

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	ACCEPTANCE CHECK	
			ADMIN	VETTING
<input type="checkbox"/>	FORM 2 APPLICATION FORM	Please provide a <b>fully completed, signed and dated</b> Form 2 application form with your application.	<input type="checkbox"/> Initial: __	<input type="checkbox"/> Initial: __
APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	PLANS	<b>2x</b> full copies of <b>plans</b> are required, plus <b>1x</b> extra site plan, floor plan and elevations. The extra set of plans goes to the Valuations section of Council.	<input type="checkbox"/>	
<input type="checkbox"/>	SPECIFICATIONS	<b>2x</b> 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"/>	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 <b>NZBC acceptable solutions</b> or if any <b>alternative solutions</b> . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	FEES SHEET	Provide a completed <b>Building Consent Fees Sheet</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	PROOF OF OWNERSHIP	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"/>	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 <b>water connection</b> is required please supply a completed <b>Water Service</b> application form.	<input type="checkbox"/>	
<input type="checkbox"/>	BUILDING OVER BOUNDARIES – SECTION 75(2)	If the building works involves building over <b>boundaries / parcel boundaries</b> or <b>allotments</b> provide property descriptions for the lots affected and confirm that you agree to a <b>Section 75(2)</b> condition being placed on the property titles.	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	SITE PLAN	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"/>	DRAINAGE PLAN	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"/>	ENGINEERS GROUND BEARING REPORT	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"/>	FIRE REPORT – HARD COPY	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"/>	ELECTRONIC FIRE REPORT, FLOOR PLANS, SITE PLAN & ELEVATIONS	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 this will the Vetting Officer to see if your design needs to be sent. Please email PDF's of the documents to <a href="mailto:vetting@icc.govt.nz">vetting@icc.govt.nz</a> (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 <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> for guidance.	<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"/>	<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 ICC website for guidance.	<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"/>	<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. <u>This must be submitted to Council after the building consent has been issued and will be lodged as a separate application.</u> <b>NOTE: Council have 20 working days to process a CPU application.</b>	<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"/>	<b>HAZARDOUS SUBSTANCES</b>	Provide details of proposed storage of hazardous substances or processes.	<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"/>	<b>FOUNDATION PLAN</b>	Provide a foundation plan detailing the <b>type</b> of foundation ( <b>concrete, timber, etc.</b> ) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<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"/>	<b>ENTRY DETAILS</b>	Provide details & dimensions for <b>access into the building</b> if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>LINTEL SIZES &amp; SPANS</b>	For all windows, doors & beams.	<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"/>	<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"/>	<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"/>	<b>PRODUCER STATEMENTS FOR DESIGN</b>	Provide these for any <b>steel work, timber beams, etc.</b> outside the scope of NZS 3604:2011 and supporting <b>calculations</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PS2 FOR WORK VALUED OVER 1 MILLION</b>	Provide a PS2 Producer Statement from a <b>CPEng Engineer</b> for work with a value of work over 1 million dollars.	<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 flashings</b> .	<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"/>	<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"/>	
<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"/>	<b>HEATER DETAILS</b>	Full installation details if applicable for <b>solid fuel, liquid or gas</b> fires or boilers.	<input type="checkbox"/>	