Vetting Officer: _____

Date Vetted: _____

Property Address: _____

BUILDING CONSENT INFORMATION CHECKLIST

GARAGE / CARPORTS / SHEDS

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).
- ☐ Site plan showing location of proposed garage, all other buildings on site, vehicle crossing and dimensions from all boundaries.
- ☐ Elevations showing cladding systems, and height of ground level to apex.
- ☐ Cross sections and construction details. Cross sections to include foundations, floor slab, wall framing, exterior cladding and roofing.
- ☐ Full specification covering all the trades involved in the proposed building 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 bracing schedule and layout (if other than Ideal, Skyline, Totalspan or Versatile).
- ☐ Producer statement from registered engineer for any steel beams and / or steel purlins and for structure outside the scope of NZS 3604:1999 (timber framed buildings).
- ☐ Stormwater layout including sizes, gradients, and including existing stormwater drains and sumps. NB: If your driveway is more than 40 square metres in size, a driveway sump may be required.
- ☐ Timber type, grade and treatment to be used.
- ☐ Cladding details including all flashings.
- ☐ Lintel sizes and spans and fixings, purlin sizes and fixings.
- ☐ 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.
- ☐ If portion of garage or shed is proposed to be habitable, provide full details as required for dwellings.

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 your building consent.