

MISCELLANEOUS BUILDING / PLUMBING CHECKLIST

(Small Alterations, Bathrooms, Minor Work, Decks, Signs)

Details required before a Building Consent application can be accepted
Fees Required to be Paid on Application

APPLICANT YES N/A		GENERAL REQUIRED ITEMS	VETTING OFFICER		
			Acc.	Notes	
<input type="checkbox"/>	<input type="checkbox"/>	PLANS	<u>2x</u> full copies of plans are required.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SPECIFICATIONS	<u>2x</u> full copies of the specifications are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SCOPE OF WORK	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COMPLIANCE WITH NZBC	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATE OF TITLE	This is required for all exterior building footprint or drainage work, designer will need to check this for easements etc to be able to determine siting of building.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP	This could be a Certificate of Title, Sale & Purchase Agreement or a rates notice .	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	VEHICLE CROSSING	If a Vehicle Crossing is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	WATER CONNECTION	If a Water Connection is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE CONNECTION	If a Sewer / Stormwater Connection is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7 (Residential work only)	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, timber beams, etc. outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	RESTRICTED BUILDING WORK	Is work Identified as RBW, Certificate of Design Work – from a Licenced Designer	<input type="checkbox"/>	
APPLICANT YES N/A		RE-ROOF	VETTING OFFICER		
			Acc.	Notes	
<input type="checkbox"/>	<input type="checkbox"/>	ROOF PLAN	Showing all ridges & valleys.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as ridge, barge & penetrations .	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SPECIFICATION	Provide details about the roof material, roof pitch, fixings, roof underlay, purlin sizes & fixings.	<input type="checkbox"/>	
APPLICANT YES N/A		KITCHENS / BATHROOMS / LAUNDRY	VETTING OFFICER		
			Acc.	Acc.	
<input type="checkbox"/>	<input type="checkbox"/>	BUILDING WORK	If there is any building work to be carried out provide full details.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLAN	“As existing” (if relevant) & “proposed” floor plan	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	WET AREAS – BATHROOMS, KITCHEN & LAUNDRY	Provide details of impervious wall & floor finishes, ventilation to rooms, safety glazing to windows ,construction details for wet floor showers & show how water splash is contained (e.g. curtain, glass screen)	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	HOT WATER SYSTEM DETAILS	This could be electric, gas, etc. Provide the type of storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable).	<input type="checkbox"/>	

APPLICANT YES N/A			PLUMBING & DRAINAGE	VETTING OFFICER	
				Acc.	Acc.
<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLAN	Provide a plumbing layout plan & specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING & DRAINAGE	Provide a plumbing / drainage layout plan & specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant. any building work being carried out.	<input type="checkbox"/>	
APPLICANT YES N/A			TIMBER DECK	VETTING OFFICER	
				Acc.	Acc.
<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN	Showing location & size of proposed deck & all buildings on site, plus vehicle crossing and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLAN	Showing deck access to & from the deck.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FOUNDATION PLAN	Provide a foundation plan detailing the pile, joist & bearer layout, sizes & spans, anchor piles & bracing.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ELEVATIONS	Include details of ground lines, balustrades / barriers / handrails, stairs, steps & ramps & bracing if applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	For all piles, bearers, joists, decking, barriers, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ENTRY DETAILS	Provide details for access into the dwelling if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	STEPS & STAIRS	Provide details showing construction, tread & riser sizes & details of handrails / barriers where applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DWELLING / DECK JUNCTION	Provide construction details of the junction between the deck & the dwelling.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE	Show the location of any drains under the deck.	<input type="checkbox"/>	
APPLICANT YES N/A			SIGNS	VETTING OFFICER	
				Acc.	Acc.
<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN	Showing location & size of proposed sign , all buildings, vehicle crossing and dimensions from boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FOUNDATION PLAN	Provide a foundation plan detailing the foundation type, reinforcing , etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	Fixings for the sign & how its supports are fixed to the foundation.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PRODUCER STATEMENTS	Provide these for any steel work, foundation design, etc. outside the scope of NZS 3604:2011.	<input type="checkbox"/>	

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.

<u>For Office Use</u>	
Owner's Name:	VNZ No: Ozone ID No:
Building Category R1 R2 R3 C1 C2 C3	
Application Lodgement Accepted <input type="checkbox"/>	Information provided satisfactory for lodgement commence application processing
Application Lodgement Declined <input type="checkbox"/>	Returned with verbal reasons for declining
	Returned with letter giving reasons for declining
Returning Officer:	Date:
Accepting Officer:	Date: