

Building Processing Checklist - PIM

Plans		
Site plans for building location		
Building over two allotments or more (Section 75)	Yes / N/a / No	
Letter of encumbrance required	Yes / No	
Issues		
Minimum floor levels for flood	Yes / No	Details:
Soft ground	Yes / No	Details:
Earthquake prone building	Yes / No	Details:
Overhead utilities (power/phone lines, etc.)	Yes / No	Details:
Commercial		
Change of use notified	Yes / N/a / No	Details:
Health & dangerous goods/ hairdressers	Yes / N/a / No	Details:
Liquor licencing	Yes / N/a / No	Details:
Fire evacuation scheme required	Yes / N/a / No	Details:
BC app. to be forwarded to Fire Service ⁵	Yes / N/a / No	
Is the building intended to be used by persons with disabilities as specified in schedule 2? ⁶	Yes / N/a / No	Details:
Swimming pool		
Proposed swimming pool	Yes / No	
Fencing of Swimming Pools Act 1987	Yes / No	
Site visit		
Conducted	Yes / No	If no, comment:
Building - site visit checklist completed & attached	Yes / N/a / No	
Planning - site visit checklist completed & attached	Yes / N/a / No	
Are network utility connections required		
City Networks (Engr. Approved)	Yes / N/a / No	
Water	Yes / No	Details:
Stormwater	Yes / No	Details:
Sewer	Yes / No	Details:
Other		
	Yes / N/a / No	
	Yes / N/a / No	
LPG		
Storage of LPG >100kg on site??	Yes / No	
Location on site plan identified?	Yes / No	
Sign off received from test certifier (ERMA)?	Yes / No	
Plumbing		
Sufficient information to process	Yes / No	Details:
Plumbing Act noted on PIM	Yes / No	Details:
Effluent disposal report & description required	Yes / No	Details:
Site Services		
Is site serviced	Yes / No	Details:
Age of existing laterals (pre 1960) ⁸	Yes / N/a / No	Details:
Proposed site service plan		Provided / required / n/a
Existing site service plan checked on building file, copy provided ⁹	Yes / No	
Water supply		
Water supply tank issues (from site visit)	Yes / No	Details:

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Water mains pressure for sprinklers	Yes / N/a / No	Details:	
Other			
	Yes / No		
	Yes / No		
	Yes / No		
Planning Officer alerted? (sloping site, boundary encroachment, historic building, notable/scheduled trees)	Yes / N/a	Officer: Date:	
Business Support Officer alerted? (building over boundary ¹⁰)	Yes / N/a		
Environmental Services Officer alerted? (health & dangerous goods, liquor licencing issues)	Yes / N/a		
Building issues checked on City View?	Yes / N/a	Signed:	
Conditions entered on PIM?	Yes / N/a		
Issues from site visit noted on PIM?	Yes / N/a		
Application approved?	Yes / No		

¹ General notes and observations

² NZS 3604:2011 Section 5.2 Fig. 5.1

³ Confirm altitude of site – Refer Section 15 – Up to 1.0, 1.5 or 2.0 kPa Snow Loading & Figure 15.1 – Snow zones

⁴ NZS 3604:2011 Section 4.2 & Fig. 4.1 Zones B, C & D (sea spray zone <500m from high tide mark),

⁵ Fire Service Act 1975 Section 21A, NZBA 2004 Section 35(1)(e), Gazette notices issued by Department of Building & Housing

⁶ See Section 118 and Schedule 2 of the Building Act 2004

⁷ >100kg LPG on site requires Location Test Certificate from an Environmental Risk Management Authority (ERMA) approved HSNO Test Certifier. Forward onto Environmental Health – Dangerous Goods for review.

⁸ When connecting to an existing lateral dated pre 1960, a new connection will be required

⁹ Sources of information include city view services map and existing drainage plans held on microfiche and DM

¹⁰ NZBA Section 75