

KEY/DECISION

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<b>Preliminary</b>					
1	Check PIM for special features or conditions				
2	Specific engineer design with supporting documents				
3	Producer statements for design				
4	Philosophy of fire design included (Compulsory)				
5	Back flow prevention required at boundary				
6	Ventilation has been designed to meet NZBC G4				
7	Lifts have been engineered designed with PS1 supplied				
8	Escalators have been engineered designed with PS1 supplied				
9	Sprinklers have been engineered designed with PS1 supplied				
10	Personal hygiene meets requirement of NZBC G2				
11	Durability of products considered in design NZBC B2				
12	Compliance schedule (maintenance requirements etc)				
13	Are peer reviews required of SED items				
<b>Ground Works/Siting/Site Preparation</b>					
14	Are the boundary or building separation distances in relation to spread of fire correct? <i>Consider spread of fire provisions.</i>				

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15	Have special features of land or ground conditions been considered? <i>Check T/A records for indications of fill, vegetation, overland flow, slips, ponding, gradients, excavation, erosion etc. If present then obtain engineering and/or geotechnical input.</i>				
16	Will proposed excavations affect or impact on other buildings/properties? <i>Consider easements, gradients and provisions required to retain surcharge.</i>				
17	Are floor levels and datum provided, including contour plan? <i>Request these if they are not provided.</i>				
18	Are there any specific engineering design requirements? <i>If there are, then apply condition or request further information.</i>				
<b>Footing/Foundation</b>					
19	Are footing and foundations correctly detailed for the proposed floor loads/cladding/number of storeys? <i>Ref NZS 3604 – Cl. 6.11 and Table 6.4., Cl. 7.5 and Fig. 7.12 – 7.15</i>				
20	Does any aspect of the footing/foundation design require checking by a structural engineer? <i>If so, then send to engineer for checking. If an engineer is to be retained to undertake site observation then apply a condition to this effect.</i>				

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21	Do foundations require tanking? <i>Ensure complying tanking details are provided ref. E2/AS1 Section 12: Basements – Obtain manufacturer specification for tanking system.</i>				
<b>Piles</b>					
22	Does pile size and layout comply with floor load requirements? <i>Ref. NZS3604:1999, Sec 6 and Sec 14 for 3 kPa.</i>				
23	Are pile grad/treatments/footings sizes and connection details provided? <i>Anchor – 900 x 350 x 350 Brace – 450 x 350 x 350 Driven – Obtain specification (NZS 3604 or SED)</i>				
24	Has Driven Pile specification been provided? With calculations & Producer Statement <i>Refer NZS3604:1999 Sec 6, Cl 6.6.</i>				
<b>Bearers</b>					
25	Are bearer spans, grade, spacing, fixings and treatment specified? <i>If 'No', suspend and request information.</i>				
26	Are bearer/pile and bearer/joist fixings details provided? <i>Check Cl 6.12 and Fix 6.6- NZS 3604</i>				
<b>Floor Joists</b>					
27	Do joist grade, treatment, size, span, spacing, fixings and blocking comply with floor load demand?				

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28	Has direction of services been considered? <i>Check services plan layout.</i>				
29	Are load bearing walls at right angle to joist within 200mm of bearer support? <i>Refer NZS3604, Section 7, Fig 7.3</i>				
30	Are double joists provided under load bearing walls? <i>Refer NZS3604, Section 7, Fig 7.3</i>				
31	Do cantilever deck joist connections and set back comply? <i>Refer NZS3604, Section7, Fig 7.6</i>				
<b>Flooring</b>					
32	Is joist spacing appropriate for flooring type? <i>Refer NZS3604, Section7, 7.2</i>				
<b>Concrete floor</b>					
33	Is floor height above finished ground level correct? <i>NZS 3604, Section 7, Fig 7.10.</i>				
34	Is DPM detailed?				
35	Are slab thickness/ thickenings required and if so are they detailed and complying? <i>Ref. 7.5.11</i>				
36	Does reinforcing comply (is it detailed) and is edge, top and bottom cover and supplementary bar detail provided? <i>Ref. 7.5.8.6.4</i>				
37	If specific engineering design (SED), is Engineer detail provided? <i>Obtain PS 1</i>				

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<b>Wall Framing</b>					
38	Is design within scope of the acceptable solutions? <i>If 'No' obtain SED.</i>				
39	Is the framing setout appropriate for the cladding system? <i>Ref NZS 3604 - Cl 11.5.2, ie, 480 mm centres for some vertical shiplap/board and batten claddings, etc</i>				
40	If the design contains SED, have calculations, PS1 and design been provided?				
<b>Tilt Slab Construction</b>					
41	Slab, footing/tilt slab construction detail				
42	Junction and flashing details included				
43	Boundary walls fire rated				
44	Sealant between tilt panels to be fire rated (specified)				
45	Structural roofing specified/connection details included				
46	Specific bracing requirements detailed				
47	Insulation required/specified				
<b>Structural Steel Construction</b>					
48	Slab-portal construction details supplied				
49	Portal to rafter/purlin details included				
50	Fire design incorporated into design eg, (portal leg)				

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51	Gutters and overflows documented in plans				
52	Specific bracing requirements detailed				
<b>Block Construction</b>					
53	Construction joints specified. (centres reinforcing etc)				
54	Reinforcing type, centres and size documented				
55	Cantilevered footings designed by engineer (PS1)				
<b>Timber Construction</b>					
56	Slab-portal construction details supplied (inc fixings)				
57	Portal to rafter/purlin details included				
58	Fire design incorporated into design				
59	Specific bracing details detailed				
<b>Bracing</b>					
60	Are wall bracing elements and fixings detailed and correct?				
61	Are wall bracing elements clear of showers?				
62	Is wall bracing schedule calculations and distribution of elements correct? <i>Refer manufacturer specs.</i>				
63	Is a floor diaphragm required and if so does it comply? <i>Refer NZS3604, Section 7, 7.3</i>				

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<b>Lintels and Sills</b>					
64	Is lintel and sill span, size, grade, treatment correct? <i>Ref. NZS 3604 Table 8.8 - 8.15</i>				
65	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>				
66	Do lintels required engineer design? <i>If so, is PS 4 required?</i>				
<b>Posts and Beams</b>					
67	Do beams sizes and treatment comply?				
68	Are beams properly supported? <i>Have load paths been considered?</i>				
69	Do post/footing connections comply?				
70	Does post footing size comply? – (consider uplift)				
<b>Trussed Roof</b>					
71	Are roof truss fixings details specified and do they comply with wind zone <i>Ref. NZS 3604 Cl. 10.21</i> Or truss design criteria and certificate from approved fabricator provided?				
72	Is roof truss span >12m? If so request specific design <i>Although roof trusses with spans &lt;12m are also outside the scope of NZS 3604 they can be specifically designed in accordance with NZS 3603.</i>				

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<b>Roof Bracing and Framed Roof</b>					
73	Does roof bracing comply? <i>Check that bracing is appropriate for roof weight (heavy/ light), and locations of bracing is correctly demonstrated</i>				
<b>Rafters</b>					
74	Do rafter spacing, spans, size, grade, treatment, and connections comply? <i>Check wind zone, roof loads – ref. NZS 3604 Sec. 10</i>				
<b>Ridge Beams</b>					
75	Are ridge beam, spans, supports and fixings clearly detailed and complying? <i>Ref. NZS 3604 sec 10.13</i>				
76	Have load paths been correctly addressed? <i>Check that the load path from ground to beam support is properly considered.</i>				
<b>Purlins</b>					
77	Do purlin spacings, span, size, grade, treatment comply? <i>Ref 3602, Table 1, Section E, H1.1 min. or Section D, if skillion roof – H1.2 min. or Flat roof – H3.1 min. respectively for roof framing and associated members.</i>				
<b>Ceiling Battens</b>					
78	Do ceiling batten spacing, span, size and grade comply? <i>Ref. Table 13.1</i>				

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<b>Roof Cladding</b>					
79	Is the roof cladding within the limitations of E2/AS1 <i>Refer E2/AS1, Paragraph 3.2</i>				
80	Does the roof pitch comply? <i>Refer E2, Section 8.2, cl 8.2.3 and Table 10.</i>				
81	Have relevant flashings, stop ends and turn-downs details been provided? <i>Refer E2, section 8.4, cl 8.4.11 - 8.4.14 and figures 41-49</i>				
82	Is roof underlay required, if 'yes' has it been correctly specified? <i>Refer E2, Section 8, cl 8.1.5 and 8.1.5. For masonry tiles refer Table 10. For metal roofing refer Table 23.</i>				
83	Are details provided demonstrating how 'Gutters, Barges, aprons and Fascias' terminate against finished cladding? <i>Refer E2, section 8.3, cl 8.3.9 'Gutters, Barges and Fascias' shall terminate so as to leave a gap of 10mm from the finished cladding.</i>				
84	Are gutters, downpipes and spreaders correctly detailed? <i>Refer E1, Table 5 for down pipe sizing and figures 15 and 16 for size of roof gutter. Refer E2, Section 8, cl 8.1.6 'Gutters'</i>				
85	Does the design provided allow for expansions? <i>Refer E2, section 8.4, cl 8.4.10 and Table 16.</i>				

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86	Do the details provided for the internal, valley and/or hidden gutters comply? <i>Refer E2, section 8.4, cl 8.4.16 – 8.4.16.3 and figures 50-52.</i>			
<b>Membrane Roofs</b>				
87	Is the proposed design within membrane roof limitations? <i>Refer E2, Section 8.5, cl 8.5.1 'Limitations'</i>			
88	Does the specified installation of the substrate and membrane comply? <i>Refer E2, Section 8.5, cl 8.5.5 - 8.5.5.2, 'Installation'.</i>			
89	Is the roof constructed with complying falls, drainage and gutters? <i>Refer E2, Section 8.5, cl 8.5.6, 'Roof and deck drainage' and figures 56, 63 and 64.</i>			
90	Has overflow relief been provided for enclosed roofs? <i>Refer E2, Section 8.5, cl 8.5.10, 'Gutters' and figure 64. Overflow relief shall have a cross-sectional area of 1.5 times the cross-sectional area of the calculated discharge down pipe.</i>			
91	Are the wall junctions and verge details provided? <i>Refer E2, Section 8.5, cl 8.5.8, 'Junctions' and figures 57, 58, 61, 62, and 63.</i>			
<b>Exterior Cladding</b>				
92	Has a product specific specification been supplied?			

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93	Does the cladding require a drainage cavity system. Has a risk matrix from NZBC E2 been supplied? <i>Refer to E2 Risk matrix. Risk score; 0-6, may be direct fixed, 7-12, must be installed on a 20mm drained cavity, 13-20, must be installed on a 20mm drained cavity.</i>			
94	Is the proposed design within the limitations of E2? <i>Refer E2, 9.7.1 and 9.7.1.1.</i>			
95	Have the construction details been provided for the cavity system? <i>Ensure the cavity system details contain the timber batten size, fixing requirements, spacing, treatment (H3.1 min), blocking requirements etc</i>			
96	Full flashing details provided for window and door openings <i>Refer E2, Refer E2, 9.1.10, 9.1.10.1-9.1.10.7 and figures 115 and 116, or manufacturers specifications.</i>			
97	Internal and external corner details are provided?			
98	Has the correct wrap/air barrier been specified for walls?			
99	Have parapets/enclosed deck barrier junctions/flashings been detailed?			
100	Have construction/movement/shrinkage joints been detailed relevant to cladding?			

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101	Are brick lintels correctly sized and have appropriate treatment?				
102	Is brick cavity the correct size?				
103	Any battens/boards have appropriate weather grooves?				
104	Framing requirements for 'Expressed joints' or 'Sealant joints' clearly detailed. <i>Refer E2, figure 103 and 106, double stud required behind joints for sheet fixing.</i>				
<b>Enclosed decks</b>					
105	Is the correct timber treatment, grade, size span and spacing specified for the deck framing? <i>Refer NZS3604 and NZS 3602</i>				
106	Is the timber substrate specified and correct treatment? <i>Refer NZS3602</i>				
107	Have threshold details been provided				
108	Has details for stormwater drainage and overflow relief been provided?				
109	Have details been provided for the barrier/wall junction				
110	Is the membrane specified butyl Rubber or EPDM <i>If not the application is an alternative solution</i>				
111	Does the deck membrane extend up face of exterior wall and barrier min 150mm?				

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112	Have correct falls been specified to the deck area and tops of the barriers?			
<b>Kitchen</b>				
113	Is facility provided for washing utensils / food and wastewater disposal? <i>G3, Section 1.1 and Figure 1: Preparation Area and Access to Facility Paragraphs 1.1.2 and 1.5</i>			
<b>Laundry</b>				
114	Have facilities with a laundry tub or space and connections for a washing machine been provided? <i>G2/AS1,cl 1.0.1 Laundering facilities</i>			
<b>Wet areas/WCs</b>				
115	If the wet area has a timber floor, is the flooring treatment complying? <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>			
116	If shower with level access is proposed, has non-slip flooring been specified? <i>Refer D1, Table 2.</i>			
117	If shower with level access 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 the 1:50. Refer NZS 4121: 2000, 10.5.11.3 'Floors'.</i>			

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118	Has a complying waterproofing membrane been specified? <i>Ensure the specified waterproof membrane has been applied in accordance with the manufacturers technical specification. If required ensure applicator provides a Producer Statement – Construction (PS3)</i>			
119	Have complying floor and wall linings been specified (i.e. tiled, vinyl, wet wall linings, etc)? <i>If tiled on wooden floor ensure a waterproof membrane has been specified and manufacturers' technical specification provided.</i>			
120	Has the shower type been specified (tiled or proprietary cubicle)? <i>If tiled shower, have construction details been provided for the tiling substrate and waterproofing membrane?</i>			
121	Has provision been made to contain accidental overflow damage to adjoining household units? <i>If multi-unit dwelling, Refer E3, section 2.0 'Overflow'.</i>			
122	Has provision been made to temper the hot water to all personal hygiene fixtures? <i>Refer, G12 'Water Supplies' G12.3.6</i>			
<b>Ventilation</b>				
123	Are openings providing natural ventilation to occupied space 5% or more of floor area? <i>Refer, G4, Clause 1.2 'Natural Ventilation'.</i>			

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124	Does the mechanical ventilation to be provided for extracting moisture and other contaminants comply? <i>Refer, G4, Clause 1.3 'Mechanical Ventilation'</i>				
125	Does the documentation demonstrate mechanical ventilation ducted to outside air? <i>Refer G4, clause 1.3 'Mechanical Ventilation'.</i>				
<b>Insulation</b>					
126	Is floor, wall and ceiling insulation correctly specified? <i>Refer BRANZ Home Insulation Guide, NZS 4218, AS/NZS 2918.</i>				
<b>Glazing</b>					
127	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>				
<b>Sanitary Plumbing</b>					
128	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>				

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129	Are all ground floor WCs connected directly to the drain?				
130	Has a schematic plan been provided for buildings of two or more storeys?				
131	Are discharge stacks of appropriate size? (Refer Table 2)				
132	Are pipe sizes specified adequate <i>Refer G12, Sec 5.3 'Water pipe size'</i>				
133	Is the discharge stack serving three floors fitted with a relief vent pipe?				
<b>Sanitary Drainage</b>					
134	Does the drainage layout contain least one overflow relief gully ? (ORG)				
135	Does the system incorporate access points, chambers, rodding points and inspection points as appropriate?				
136	Has confirmation been provided that adequate council services are available? (Refer to PIM)				
137	Is the drain gradient specified correct? (Refer Table 2)				
138	Is the grease trap sized correctly?				
139	Are drains correctly vented? <i>Ensure all branch drains 10m or &gt; are vented.</i>				
<b>Stormwater Drainage</b>					
140	Are adequate downpipes provide?				
141	Are drain sizes correct?				
142	Are sump details provided?				

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143	Overflow relief provided?				
144	Are roof gutters correctly sized?				
<b>Stairs/Landings/Handrails</b>					
145	Are handrails specified and correctly located? <i>Refer D1, section 6.0 'Handrails' Clause 6.0.1, All stairways with a width less than 2.0m or less shall have a handrails on at least one side</i>				
146	Are visibility and lighting levels complying? <i>Refer D1, 4.6 'Visibility of stair treads', 4.6.1, 4.6.2 and Table 8.</i>				
<b>Decks/Balconies/Barriers</b>					
147	Are fixings correct and does compatibility/durability comply?				
148	Does design comply? – (Top rails, balusters, bottom rails, palings)				
149	Is deck more than 3m high if so SED?				
150	Does deck bracing comply? <i>Refer NZS 3604, Section 7, cl 7.2 'Timber Decks. All decks which project &gt;2m from the building shall be provided with subfloor bracing at half the light/light/light cladding calculated from Table 5.8.</i>				
151	Are the subfloor piles and bearers the correct grade, treatment, size, spacing and span correct? <i>All timber piles for decks are to be a minimum of 125x125mm H5.</i>				

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152	Do deck joist sizes, grade, treatment, span and spacing comply? <i>Refer 'Amendment 2' NZS 3604 for changes to 'Timber Grades' and call size, now 'Actual Minimum Dried Size'</i>			
153	Does decking material comply for the joist spacing? <i>Refer NZS 3604, section 7, cl 7.4.3 'Decking' 32mm for joists @ 600mm centres, or 19mm for joists @ 450mm centres.</i>			
154	Does decking material comply for slip resistance? <i>If the deck surface provides access to the main entrance of the building, slip resistance must be considered in accordance NZS 3604, section 7, cl 7.4.4, and D1, cl 2.1 'Slip resistance'.</i>			
<b>Effluent Disposal Systems</b>				
155	Has a design specification and producer statement been provided?			
156	Does the design information provided specify the design criteria? <i>The design criteria should include; capacity based on bedroom numbers, loading calculation, site evaluation, soil profile, site characteristics.</i>			
157	Does design comply with AS/NZS 1547?			
<b>C2 - Means of Escape from Fire</b>				
158	Has fire design been supplied			
159	Are dead end travels distances correct? <i>Ref. Table 3.3</i>			

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160	Are open path lengths correct?				
161	Do doors open in direction of escape?				
162	Is escape route width and height correct?				
163	Is fire alarm type correct?				
<b>DAP Access for Disabled</b>					
164	Section 112 of the NZ Building Act (change of use) requires people with disabilities can carry out normal activities and functions within a building NZS 4121				
<b>Toilet</b>					
165	Floor dimension 1.6m x 1.9m				
166	Transfer space to side of toilet is 800mm				
167	Grab rail L shaped fixed 700mm from floor/vertical leg to be 600mm				
168	Toilet pan specified as a DAP type (460mm from floor)				
<b>Shower (separate)</b>					
169	Non slip wet area of 1.2m x 1.2m with no lip and to have grab rails				
170	Shower to have rose attached to a sliding rail at 55 degrees				
171	Seat to be provided 450-540mm off floor				
172	Grabrail to be provided 900mm off floor horizontal leg; 800mm min vertical leg				

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173	Shower control to be reached from seated position			
174	Floor dimension 2.1m x 1.9m with amenities listed above			
<b>Hand Basin</b>				
175	Under side clearance of 675mm			
176	Lever or capstan type handles specified (hot to left hand side)			
177	55 degrees maximum (45 degrees for care facilities)			
<b>Laundering</b>				
178	Applies only to camping grounds (must be accessible and usable)			
<b>Accessible Route</b>				
179	From car park to accessible accommodation			
180	Car parks level with a minimum width of 3.5m (signs inc)			
<b>Footpaths and Ramps</b>				
181	To have a minimum width of 1.2m			
182	Maximum slope of 1 in 12			
183	Ramps to have handrail fitted to both sides and nerf bars			
<b>Entrances/ Stairs</b>				
184	Maximum slope of 1 in 12 and a 1.2m level landing			
185	Minimum of 900mm clear width			
186	Minimum of 760mm clear opening (no less)			

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.	Items to consider	Key	Comments/Reasons for Decision	Alternative Solutions Y / N
<b>Reception Counters/ Corridors/ Doors</b>				
187	Threshold no greater than 20mm and 760mm clear opening			
188	Sliding door to be 910mm opening to allow for lever handle			
189	775mm from floor. 900mm acceptable in some circumstances			
190	To be 1200mm wide minimum on an accessible route			
<b>Lifts/ Alerting Devices</b>				
191	1.4m x1.4m internal dimensions with doors having 900mm clear opening			
192	To be audible and visible			
<b>General</b>				
193	In addition to the above project specific details have all the Building Code Clause B1 to H1 been considered?			
194	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			

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

<b>Outcome of Decisions</b>	
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