Applicant's Checklist: Solar Installations

Projects: Solar panels (voltaic), solar water heating panels / cylinders.

FILL IN THIS FORM, AND PROVIDE A COPY

INSTRUCTIONS – Please give this form to your designer to complete Please ensure that the following information has been supplied with the Building Consent application. If this information is not provided, the application will be rejected or put on hold. We will not be able to lodge or process the application until this information has been received. Please state the page number for each item.	TICK ☑ if Supplied (S) OR ☑ if Not Applicable (NA)		WRITE Plans / Specs Page Number	Office only ✓/P =Pass ×/F = Fail I /NA = Not applicable
APPLICATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
All sections of the application form have been completed.	☐	☐	NA	?
A Certificate of Design Work has been provided for any Restricted Building Work	☐	☐	NA	?
If Restricted Building Work, the Licensed Building Practitioners details have been supplied – where known.	☐	☐	NA	?
Solar water heating systems must be installed by a registered plumber. Name provided.	☐	☐	NA	?
A copy of the FULL Record of Title (up to 2 months old) / Proof of Ownership provided.	☐	☐	NA	?
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.	☐	☐	NA	?
Please provide 2 sets of plans and specifications (NOTE: 1 set of plans and specifications for Hauraki, Thames-Coromandel, Waikato and councils with online services).	☐	☐	NA	?
Letter of authority (from owner).	☐	☐	NA	?
Fee payment.	☐	☐	NA	?
SITE / FLOOR / ROOF PLANS AND ELEVATIONS.	Please note page numbers for plans / specs			
Provide a roof plan, showing elevations & cross sections. Show position of system on roof.	☐	☐		?
Provide elevations and proof that roof trusses can support the system.	☐	☐		?
Provide site plan if solar installation is not attached to the building.	☐	☐		?
Show the position of smoke alarms.	☐	☐		?
PLUMBING				
Show location, distance and details of the solar system in relation to the cylinder.	☐	☐		?
Provide a diagram showing the pipework between the solar system and the cylinder and location of the tempering valves.	☐	☐		?
SPECIFICATIONS				
Supply the manufacturer's specifications and installation instructions for the solar system. (If there are variable installation details, clearly indicate the correct version).	☐	☐		?

Project Location: ……

Applicant's declaration: I have provided all the required information:

Name …… Signature …… Date ……

OFFICE USE ONLY: OUTCOME OF DECISIONS BC No:

☐ This application was accepted for lodgement because all required documents / information were supplied

Officer's Name: …… Signature: …… Date: ……

☐ This application was not accepted for lodgement because the required documentation / information was incomplete

Officer's Name: …… Signature: …… Date: ……

Officer's Name: …… Signature: …… Date: ……

☐ Documentation / information is now complete and the application is accepted for lodgement

Officer's Name: …… Signature: …… Date: ……