

NEW & ALTERED COMMERCIAL BUILDING

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 two copies of:			
Plans			
Specifications			
Specific design			
Bracing schedule			
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 form been completed correctly signed and dated?			
Has the compliance schedule section of the building consent application been completed?			
Has the correct total value of building work been shown?			
Has Intended Use of all parts of the building been specified?			
Is the copy of the Certificate of Title provided?			
Has the total floor area of the building 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 the location of new or existing sewer/drains – septic tank been shown, including: <i>Gully Traps, Inspection openings, Vents, Connection to sewer.</i>			
Has the locations of storm water drains been shown including connection to Council storm water or position of soak holes?			
Have any easements, water courses or hazards been shown?			
Has the potable water supply been shown?			
Have any backflow prevention devices been shown?			
Has vehicle maneuvering and parking been shown?			
Has landscaping been shown?			

FOUNDATION PLAN – SCALE 1:100

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	Yes	N/A	
Pile Foundation			
Have the location of all ordinary, bracing and anchor piles been shown? <i>Anchor -900x350x350xBrace -450x350x350/Driven (obtain specification NZS3604 or Specific Engineer Design)</i>			
Have the bearer to pile fixings been shown?			
Have the position, treatment and sizes of all bearers and joists been shown?			
Concrete Foundation and Slab			
Have the concrete saw lines been shown or alternative shrinkage control systems?			
Has the reinforcing been shown?			
Concrete slab dimensions and thickening details <i>(where applicable)</i>			
Any foundation walls being shown were required?			
Specific design foundations <i>(SED)</i>			
Finished floor heights			
Footing details, pile layout with dimensions, pile type bearer sizes <i>(including for decks/pergolas)</i> .			

FLOOR PLAN – SCALE 1:100

Has the proposed floor layout and use of rooms been shown?			
Have all external and internal dimensions been shown?			
Has the position of structural beams been shown?			
Have an stairs and handrails been shown?			
Has cross section locations & reference to construction details been shown?			
Has an isometric plan been supplied for a two or more stories			
Has the plumbing/drainage layout been shown?			

ELEVATION – SCALE 1:100

Have the proposed cladding materials been shown?			
Are the natural ground contours shown prior to excavations and finished ground levels in relation to finished floor levels been shown?			
Does the ground line drawn reflect the true nature of the ground and slopes?			
Has roof lines been shown?			

WINDOW SCHEDULE

Has a window/door schedule been provided showing the following:			
Door opening dimensions?			
Overall window dimensions?			
Height of windows in relation to finished floor level?			
Window and door opening direction?			
Type/thickness of glass?			

CROSS SECTION – SCALE 1:100 OR 1:50	Applicant to complete		Office use only
	Yes	N/A	
Has depth and width of foundations been shown?			
Has the flooring thickness and type been detailed – timber floors and mid floors (Ref. table 7.49 & 14.9)			
Has the reinforcing been shown/or specified on details?			
Has the DPM/DPC been shown/or detailed?			
Have the insulation and R value been specified?			
Has the exterior wall cladding been specified?			
Are the stud heights, grade, size and treatments shown?			
Reference to window head, sill and jamb details?			
Reference to roof and wall flashing details?			

ROOF PLAN – SCALE 1:100

Has a truss layout plan from manufacturer been provided?			
Have the beam size, treatment and table been supplied?			
Have all ridges, valleys, hips and position of down pipes been shown?			
Has the roof cladding been stated?			

WALL BRACING – SCALE 1:100

Note: Bracing plan can be marked on the floor plan

Has a wall bracing calculation sheet and bracing plan details been provided?			
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H1 - INSULATION

Has Insulation calculations/schedule for H1 been provided?			
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CONSTRUCTION DETAILS – SCALE 1:50 (MINIMUM)

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

Foundation details			
Pile fixing details			
Have all flashing details been included?			
Window, sill, jamb details			
Details of internal/external gutters			
Details of where roof intersects with walls			
Post and beam fixing details			
Details of water proofing in wet areas such as bathrooms, showers, etc			
Details of Fire Wall construction (where required).			

SPECIFIC DESIGN

Has an Engineer's Producer Statement been provided for structural elements outside the scope of NZS 3604:1999?			
Have the Engineer's structural drawings been provided?			
Have the design calculations been provided?			
Has a Structural Engineers report been supplied for any filled ground or ground that does not have bearing capacity of 100kpa?			

PROJECT SPECIFICATIONS

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	Yes	N/A	
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.			

ON SITE DISPOSAL FOR WASTE WATER/STORMWATER

Has the position of septic tank and effluent field including future area and stormwater drainage been detailed on plan.			
Specific Engineer Design required for septic tank and stormwater disposal			

ACCESSIBILITY

Footpath Ramps Ramp slope, non-slip surface, handrails, up stands			
Entrance Signage, threshold, width, floor surfaces			
Public Reception Counter(s) – including height for disabled persons			
Lift Sizes, controls, handrails, lobby width, smoke control lobbies (manufacturers specifications)			
Stairs Width, handrails, landings, risers, treads, nosing, complying with building code			
Doors/Doorways Clear width, glazing, color contrasted, lever action handles			
Toilets/Showers Layout, size, doors, WHB, taps, non-slip floors, pan height			
Laundering Size and turning circle			
Accessible Route Carparks close to entrance; Identifiable route from street to and through building. Surface finishes – stable, firm, non-slip.			

FIRE SAFETY PHILOSOPHY

Has a Fire Safety Philosophy been provided?			
Alternative solutions?			
Please note whether or not the fire design uses alternative solutions, copies of the plans have to be sent to New Zealand Fire Services, for their comments.			

COMPLIANCE SCHEDULE

Have all specified systems been identified?			
Are performance details of specified systems provided?			

