

# COMMERCIAL CHECKSHEET

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

APPLICANT YES    N/A		HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<b>PLANS</b>	<u>2x</u> full copies of <b>plans</b> are required.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>SPECIFICATIONS</b>	<u>2x</u> full copies of the <b>specifications</b> 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"/>	<b>SCOPE OF WORK</b>	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLIANCE WITH NZBC</b>	Details of what construction is complying with <b>NZBC acceptable solutions</b> or if any <b>alternative solutions</b> . If alternative solution, provide full details for consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>CERTIFICATE OF TITLE</b>	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"/>	<b>PROOF OF OWNERSHIP</b>	This could be a <b>Certificate of Title, Sale &amp; Purchase Agreement</b> or a <b>rates notice</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>VEHICLE CROSSING</b>	If a <b>Vehicle Crossing</b> is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>WATER CONNECTION</b>	If a <b>Water Connection</b> is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>DRAINAGE CONNECTION</b>	If a <b>Sewer / Stormwater Connection</b> is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
APPLICANT YES    N/A		HEADING	DETAILS REQUIRED	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN</b>	Showing location of <b>proposed building</b> and <b>vehicle crossing</b> and <b>dimensions</b> from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>DRAINAGE PLAN</b>	Include <b>sewer</b> and <b>stormwater</b> sumps, pipe 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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>ENGINEERS GROUND BEARING REPORT</b>	If this property is located in an <b>area with soft ground</b> (i.e. ground outside the scope of NZS 3604:2011) provide penetrometer tests & an investigation report from a CPEng Engineer.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>FIRE REPORT – HARD COPY</b>	Provide a detailed <b>fire report</b> & supporting plans <b>showing compliance with the NZBC C Documents</b> – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>ELECTRONIC FIRE REPORT, FLOOR PLANS, SITE PLAN &amp; ELEVATIONS</b>	If the building fits the criteria of <b>Gazette Notice 49</b> (view here; <a href="http://www.building.govt.nz/bc-update-132">http://www.building.govt.nz/bc-update-132</a> ) the Council needs to send the <b>fire design, floor plans, site plan &amp; elevations</b> electronically to the NZFS for review. Discuss with the Vetting Officer to see if your design needs to be sent.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>ACCESSIBLE FACILITIES</b>	Detail all accessible facilities to be installed – counters, bathroom facilities & accessible car parks & routes, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>112 REPORT (Alteration to an Existing Building)</b>	Provide a <b>gap analysis</b> covering the <b>means of escape &amp; accessible facilities</b> in the building. Refer to <a href="http://www.dbh.govt.nz/guidance-information">http://www.dbh.govt.nz/guidance-information</a>	<input type="checkbox"/>	

APPLICANT YES N/A			DETAILS REQUIRED	VETTING OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	<b>115 REPORT (Change of Use)</b>	Provide a <b>gap analysis</b> covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance & accessible facilities.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLIANCE SCHEDULE INFORMATION</b>	Provide <b>Compliance Schedule</b> information including the <b>SBCG 27 form</b> identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates on the CDC website for guidance.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>SPECIFIED SYSTEMS PLAN</b>	Provide a floor plan showing the locations of all specified systems in the building.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>CERTIFICATE OF PUBLIC USE (CPU)</b>	If the building will be <b>occupied</b> &/or able to be <b>accessed by the public while the building work is carried out</b> a CPU will need to be applied for <u>before</u> work begins. Refer to the <b>F15a Checklist for Certificate of Public Use</b> for guidance. (a CPU application will be lodged separately to the Building Consent)	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>FIRE RATINGS</b>	If relevant provide details for <b>fire walls</b> including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>HAZARDOUS SUBSTANCES</b>	Provide details of proposed storage of hazardous substances or processes.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>FLOOR PLANS &amp; ELEVATIONS</b>	<b>"As existing"</b> (if relevant) & <b>"proposed"</b> floor plans & elevations <b>to a recognised scale with dimensions</b> - show all cladding systems, construction and floor height above ground level.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>FOUNDATION PLAN</b>	Provide a foundation plan detailing the <b>type</b> of foundation ( <b>concrete, timber</b> , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>CROSS SECTIONS &amp; DETAILS</b>	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>ENTRY DETAILS</b>	Provide details & dimensions for <b>access into the building</b> if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>LINTEL SIZES &amp; SPANS</b>	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>ROOF FRAMING</b>	Include a <b>truss layout</b> from a registered manufacturer or <b>rafter layout</b> stipulating sizes, spans and load points. Include <b>elevations</b> of all main trusses and truss manufacturers design for lintels.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>BRACING</b>	Provide a <b>bracing layout plan &amp; bracing schedule</b> as well as <b>fixing information</b> for the chosen bracing elements.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>STRUCTURAL FIXING DETAILS</b>	<b>Purlin sizes and fixings, bottom &amp; top plate fixings and lintel fixings.</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>PRODUCER STATEMENTS FOR DESIGN</b>	Provide these for any <b>steel work, timber beams, etc.</b> outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>PEER REVIEW REQUIRED</b>	Provide a PS2 Producer Statement from a <b>CPEng Engineer</b> for work with a value of work over 1 million dollars, or structural clear span over 12 meters	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>FLASHING DETAILS</b>	Provide construction details of all <b>relevant flashings</b> for the project, such as <b>roof &amp; window</b> flashings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>ENERGY EFFICIENCY</b>	Please provide all workings showing compliance with <b>H1 Energy Efficiency</b> & detail insulation R values.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>PLUMBING LAYOUT &amp; SPEC</b>	Provide a <b>plumbing layout plan &amp; site specific specification</b> as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	

APPLICANT YES N/A			DETAILS REQUIRED	VETTING OFFICER	
<input type="checkbox"/>	<input type="checkbox"/>	<b>HOT WATER SYSTEM DETAILS</b>	This could be electric, gas, etc. Provide the type of storage capacity and <b>location on plan</b> and details of valve venting, type of seismic restraint (if applicable).	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>HEATER DETAILS</b>	Full installation details if applicable for <b>solid fuel, liquid</b> or <b>gas</b> fires or boilers.	<input type="checkbox"/>	

For Office Use

Owner's Name: ..... VNZ No: ..... Ozone ID No: .....

Building Category **R1 R2 R3 C1 C2 C3**

Application Lodgement Accepted

Information provided satisfactory for lodgement  
commence application processing

Application Lodgement Declined

Returned with verbal reasons for declining  
Returned with letter giving reasons for declining

Returning Officer: .....

Date: .....

Accepting Officer: .....

Date: .....