



PIM/Building Consent Application Checklist

Project Address: _____

Interviewing Officer/s: _____ **Date:** _____

		Yes	N/a	No
Building Officer	Application Documentation			
	Application type: <input type="checkbox"/> PIM <input type="checkbox"/> BC <input type="checkbox"/> Combination PIM & BC			
	Does this application rely on a Multiproof certificate? If yes, ensure certificate is provided.			
	Residential: Two sets of plans and specifications provided			
	Commercial: Two sets of plans and specifications provided, plus 1 electronic copy if NZFS review required			
	Site confirmed on City View by applicant			
	Legal Description Completed			
	Proof of ownership matches applicant details			
	Application form signed and dated			
	Description of work accurate			
	Value of work checked			
	Compliance detail completed on application form			
	Trades peoples' details filled out (back page)			
	Application form completed & correct			
	Applicant advised of DBH and BRANZ Levies, Structural processing fees, bonds, Vehicle Crossing and inspection and legal fees			
	Staged consent			
	Stage ___ of ___ Description:			
	Construction programme provided			
	Commercial	Yes	N/a	No
	Demolition work – copy of Building Consent application to Information Services			
	Building being used or intended to be used by the public prior to CCC being issued (if 'Yes' Application for Certificate of Public Use & Project Management Plan required)			
	Work likely to impact on road reserves (If yes, provide City Network handout)			
	Fire analysis report for new buildings & alterations to existing buildings provided			
	NZ Fire Service Design Review Unit, review required? If required, obtain electronic copy of all documentation from customer as requested by NZFS Design Review Unit.			
	To City Networks for Service Connections, Backflow and Trade Waste (grease traps/oil interceptors etc)			
	Accessibility for new buildings & alterations to existing buildings addressed & checked on plans			
	Inspection, maintenance and reporting details for specified systems provided			
	Note:			
	Hazardous substances	Yes	N/a	No
	Storage of >100kg LPG on site?			
	Location on site plan identified?			
	Test certifier location certificate provided for existing LPG storage?			
	Preliminary test certifier letter of approval provided for proposed storage?			
	Plans	Yes	N/a	No
	Plans to standard i.e. to scale, no graph paper, no pencil drawings, no single line drawings			
	Site plans show distance to a minimum of two boundaries (for all buildings)			
Site plans show location of septic systems & distances to boundaries				
Slab & foundation detail shown on plans				
Datum shown				
Engineer detail shown on plans				
Drainage detail shown on plans				
Rooms Identified				
Fire walls shown on plans and details provided				
Smoke alarms shown on plans				
Windows shown on plans				
Ventilation (mechanical detail where no windows)				
Dimensions shown on plans				

	Cross Section	Yes	N/a	No
	Full cross section – min. 1 for garages			
	Full cross section – min. 2 for dwellings			
	Finished floor levels shown on plans			
	Stair, barrier, handrail detail & dimensions shown on plans			
	Weather Tightness	Yes	N/a	No
	Flashing of windows, doors, junction, balcony, parapet, int/ext corner details shown on plans			
	Specifications	Yes	N/a	No
	Bracing schedule for walls/subfloor provided			
	Truss design certificate & layout details provided			
	Timber grade & treatment schedule provided			
	Lintel schedule provided			
	Exterior cladding system information provided (including E2 risk matrix)			
	Effluent disposal system (rural only) provided			
	Relevant & comprehensive specifications provided			
	Specific Design	Yes	N/a	No
	Engineer calculations & details provided			
	Existing Vehicle Crossing	Yes	N/a	No
	Existing vehicle crossing shown on plans			
	New Vehicle Crossing	Yes	N/a	No
	New crossing application completed			
	Location of vehicle crossing distance to boundary shown on plans			
	Width of vehicle crossing shown on plans			
	Service Connections	Yes	N/a	No
Application for service connections				
Notes:				
Planning Officer (PNCC) / Building Officer (MDC as applicable)	Planning Information	Yes	N/a	No
	North direction point & all boundaries shown			
	Show distances to two boundaries min			
	Show existing ground & finished floor levels			
	Street frontage identified			
	Existing & proposed buildings shown			
	Six metre living court shown			
	Any buildings over boundaries (Section 75) shown			
	Instant resource consent required for separation distances			
	Neighbour's consent form & plan provided & signed by all property owners			
	Site area & coverage details provided			
	Height recession zones shown on plans			
	Lot & DP number shown on plans			
	Proximity to stop banks shown			
	Demonstrated compliance to air noise schedules or acoustics report provided			
	Applicant advised that Development Contribution costs apply to the development			
	Notes			
Building Officer	For Office Use Only: Administration Information	Yes	N/a	No
	Site Visit Booked			
	Letter of confirmation to applicant			
	Fees calculated			
	City View plan attached (PNCC) / Mapper plan attached (MDC)			
	Receipt number & fee code entered on application form			
	Risk assessment number entered on fees sheet			
	Building Officers time entered on fees sheet			
	Fees sheet dated & signed			