

## Applicant's Checklist: Commercial Buildings

Projects: new commercial and industrial buildings, additions and alterations, apartment complexes, horizontal fire separations

**FILL IN THIS FORM, AND PROVIDE A COPY**

INSTRUCTIONS – Please give this form to your designer to complete	TICK <input checked="" type="checkbox"/> if Supplied (S) OR <input checked="" type="checkbox"/> 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
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.				
All sections of the application form have been completed.			NA	
If Restricted Building Work, a Certificate of Design Work has been provided.			NA	
If Restricted Building Work, a list of all Licensed Building Practitioners has been supplied – where known.			NA	
Is this confidential? Please provide justification for this e.g., bank, prison, security building.			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	
<b>Please provide required number of copies of plans and specifications to councils:</b> (NOTE: For councils that have online services, provide 1 set of plans and specifications) <ul style="list-style-type: none"> <li>o Otorohanga, Waitomo and Waipa – 2 sets of plans and specifications.</li> <li>o Hamilton – 2 sets of plans and specifications and an extra floor plan.</li> <li>o Hauraki – 1 set of plans and specifications and a site plan.</li> <li>o Thames-Coromandel and Waikato – 1 set of plans and specifications.</li> <li>o Matamata-Piako – 2 sets of plans and specifications.</li> </ul>			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
<b>THE FOLLOWING MAY BE REQUIRED</b> (Please check with your Council)				
Soil test.				
HSNO details.				
Accessibility assessment.				
Fire report.				
Connection details (if connecting to Council water, stormwater, or waste water systems).				
Backflow philosophy report.				
<b>Waipa:</b> is the development contribution assessment form complete?				
<b>SITE PLAN</b> (Use an appropriate metric scale of 1:200 or 1:100 and include a north point.)	<b>Please note page numbers for plans / specs</b>			
Show <b>ALL</b> the legal boundaries of the site, and easements. Show adjacent street / road names. Show the location and distances of all existing and proposed buildings, including accessory buildings such as sheds or garages, in relation to the boundaries.				
Show the layout of existing and proposed sanitary and stormwater drains. Include the location of each drain's connection to the public mains. For multi-storey work, provide an isometric drawing of the system and details of on-site stormwater disposal, e.g. rain tanks, soak holes etc (check that kerb connection is acceptable if the site is unsuitable for on-site disposal or a Council stormwater connection is unavailable - see EFFLUENT DISPOSAL). Please contact the Council for specific requirements when building near or over a Council main.				
Indicate the top of any banks shown and their gradient contours in relation to the building. Show the height of the bank and the distance from the top of the bank to the building.				

	S	NA	PG No.	P/F/NA
Show the gross floor area of <u>all</u> buildings on the title.				
Show the dimensions of any existing and / or proposed vehicle entranceway and its position along the boundary. For a new entranceway, include a completed application form for a new entrance / crossing.				
Have you checked that your plans meet your Council's district plan requirements: Check with your Council planner				
<b>Swimming / Spa Pools</b> (if applicable) – the requirements of the <i>Applicant Checklist for Pools</i> have been met.				
<b>FLOOR PLANS</b>				
Supply a floor plan of each level, including complete floor layout and use of each area. Floor areas and roof areas in square metres should be shown on plans drawn to an appropriate scale, e.g. 1:100 or 1:50. Show the location of all plumbing fittings / waste pipes.				
Show location and size of windows and doors.				
Show location of smoke alarms.				
Provide a lighting plan.				
Show all fittings and fixtures such as kitchens, bathrooms and laundries.				
<b>Heaters / Solar Systems</b> (if applicable): the requirements of the <i>Applicant Checklist for Heaters / Solar Systems</i> have been met.				
<b>ELEVATION PLAN</b>				
Supply an elevation plan of each external wall showing heights from eaves to finished ground level at each external corner, and the existing and proposed land contours. Also show the overall height of the building from ground level to the apex of the roof.				
Show type of cladding.				
Show location of wall and roof bracing and of all opening window sashes.				
Show window size and type of glazing.				
<b>FOUNDATION PLAN</b>				
<b>For timber floors:</b> provide sub floor bracing calculations, and design.				
<b>For concrete floors:</b> provide clear FLOOR PLAN showing location of corner bars, and CROSS-SECTION DETAILS showing width, depth, reinforcing, underlay and hard fill locations, and a PLAN VIEW showing the location of slab thickenings and steel.				
<b>For foundation walls:</b> provide a CROSS-SECTION plan and footing showing width, depth, reinforcing and brick veneer layout ( <i>where applicable</i> ).				
If there is specific foundation design, attach Producer Statement (PS1). A structural engineer-designed foundation is required for buildings on weak soils, sloping sites and pole foundations over 3m high. Driven piles >3.6m total length				
<b>STRUCTURAL BRACING CALCULATIONS</b>				
Supply bracing calculations in an approved form.				
Show the location of the pile bracing elements on the foundation plan, the wall bracing elements on the floor plan and the roof bracing on the truss plan.				
<b>SPECIFIC CONSTRUCTION DETAILS</b> - please provide the following specific details where appropriate				
Flashing details with respect to Building Code clause E2				
Post / beam fixings				
Foundation details such as reinforcing size and location.				
Construction details included (e.g. flashings, cladding junctions, wall / soffit junctions etc.)				
Accessible layouts for toilets / showers, reception counters, accessible parking layouts.				
Acoustic details.				
<b>WEATHERTIGHTNESS</b> (Internally lined buildings only)				
For new buildings and alterations in association with a commercial development, a Weathertightness Risk Matrix Calculation must be provided – refer to NZ Building Code E2/AS1.3.0. ( <a href="#">Compliance Document E2/AS1</a> )				

	S	NA	PG No.	P/F/NA
<b>CROSS-SECTIONAL PLANS / DETAILS</b>				
Provide sufficient scaled cross-section drawings (1:50 or better) through the building to show foundation details, floor systems, wall, ceiling and roof construction.				
Provide a finalised roof truss / framing plan and producer statement from truss manufacturer.				
Show construction details of terraces, steps, stairs (internal and external), barriers and balustrades.				
Where the position of beams, supports and connections are not clear, these should be shown on the FLOOR PLANS with details of connections at a scale of 1:50 or 1:20.				
Show the location and type of wall cladding and roof sheathing. For composite systems, that are alternative solutions to the Building Code, these should be designated on the CROSS-SECTION plan and referenced in the SPECIFICATIONS.				
Give details of thermal insulation: calculations, type and R values.				
Provide a lighting plan, and show energy efficiency (large commercial projects).				
<b>FIRE WALL, FIRE RATING REQUIREMENTS, ACOUSTIC REQUIREMENTS</b> (recommend <a href="#">IPENZ Practice Note 22</a> )				
Fire report (required for any new building or alterations). This is to cover the whole building, addressing all active and passive fire safety systems (e.g., not just for your tenancy or area being altered, but required for the whole building).				
If using an approved and tested fire and / or acoustic system, provide details and state the particular design type and number.				
If the system is specifically designed by an engineer, then supply the specific design and Producer Statement (PS1).				
Show sprinkler and fire safety systems – water pressure requirements are met.				
<b>PLUMBING</b>				
Specify AS/NZS 3500 or G13 plumbing system. Show positions of all fittings and hot water system (indicate any upgrade). Show pipe sizes / gradients.				
For multi-level buildings provide isometric drawings of the plumbing reticulation including soil and waste system showing positions of all fittings and pipe sizing.				
Show the backflow protection / philosophy.				
Supply Trade Waste application (if relevant to application).				
<b>SPECIFICATIONS</b>				
The specification is project specific and appropriate to the building construction. It is laid out in easily followed sections covering methods and materials that are not included in the building plans, e.g. standards and materials.				
Include manufacturer's specifications of any solid fuel heater or solar system (if applicable).				
<b>SPECIFIC DESIGN</b> (Specific design is required for: buildings outside the scope of NZS 3604, structural steel frames, foundations on weak soils and large retaining walls)				
Provide a structural engineer's Design Producer Statement (PS1), drawings and calculations. (NOTE: A peer review may be required, provided at cost to the applicant). Discuss with Council prior to application				
An engineer's letter of supervision may be required.				
Provide specific details for fixings for ballustrading to decks.				
<b>EFFLUENT DISPOSAL</b> (If an on-site effluent disposal system ('septic tank') is required)				
Provide plans for the system, including the size and location of tank and of the effluent field and calculations, distance from potable water courses, and bores.				
Provide certification and calculations from a suitably qualified person that the system is suitable for the site and complies with the regional and local rules for waste water disposal.				
<b>WATER, WASTE WATER, STORMWATER CONNECTIONS</b>				
Provide a scaled site plan with the location of any new stormwater, waste water and / or water connections.				
<b>Stormwater Connection</b> Show stormwater disposal that complies with regional and local Council rules.				

	S	NA	PG No.	P/F/NA
<b>Wastewater Connection / Sewer Connection</b> If <b>no</b> new waste water connection has been installed to service the new building or development, please apply for a connection and pay fees (provide site plan for approval).				
If there are no waste water reticulation services available to the property, ensure that details of the size of the effluent disposal system (septic tank) and of the effluent field are included on the site plan and with the specifications.				
<b>Water Connection</b> If <b>no</b> water connection been installed to service the new building or development, please apply for a connection and submit with fees (provide site plan for approval).				
If there are no Council water reticulation services available to the property, provide details of the source of the existing or proposed water supply.				
<b>COMPLIANCE SCHEDULE ITEMS</b>				
If specified systems are to be used / modified in conjunction with this application, provide details of the proposed inspection, maintenance and reporting procedure for each system and the standard that will be used for each specified system ( complete and attach appropriate Compliance Shecdule details forms).				
<b>Project Location:</b> .....				
<b>Applicant's declaration:</b> I have provided all the required information:				
Name ..... Signature ..... Date .....				

OFFICE USE ONLY:	OUTCOME OF DECISIONS	BC No:
<input type="checkbox"/> This application was accepted for lodgement because all required documents / information were supplied Officer's Name: ..... Signature: ..... Date: .....		
<input type="checkbox"/> This application was not accepted for lodgement because the required documentation / information was incomplete Officer's Name: ..... Signature: ..... Date: ..... Officer's Name: ..... Signature: ..... Date: .....		
<input type="checkbox"/> Documentation / information is now complete and the application is accepted for lodgement Officer's Name: ..... Signature: ..... Date: .....		

