



Clutha District Council

Building Consent Application Checklist Garages / Carports / Domestic Sheds

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 and dated.
- Building Code clauses and means of compliance identified.
- Site plan showing location of proposed garage, all other buildings on site, vehicle crossing and dimensions from all boundaries.
- Cross sections and construction details. Cross sections to include foundations, floor slab, wall framing, exterior cladding and roofing.
- Full specification covering all the trades involved in the proposed building work.
- Roof truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points.
- Wall bracing schedule and layout (if other than Ideal, Skyline, Totalspan or Versatile).
- Producer statement from registered engineer for any construction method outside NZS 3604.
- Stormwater layout including sizes, gradients, and including existing stormwater drains and sumps. NB: If your driveway is more than 40 square metres in size, a driveway sump may be required.
- Details of wall and roof cladding flashings.
- Lintel sizes and spans.

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