

Building Consent Checklist (*Residential*)

If any of the applicable parts of the application are missing, your application may be refused at the pre-vetting meeting.

Please read the 'IMPORTANT INFORMATION' attached!

(Please allow 20 working days for the processing of ALL consents)

Please not all boxes may apply to your consent

For further information refer to the Important Information Document

- | | |
|--|--------------------------|
| Certificate of Title (CT) with Diagram Less than 3 months old | <input type="checkbox"/> |
| Fully completed application form | <input type="checkbox"/> |
| Deposit see (fees & charges sheet) extra charges may apply | <input type="checkbox"/> |
| Smoke alarms shown on plans | <input type="checkbox"/> |
| 2 Complete sets of plans | <input type="checkbox"/> |
| 3 if applying for resource consent, this is a separate application | |
| Specifications (MUST be job specific only) | <input type="checkbox"/> |
| 2 sets (3 sets if applying for resource consent.) They MUST include full details for any heating systems e.g. fire and flue kits, manufacturers' installation details for each etc) | |
| Site plan | <input type="checkbox"/> |
| (Accurate to CT diagram, to scale and including spot heights, distances to boundaries, slopes and any significant natural land hazards or features e.g. streams, water courses, dams, wet lands.) | |
| Floor plans | <input type="checkbox"/> |
| (to scale and fully dimensioned) | |
| Drainage plans | <input type="checkbox"/> |
| (to scale, dimensioned and include sub-floor drains and exterior drainage to intended connection points i.e. network systems e.g. sewer, water, storm water, or to on-site disposal points. Inverts MUST be shown where known i.e. longitudinal drainage plan!!) | |
| Longitudinal Drainage Plan (See above notes on drainage) | <input type="checkbox"/> |
| Plumbing and electrical schematic drawings | <input type="checkbox"/> |
| Cross sectional construction details | <input type="checkbox"/> |
| (to scale and dimensioned for foundations, framing, drains, cladding systems, exterior joinery, heights of the building and side distances to boundaries etc) | |
| All Flashing details | <input type="checkbox"/> |
| (for all exterior joinery, roof and wall cladding systems and penetrations through them e.g. water pipes, flues, air conditioning etc) | |
| Roof Truss design | <input type="checkbox"/> |
| (supplied from the truss manufacturer, including layout and load calculations etc) | |
| Bracing calculations | <input type="checkbox"/> |
| (walls and / or sub-floor) | |
| H1 Insulation calculations | <input type="checkbox"/> |
| E2 Risk Matrix (for each elevation) | <input type="checkbox"/> |
| E1 Surface and Roof water calculations | <input type="checkbox"/> |
| G4 Ventilation calculations | <input type="checkbox"/> |
| G7 Natural Light Calculations | <input type="checkbox"/> |
| On-Site Wastewater design | <input type="checkbox"/> |
| Potable water supply identified | <input type="checkbox"/> |
| (Bore water requires a test report on potability for new dwellings, and rainwater tanks must comply with the local fire-fighting connection bylaws) | |
| Alternative solutions | <input type="checkbox"/> |
| Waivers or modifications to Building Code applied for to the Building Code identified and applied for | <input type="checkbox"/> |
| Producer Statements for specific design (Author on our register)? | <input type="checkbox"/> |

Building Consent Checklist (Commercial)

(Please allow 20 working days for the processing of ALL consents)

All consents must have a Certificate of Title less than 3 months old.
For further information refer to the Important Information Document

- Certificate of Title (CT) with Diagram Less than 3 months old
- Fully completed application form
- Deposit (see fees & charges) extra charges may apply
- Fire safety precautions shown on plans
- 2 Complete sets of plans
- 3 if applying for resource consent, this is a separate application
- Specifications
- 2 sets (3 sets if applying for resource consent.) They must include full details for any heating systems e.g. fire and flue kits, manufacturers' installation details for each etc)
- Site plan
- (Accurate to CT diagram, to scale and including spot heights, distances to boundaries, slopes and any significant natural land hazards or features e.g. streams, water courses, dams, wet lands.)
- Floor plans
- (to scale and fully dimensioned)
- Drainage plans
- (to scale, dimensioned and include sub-floor drains and exterior drainage to intended connection points i.e. network systems e.g. sewer, water, storm water, or to on-site disposal points. Depths should be shown where known)
- Full plumbing and electrical schematic drawings
- Cross sectional construction details
- (to scale and dimensioned for foundations, framing, drains, cladding systems, exterior joinery, heights of the building and side distances to boundaries etc)
- All Flashing details
- (for all exterior joinery, roof and wall cladding systems and penetrations through them e.g. water pipes, flues, air conditioning etc)
- Roof Truss design
- (supplied from the truss manufacturer, including layout and load calculations etc)
- Bracing calculations
- (walls and / or sub-floor)
- H1 Insulation calculations
- E2 Risk Matrix (for each elevation)
- E1 Surface and Roof water calculations
- On-Site Wastewater design
- Potable water supply identified
- (Bore water requires a test report on potability for new dwellings, and rainwater tanks must comply with the local fire-fighting connection bylaws)
- Alternative solutions
- Waivers or modifications to Building Code applied for
- to the Building Code identified and applied for
- Fire report supplied
- Accessibility design supplied
- Producer statement supplied (Is the author on our register)?
- Specified Systems identified (if applicable)
- Maintenance, operating and reporting procedures for the specified systems supplied (if applicable)
- Amendments to compliance schedule and the specified systems applied for