specification to include:
 - o Roof material
 - o Roof pitch
 - o Roof fixings
 - o Type of roof underlay
 - o Purlin sizes and fixings

- Smoke detectors – confirm supply and installation of smoke detectors in accordance with NZBC: F7. Refer also Council’s orange “Notice” hand out sheet. _____

NB: Unsatisfactory roof plans, inadequate specifications covering all trades, and a lack of job specific details may cause delays in issuing of consents.