

User Guide for Building Consent Applicants

ALTERATIONS & ADDITIONS

Please return to the Waipa District Council with your completed Building Consent application.

APPLICATION

Note :- Fee deposit required with application.

	Applicant to complete		Office use only
	Yes	N/A	
Have you provided <u>two copies</u> of:			
Plans			
Specifications			
Bracing schedule			
Truss Plan & Producer Statement			
Are the plans done in black lines on a white background?			
Have you used the correct valuation number, legal description and location address?			
Has the application from been completed correctly signed and dated?			
Has the correct total value of building work been shown?			
Is the copy of the Certificate of Title or Sale Purchase Agreement provided?			
Has the existing and proposed floor area been shown?			

SITE PLAN – SCALE 1:200

Has the distances from the exterior cladding to all boundaries been shown? <i>(On large properties, a locality plan is also required.)</i>			
Have any easements, water courses or hazards been shown?			
Has location of driveways and vehicle crossing been shown?			
Has vehicle maneuvering and parking been shown?			
Have the location of sewer drains been shown, including:			
• Gully traps			
• Inspection openings			
• Vents			
• Connection to sewer			
Has the position of septic tank and effluent field been shown?			
Have the locations of storm water drains been shown including connection to Council storm water, or position of soak holes and sizes?			
Are down pipes shown discharged, to an approved outfall/soakhole?			

FOUNDATION PLAN – SCALE 1:100

	Applicant to complete		Office use only
	Yes	N/A	
Pile Foundation			
Have the location of all ordinary, bracing and anchor piles been shown? <i>Anchor -900x350x350 Brace -450x350x350/Driven (Obtain specification NZS3604 or Specific Engineer Design)</i>			
Have the bearer spans, size, treatment and fixings been specified?			
Are the joist size, treatment, span, fixings and blocking provides?			
Concrete Foundation and Slab			
Is floor height above finished ground level detailed? <i>(NZS 3604, section 7, fig7.10)</i>			
Have the concrete saw lines been shown or alternative shrinkage control system?			
Has the reinforcing been shown?			
Concrete slab dimensions and thickening details <i>(where applicable)</i> .			
Any foundation walls being shown			
Finished floor heights			

FLOOR PLAN – SCALE 1:100

Has the original floor layout been shown?			
Has the proposed floor layout been shown? <i>(identifying the fittings and fixtures of the kitchen and bathrooms if required)</i>			
Have all external and internal dimensions been shown?			
Has the position of structural beams been shown?			
Has cross section locations & reference to construction details been shown?			
Has the plumbing/drainage layout been shown? <i>(Ref. G13)</i>			
Has an isometric plan been supplied for dwelling 2 storey or more?			
Are stairways and handrails shown?			
Are the positions of smoke alarms shown on the full Floor Plan?			

ELEVATIONS – SCALE 1:100

Have the proposed cladding materials been shown?			
Are the natural ground contours shown prior to excavations and in relation to finished floor levels?			
Have roof lines been shown?			

WINDOW SCHEDULE

Has a window/door schedule been provided showing the following:			
Height of windows in relation to finished floor level?			
Window and door opening direction?			
Type of glazing eg. Safety glass, Double Glazing - Have safety glass been detailed in the wet areas?			

CROSS SECTION – SCALE 1:100 OR 1:50

	Applicant to complete		Office use only
	Yes	N/A	
Has the depth and width of foundations been shown?			
Is flooring thickness and type detailed – timber floors and mid floors (Ref. table 7.49 & 14.9)			
Pile heights shown from the ground level to finished floor? (complying with NZS 3604)			
Has the hard fill / depth been shown/detailed?			
Have the insulation and R value been specified?			
Are the stud height, grade, size, spacing and treatment shown?			
Does the cladding require drainage cavity system? (Risk Matrix required)			
Have the lintel and sill span and size been provided? (Ref. NZS 3604 table 8.8-8.15)			

ROOF PLAN – SCALE 1:100

Has a truss layout plan and certificate from the elected truss manufacturer been provided?			
(Hyjoists, pryda, steel beams ect) have the size tables or engineering details been supplied?			
Have all ridges, valleys, hips and roof pitch been shown?			
Has the roof cladding been stated?			

WALL BRACING

Has a wall bracing calculation sheet and bracing plan been provided? Does it show site specific wind zone?			
--	--	--	--

H1 - INSULATION

Has Insulation calculations/schedule for H1 been provided?			
--	--	--	--

CONSTRUCTION DETAILS – SCALE 1:50 (MINIMUM)

Note: It may be necessary to provide some detail at 1:10 or 1:20

Foundation details			
• Has the reinforcing been shown/ or specified on details?			
• Is the Damp Proof Membrane / Damp Proof Core detailed?			
Pile fixing details			
Have all flashing details been provided for the hips, ridges, valleys etc. (Ref. E2, 8.2 cl 8.2.6 & fig 23-28)			
Window head, sill, jamb details			
Details of internal/external gutters			
Junctions between differing claddings provided?			
Details of wall/soffit junctions been detailed?			
Post and beam fixing details			
Is the brick cavity size shown and detailed?			
Stair detail, showing the tread, rise and run complying with the stair type? Is handrail provided, for two or more risers?			
Has the cross sectional flashing detail for meter box been shown?			

DECKS/STAIRS

Note: Under 1m in height – no Building Consent required
 1m or more – approved balustrating (1m high) plus Building Consent

	Applicant to complete		Office use only
	Yes	N/A	
Has the siting been shown on site plan?			
Has the elevations and cross sections been shown? <i>(Showing the treatment, size, spacing etc)</i>			
Deck connection to dwelling detailed/indicated?			
Balustrating details been shown			
Access to deck – steps, handrails specified and detailed			

SPECIFIC DESIGN (SED)

Has an Engineer's Producer Statement been provided for structural elements outside the scope of NZS 3604:1999?			
Have the Engineer's structural drawings and calculations been provided?			

PROJECT SPECIFICATIONS

Have project specifications been provided showing make/type, grade, dimensions and fixing instructions of all materials and systems used in the project? The specifications must be Project Specific.			
Has a Risk Matrix been supplied for the proposed work?			
Has Geotechnical Engineers Report been provided for foundations and/or drainage?			

HEATING

Has the heater been included in the plans/specifications?			
Has the proposed type been supplied (i.e. gas, log fire, multi-fuel etc)			
Has a full copy of the manufacturers specification and installation instructions been shown (including full flue installation detail)?			
Chimney design and structural details been provided?			

OFFICE USE ONLY

Application does not comply with B.C.A's documentation requirements. Reasons:	Application NOT accepted:
Application returned to applicant:	

Application complies with B.C.A's documentation requirements.	Application Accepted:
Application forwarded to C/S admin /enter in to Proclaim:	