



Clutha District Council

Building Consent Application Checklist Commercial / Industrial

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

- Two (2) full copies of all building plans, specifications and site plans are required.
- Building consent application fully completed and signed.
- Building Code Clauses and Means of Compliance identified.
- Site plan showing location of proposed building and vehicle crossing and dimension from all boundaries.
- Dimensioned floor plans and elevations showing all construction and floor height above ground level.
- Cross sections and construction details. Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.
- Lintel sizes and spans.
- Full specification covering all the trades involved in the proposed building work & scope of work.
- Roof truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points.
- Wall, subfloor if applicable and roof bracing schedule and layout.
- 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).
- Producer statements for any steel work, trusses and other timber construction outside the scope of NZS 3604.
- Purlin sizes and fixings, top plate fixings and lintel fixings.
- Fire Safety design summary and/or specific fire engineering design including detailed layout of egress routes.
- Accessible facilities including; accessible routes, facilities and counters
- Details of proposed storage of hazardous substances or processes.
- Details of proposed use of the building.
- Have you made application for a Certificate for Public Use where necessary?

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:

Receiving Officer: Date:

Action Taken: Returned Accepted for processing