

Building services minor building works fixed fee checklist

N4 Freestanding Solid Fuel Heating Appliance

OR

N5 Insert Solid Fuel Heating Appliance

Does your project meet these criteria?

Architectural standard plans	
Application submitted via AlphaOne portal	
Checklist completed	

Please provide this information with your application

Site Plan or Aerial identifying location of flue/chimney, ensure not located in ridge or valley, distance to closest obstruction	
Current floor plan, drawn to scale with at least 2 dimensions, identifies all doors, room names, smoke alarms, location of wood burner and operable windows in room where wood burner is to be installed	
Identify make and model of Solid fuel heating appliance / Wood burner	
Confirm wood burner is MFE approved (only for sites less than 2 Hectare, n/a if exempt e.g. cooking stove)	
Wood burner installation manual, to include clearances to combustibles, dimensions of hearth/ash floor protector, earthquake restraint	
Confirm doors, curtains and other combustibles are clear of manufacturers clearances	
Flue installation manual, to include ceiling penetration support	
Flue restraint detail if flue extends >2m above roof line	
Installers details provided	

Additional information for Freestanding Fire:

Installation into single storey or upper floor of 2 storey dwelling	
Confirm roof cladding and provide suitable flashing detail	
Provide roof penetration support detail e.g. E2/AS1 fig 21	
Acknowledge a photo of roof penetration support details must be uploaded prior to the inspection	

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Additional information for Freestanding Fire:

External Photo of existing chimney	<input type="checkbox"/>
Internal photo of chimney, include height of mantel from hearth Add dimension to closest combustible material	<input type="checkbox"/>
Confirm the internal dimensions of the chimney complies with Insert fire size installation manual	<input type="checkbox"/>
Acknowledge photo of insert fire serial number will be uploaded prior to final inspection	<input type="checkbox"/>

Acknowledgements: Please tick to confirm you have read and accept

If my project value is greater than \$20k, additional levies will apply	<input type="checkbox"/>
If a reinspection is required, an additional fee will be charged	<input type="checkbox"/>
If my application doesn't meet the fast-track criteria, it will revert to a standard building consent application	<input type="checkbox"/>