

Building Consent Application Vetting Check List

Applicant:

Project Address:

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Description of Work:

Vetted by: Date:

Is this as a result of a request for additional information Yes / No

Tick [✓] each appropriate box. Each item should have a tick in one of the 3 boxes. Attach completed check list to the application

Documentation

Item	Y	N	NA	Item	Y	N	NA
Application form				Existing services (sewer and stormwater)			
Site plan				Bracing plan			
Drainage plan/s				Bracing calculations			
Foundation plan/s/Details				Cross-section/s			
Floor plan/s				Weather-tightness risk matrix			
Plumbing plan or schematic				Weather-tightness details			
Elevations				Engineering calculations/Details			
Electrical plan/s				Specifications			
Roof plan/s				Propriety systems specifications			
Mechanical services plan/s/Details				Wind Zone shown			
Specified system/s testing and maintenance information				Durability zone shown			

Service Installations

Item	Y	N	NA	Item	Y	N	NA
On site water supply				On site sewage disposal			
Stormwater disposal				Effluent design			
Sewer connection							

Technical Assessors

Who should undertake a technical check and/or see this application?

Building Officials –	Building	Yes / No
	Plumbing and Drainage	Yes / No
	Team Leader	Yes / No
	Building Control Manager	Yes / No

Consultants -	NZ Fire Service	Yes / No
	Structural Engineer	Yes / No

Name:

Fire Safety Design Engineer	Yes / No
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Name:

Geo-Tech or Soils Engineer (eg on site sewage disposal)	Yes / No
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Name:

Other Consultant	Yes / No
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Name:

Discipline:

General Comment

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