

# Project File Sign Off Checklist

Address: \_\_\_\_\_

Building Consent No.: \_\_\_\_\_

Item to be checked for completion:	Yes	N/A	No	Comments:
<b>Plumbing &amp; Drainage Officer</b>				
'As laid' Drainage plans received?				
P&D conditions / endorsements signed off?				
Total number of pans in the Building <sup>1</sup>				Number:
<b>Plumbing &amp; Drainage items signed off?</b>	Officer: Signed:			Date:
<b>Building Officer</b>				
All conditions/endorsement of the consent signed off?				
All mandatory inspections completed and SIN/NTF complied with?				
CS and CSS required?				
Amendment to existing Compliance Schedule required?				
Section 72, 75 or Memo of Encumbrance Certificates registered?				
Waiver and modification process completed?				
Property Issues forms been completed and registered?				
Roads Assets Officer advised if new vehicle crossing is applicable and copy of project file sign off checklist forwarded?				
WHRS claim applicable to BC and copy of Project File Sign Off Checklist forwarded to Claims Officer?				
Planning Officer advised if work is a relocate and copy of project file sign off checklist forwarded?				
Earthquake Prone Building Register – LIM Officer advised that the status to be changed to “upgraded”				
Swimming pool administration officer been advised and copy of inspection checklist forwarded?				
<b>All relevant information placed on the project file:</b>				
• Building Consent Application				
• PIM / CT / Consent Notices				
• Processing Checklist				
• Plans & Specifications				
• Engineer Design / Calculations				
• Geotechnical Report				
• Effluent System Design				
• Truss Layout / Design Certificate				
• Fire Design / Analysis				
• NZFSDRU Summary				
• Producer Statements (PS1/PS2)				
• Producer Statement Acceptance Checklist completed?				
• Further Information Requests / Correspondence				
• Building Consent / Amended BC's				
• Building and Planning Services Project sheet				
• Section 77 Certificate				
• Amendments (application/checklist)				
• Inspection checklists as per BC				
• NTF / SIN				
• Energy Certificates				
• As Laid Drainage Plans				
• Manufacturers Certificates				
• Producer Statements (PS3/PS4)				
• Producer Statement Acceptance Checklist completed?				
• CPU application/checklist/certificate				
• Waiver or modification documents				
• Application for CCC				
• Certification of specified systems from approved certifiers				
• OTHER / Notes:				

# Project File Sign Off Checklist

Item to be checked for completion:	Yes	N/A	No	Comments:
<b>Building Officer – CCC application approved for issue?</b>	YES / NO		Officer: Signed	Date:

<b>Administration Officer</b>				
Any changes to the street address? (check on City View)				
File been amended if street address has changed?				
All inspections billed?				
All bonds refunded?				
Development Contribution paid?				
All fees paid?				
Compliance Schedule (CS)& Compliance Schedule Statement (CSS) prepared?				
<b>CCC issued?</b> Copy of signed CCC, CS & CSS (if applicable) and project file sign off checklist placed in project file.				
<b>Administration items signed off?</b>	Officer: Signed:		Date:	

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<sup>1</sup> Urinals are treated as one pan.