

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

NEW COMMERCIAL / ALTERATION TO COMMERCIAL INFORMATION CHECKLIST

Details required before a Building Consent application can be accepted

Key: or N/A means 'not applicable' provided / accepted

| APPLICANT USE | HEADING | GENERAL REQUIRED ITEMS | VETTING OFFICER | |
|--------------------------|---|---|--------------------------|-------|
| | | | Acc. | Notes |
| <input type="checkbox"/> | PLANS | 3x full copies of plans are required. The extra set of plans goes to the Valuations section of Council. | <input type="checkbox"/> | |
| <input type="checkbox"/> | SPECIFICATIONS | 2x 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"/> | SCOPE OF WORK | This needs to identify all work covered by the application. | <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"/> | FEES SHEET | Provide a completed Building Consent Fees Sheet . | <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"/> | VEHICLE CROSSING FORM | Please complete <u>regardless</u> of whether or not a vehicle crossing is there. | <input type="checkbox"/> | |
| <input type="checkbox"/> | WATER CONNECTION | If a water connection is required please supply a completed Water Service application form. | <input type="checkbox"/> | |
| APPLICANT USE | HEADING | DETAILS REQUIRED | VETTING OFFICER | |
| | | | Acc. | Notes |
| <input type="checkbox"/> | SITE PLAN | Showing location of proposed building and vehicle crossing and dimensions from all boundaries. | <input type="checkbox"/> | |
| <input type="checkbox"/> | DRAINAGE PLAN | Include sewer and stormwater 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"/> | ENGINEERS GROUND BEARING REPORT | If this property is located in an area with soft ground (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"/> | FIRE REPORT – HARD COPY | Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution. | <input type="checkbox"/> | |
| <input type="checkbox"/> | ELECTRONIC FIRE REPORT, FLOOR PLANS, SITE PLAN & ELEVATIONS | If the building fits the criteria of Gazette Notice 49 (view here; http://www.building.govt.nz/bc-update-132) the Council needs to send the fire design, floor plans, site plan & elevations electronically to the NZFS for review. Discuss this with the Vetting Officer to see if your design needs to be sent. Please email PDF's of the documents to vetting@icc.govt.nz (max 20MB per email) | <input type="checkbox"/> | |
| <input type="checkbox"/> | ACCESSIBLE FACILITIES | Detail all accessible facilities to be installed – counters, bathroom facilities & accessible car parks & routes, etc. | <input type="checkbox"/> | |
| <input type="checkbox"/> | 112 REPORT (Alteration to an Existing Building) | Provide a gap analysis covering the means of escape & accessible facilities in the building. Refer to http://www.dbh.govt.nz/guidance-information for guidance. | <input type="checkbox"/> | |
| <input type="checkbox"/> | 115 REPORT (Change of Use) | Provide a gap analysis 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"/> | COMPLIANCE SCHEDULE INFORMATION | Provide Compliance Schedule information including the SBCG 27 form identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates on the ICC website for guidance. | <input type="checkbox"/> | |
| <input type="checkbox"/> | SPECIFIED SYSTEMS PLAN | Provide a floor plan showing the locations of all specified systems in the building. | <input type="checkbox"/> | |
| <input type="checkbox"/> | CERTIFICATE OF PUBLIC USE (CPU) | If the building will be occupied &/or able to be accessed by the public while the building work is carried out a CPU will need to be applied for <u>before</u> work begins. Refer to the F15a Checklist for Certificate of Public Use for guidance. (a CPU application will be lodged separately to the Building Consent) | <input type="checkbox"/> | |
| <input type="checkbox"/> | FIRE RATINGS | If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details. | <input type="checkbox"/> | |
| <input type="checkbox"/> | HAZARDOUS SUBSTANCES | Provide details of proposed storage of hazardous substances or processes. | <input type="checkbox"/> | |
| <input type="checkbox"/> | FLOOR PLANS & ELEVATIONS | "As existing" (if relevant) & "proposed" floor plans & elevations to a recognised scale with dimensions - show all cladding systems, construction and floor height above ground level. | <input type="checkbox"/> | |
| <input type="checkbox"/> | FOUNDATION PLAN | Provide a foundation plan detailing the type of foundation (concrete, timber , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans. | <input type="checkbox"/> | |
| <input type="checkbox"/> | CROSS SECTIONS & DETAILS | Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing. | <input type="checkbox"/> | |
| <input type="checkbox"/> | ENTRY DETAILS | Provide details & dimensions for access into the building if relevant. | <input type="checkbox"/> | |
| <input type="checkbox"/> | LINTEL SIZES & SPANS | For all windows, doors & beams. | <input type="checkbox"/> | |
| <input type="checkbox"/> | ROOF FRAMING | Include a 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. | <input type="checkbox"/> | |
| <input type="checkbox"/> | BRACING | Provide a bracing layout plan & bracing schedule as well as fixing information for the chosen bracing elements. | <input type="checkbox"/> | |
| <input type="checkbox"/> | STRUCTURAL FIXING DETAILS | Purlin sizes and fixings, bottom & top plate fixings and lintel fixings. | <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"/> | PS2 FOR WORK VALUED OVER 1 MILLION | Provide a PS2 Producer Statement from a CPEng Engineer for work with a value of work over 1 million dollars. | <input type="checkbox"/> | |
| <input type="checkbox"/> | FLASHING DETAILS | Provide construction details of all relevant flashings for the project, such as roof & window flashings . | <input type="checkbox"/> | |
| <input type="checkbox"/> | ENERGY EFFICIENCY | Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values. | <input type="checkbox"/> | |
| <input type="checkbox"/> | PLUMBING LAYOUT & SPEC | Provide a plumbing layout plan & site specific 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"/> | 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"/> | |
| <input type="checkbox"/> | HEATER DETAILS | Full installation details if applicable for solid fuel, liquid or gas fires or boilers. | <input type="checkbox"/> | |