

KEY/DECISION

- P / √ Pass, ie, compliance with the Building Code
 F Fail, ie, non-compliance with the Building Code
 N/A Not applicable

Alternative Solutions to be recorded at the end of the checklist

Building Consent No.:		Date:		Officer:	
Ref. No.	Item to be considered	Key	Comments/Reasons for Decision	Alternative Solutions Y / N	
Ground Works/Siting/Site Preparation					
1	Check PIM for special conditions				
2	Does the site plan demonstrate distances to boundaries and other buildings on the site? <i>Recommended min. of 2 dimensions be provided</i>				
3	Are there any specific engineering design requirements? <i>If there are then apply condition or request further information</i>				
Foundation					
4	Does sub-floor include footings, piles and sub-floor bracing and ventilations? And does it comply with NZS 3604 sec 6?				
5	Is design required for Foundation and Sub-floor				
Floor Joists					
6	Do joist grade, treatment, size, span, spacing, fixings and blocking comply with floor load demand NZS3604				
7	Has direction of services been considered? <i>Check services plan layout</i>				
8	Are load bearing walls at right angles to joist within 200mm of bearer support? <i>Refer NZS3604, Section 7, Fig 7.3</i>				

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9	Are double joists provided under load bearing walls? <i>Refer NZS3604, Section 7, Fig 7.3</i>				
Flooring					
10	Is distance between underside of flooring and subfloor ground levels appropriate for flooring type? <i>Refer NZS3604, Section 4, 4.3, Minimum clearance for particle board above subfloor ground is 550mm, otherwise treated plywood is required.</i>				
Concrete floor					
11	Does slab thickness and reinforcing comply with NZS3604				
12	Is slab thickness/thickenings required and if so are they detailed & complying, Is DPM detailed? <i>Ref. 7.5.11</i>				
13	If specific engineering design (SED), is Engineer detail provided? <i>Obtain PS 1</i>				
Wall Framing					
14	Do stud height, grade, size, spacing, and treatment comply with NZS3604				
15	If the design contains SED, have calculations, PS1 and design been provided				

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Bracing					
16	Are wall bracing elements clear of showers?				
17	Are wall bracing schedule/calculations and distribution of elements correct with fixing details? <i>Refer manufacturer specs.</i>				
Lintels and Sills					
18	Is lintel and sill span, size, grade, treatment correct? <i>Ref. NZS 3604 Table 8.8 - 8.15</i>				
19	Are lintel fixings specified and correct?				
20	Do lintels support point loads? <i>Check roof truss layout and girder truss point loads. Refer to relevant manufacturers specifications (if applicable) for specific criteria relating to point loads,</i>				
21	Do lintels require engineer design? <i>If so, is PS 4 required? If SED, have calculations PS1 and design been provided?</i>				
Posts & Beams					
22	Do beams sizes and treatment comply?				
23	Do beam/post connections comply?				

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24	Are beams properly supported? <i>Have load paths been considered?</i>				
25	Do post/footing connections comply? <i>Ref NZS 3604 Section 9.6</i>				
26	Does post footing size comply – (consider uplift)? <i>Ref NZS 3604 Section 9.3</i>				
27	Are beams and connections SED?				
Ceiling Joists/ Ceiling Runners (Strong backs)/ Underpurlins					
28	Does Roof and Ceiling construction comply with NZS 3604 section 9 & 10				
Laundry					
29	Are laundering facilities comply with NZBC				
Wet areas/WCs					
30	If the wet area has a timber floor, does the flooring treatment comply? <i>In wet areas where maintenance of an impervious coating cannot be assured plywood or timber flooring that has been treated to a min. of H3.1 shall be used (ref. NZS 3602: 2003 sec. 10.3.1)</i>				
31	If level access shower is proposed, have adequate falls been provided to the floor drain? <i>Falls required to the floor of a level access shower to the floor drain are to be no less than 1:50. Refer NZS 4121: 2000, 10.5.11.3 'Floors'.</i>				

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32	Has a complying waterproofing membrane been specified? <i>Ensure the specified waterproof membrane has technical specification</i>				
Ventilation					
33	Are openings providing natural ventilation to occupied space 5% or more of floor area? <i>Refer, G4, Clause 1.2 'Natural Ventilation'</i>				
34	Does the mechanical ventilation to be provided for extracting moisture and other contaminants comply? <i>Refer, G4, Clause 1.3 'Mechanical Ventilation'</i>				
Insulation					
35	Is floor, wall and ceiling insulation correctly specified? <i>Refer BRANZ Home Insulation Guide, NZS 4218, AS/NZS 2918.</i>				
Glazing					
36	Do vertical windows in external walls have a window area of not less than 10% of the floor area of the room? <i>Refer G7, clause 1.0.1 a).</i>				
37	Is glass in framed shower screens and bath enclosures specified as Grade A safety glazing? <i>Safety glazing is to comply with NZS 4223 Part 3 - Table 3.1.</i>				

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Plumbing					
38	Do the plans and specifications provide adequate information to enable compliance to be properly assessed? <i>If information is not adequate then suspend the application and request further information from the applicant.</i>				
Sanitary Drainage					
39	Are drainage pipes correctly sized?				
40	Are drains correctly vented? <i>Ensure all branch drains 10m or > are vented</i>				
Fire Alarm					
41	Are domestic smoke alarms correctly specified and correctly located? <i>Refer to NZBC F7</i>				
General					
42	In addition to the above project specific details have all the Building Code Clause B1 to H1 been considered?				

**BUILDING CONTROL PROCESSING CHECKLIST
MINOR ALTERATIONS**

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43	Have the following sections of the Building Act been considered? -31 PIM -36 DC Notice -37 Restricting Commencement -39 Historic Place Trust -46 NZ Fire Service -68 Waiver or Modification -71/74 Natural Hazards -75/77 Building over Two Lots -112 Alterations to existing Buildings -113 Intended life of Building -115 Change of Use -118 Disable Persons -122 Earthquake prone Building -363 CCC for Public Use				

Outcome of Decisions	
1	Documents demonstrate compliance with the Building Code. Building Consent can be granted. Signed _____ Date: _____
2	Documents do not demonstrate compliance with the Building Code and further information is required. See Request for Further Information letter. Application suspended. Signed _____ Date: _____

Alternative Solutions

Ref. No.	Brief description of Alternative Solution	Reason for acceptance