



# Clutha District Council

## Building Consent Application Checklist New Dwellings or Alterations & Extensions

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

Not Applicable	Not Acceptable	Acceptable	
			Two (2) full copies of all building plans, specifications and site plans are required.
			Building Code clauses and means of compliance identified.
			Site plan showing location of proposed building and dimensions from all boundaries.
			Dimensioned floor plans and elevations showing all cladding systems, construction and floor height above ground level.
			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.
			Wall bracing schedule and layout.
			Producer statement from registered engineer for any construction method outside NZS 3604.
			Details of wall and roof cladding flashings.
			Lintel sizes and spans.
			Weathertightness risk matrix.
			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.
			Hot water system details – type of storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable).
			Solid fuel burner installation details if applicable.
			Confirm supply and installation of smoke detectors in accordance with NZBC:F7.
			H1 insulation schedule.

NB: If the plans or specifications are not complete or drafted to a satisfactory standard, there may be delays in issuing the Building Consent.

#### For Office Use

Owner's Name: .....

VNZ No: .....

Application Lodgement Accepted  (commence application processing)

Application Lodgement Declined  (returned with verbal reasons for declining)  
 (returned with letter giving reasons for declining)

Receiving Officer: .....

Date: .....