

Vetting Officer: _____

Date Vetted: _____

Property Address: _____

BUILDING CONSENT INFORMATION CHECKLIST

COMMERCIAL

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, **and also** one (1) copy of site plan and floor plans with full dimensions (for valuation purposes). _____
- Vehicle Crossing form completed (regardless of whether or not a vehicle crossing is there). _____
- Copy of CT or Solicitor's letter confirming purchase of land. _____
- If new building or alteration is made to a specified system, compliance schedule checklist to be completed. _____
- Site plan, to scale, showing location of proposed building, vehicle crossing and dimensions from all boundaries. _____
- "As existing" and dimensioned "proposed" floor plans and elevations showing all construction including floor height above ground level. _____
- Cross sections and construction details. Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing. _____
- Lintel sizes and spans. _____
- Full specification covering all the trades involved in the proposed building work and scope of work. _____
- Roof truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points. .Include elevations of all main trusses and truss manufacturers design for lintels. _____
- Wall, subfloor if applicable and roof bracing schedule and layout. _____
- Cladding details including all flashing details. _____
- Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions. If alternative solution, provide full details for Council's consideration. _____
- Drainage plan - sewer and stormwater including sizes, gradients, access points, venting of drains and downpipes and calculations of areas and sizes as per E1 and G13 and/or an effluent disposal design and plans. _____
- Plumbing layout and specification – provide schematic/elevation of soil stack for floors above ground floor. Complete with structure shown. _____
- Hot water system details – type of storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable). _____
- Producer statements for any steel work, timber beams outside chapter 15 NZS 3604:1999. _____
- Solid fuel burner installation details if applicable. _____
- Purlin sizes and fixings, top plate fixings and lintel fixings. _____
- Water Service application form completed. _____
- Fire Safety design summary and / or specific fire engineering design including detailed layout of egress routes. _____
- Accessible facilities including accessible route and facilities and counters _____
- Details of proposed storage of hazardous substances or processes. _____

NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of consents.