

TECHNICAL PREASSESSMENT CHECKSHEET

FOR VOLUNTARY PIM/BUILDING CONSENT APPLICATIONS

The Opotiki District Council Building Consent Authority requires all Voluntary PIM / Building Consent Applications to be correctly completed by the applicants before or at time of lodgement, to be accompanied by full construction documentation, and the application deposit fee. Failure to meet these criteria will result in the application documents and accompanying fees being returned to the applicant. PLEASE COMPLETE THE FOLLOWING CHECKLIST and indicate what is applicable with a tick (✓) to ensure that you have provided all the required information.

Applicant:				Date referred for pre assessment:					
Valuation Ref:	Yes	No	BCA	Project:	Yes	No	BCA		
THE BUILDING				BUILDING CLASSIFICATION					
Street Address				Housing					
Legal Description Checked				Detached					
Name of Building				Multi-Unit					
Number of Levels				Group Dwelling					
Floor Area Total				Outbuildings					
- Ground Floor				Garage, Barn, Shed					
- Basement				Swimming Pool					
- 1 st Floor				Glasshouse, Pergola, Other					
- 2 nd Floor				Ancillary					
- Outbuildings				Bridge, Outdoor Fire, Retaining Wall					
- Decks / Balconies				Commercial / Office					
- Other				Industrial					
Current Lawful Use				BUILDING CODE CLAUSES					
Building History - Listed				Means of Compliance (Page 5 of BC Appn Form)					
CONTACT DETAILS				SPECIFIED SYSTEMS					
Agent's Details				Specified Systems Cited					
Designer's Details				Procedures for Inspection and Maintenance					
Engineer's Details				EARTHQUAKE REGION A					
Other:				Wind Zone	Low	Med	High	VHigh	Spec
				Corrosion Zone	Sea Spray	1	2	3	
				OTHER					
THE PROJECT				Resource Consent Approval					
Description of Work				Vehicle Crossing Form					
New Building				Water Connection Form					
Alterations				Sewer Connection Form					
Additions				SITE PLAN (To Scale)					
Demolition				1:100 1:200 OR 1:500					
Relocation				Site Area					
Change of Use				Private Drainage					
Stage of Stages				Public Drainage showing depth of drains, manholes					
Intended Life				Dimensions – 3 minimum					
				Existing and Proposed Buildings					
PLANS AND SPECIFICATIONS				North Point					
2 Sets Supplied				Contours, Datum, Level					

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	Yes	No	BCA		Yes	No	BCA
MANUFACTURERS INFORMATION				Finished Floor Level			
Installation Details				Retaining Walls			
Certifications / Appraisal / Test Data				Extent of Cut and Fill			
BRACING CALCULATIONS				Site Coverage			
Subfloor / Deck				Parking and Vehicle Access			
Wall (Per Floor)				Protected Trees			
STRUCTURAL ENGINEERING				HWC (Gas)			
Report and Supporting Calcs				Water Meter (if applicable)			
Structural Design Drawings and Details				FLOOR PLAN			
Generic Design				Room Use Denoted			
GEOTECHNICAL ENGINEERING				Window Size and Position			
Site Plan				Fixtures and Fittings			
Soils Analysis / Report				Solid Fuel Heating			
SPECIALIST REPORTS				HWC			
Fire				Wall Bracing – Height, Position, Type			
Accessible Facilities				FOUNDATION PLAN			
Stormwater / Effluent Disposal				Timber Floor			
E2 RISK MATRIX – 1 PER ELEVATION				Pile Size, Centres, Treatment			
North				Footing Size			
South				Bracing Layout, Type and Position			
East				Joists and Bearers			
West							
H1 DESIGN CALCULATION				Concrete Floor			
Calculations Showing H1 Compliance				Dimensions, Bays, Mesh, Plumbing Fixtures, Point Load Pads, Slab Thickenings, Etc			
CROSS SECTIONS				Specific Design (Raft)			
Minimum of One Along the Length				ROOF FRAMING PLAN			
Minimum of One Across the Width				Pitched Roof			
Details to Include:				Ridge Beam, Rafters, Purlins, Building Paper, Insulation			
Footing Size				Insulation			
Subfloor Ventilation & Insulation				Eaves			
Foundations Steel - Size and Centres				Pergola			
Wall Insulation				Trussed Roof			
Wall Framing – Sizes, Centres, Treatment, Height				Truss Design Certificate			
Masonry and Slab				Truss Layout Plan			
Cladding				Truss Type			
Cavity and Battens				Point Loads Identified			
Stairs – Tread, Rise, Pitch, Height				Roof Bracing			
Linings and Finishes				PLUMBING			
Ceiling Insulation							



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	Yes	No	BCA		Yes	No	BCA
ELECTRICAL PLAN				Pipe Work Schematic For Two-Storey or Greater			
Smoke Detectors				Supply and Waste Pipe Sizing, Venting			
Mechanical Light and Ventilation				WEATHERTIGHT – FLASHING DETAILS			
ELEVATIONS				Windows			
North				Balconies			
South				Parapets			
East				Decks			
West				Roof and Wall Junctions			
Wall Cladding				More than One Cladding			
Roof Cladding				Pergola			
Finished Floor Levels				Other Penetrations			
Height in Relation to Boundary				SOLID FUEL HEATING			
Maximum Building Height				Specifications			
DECK CONSTRUCTION				Construction Details			
Foundation Plan				Floor Plan (Heater Location, Smoke Alarm Location)			
Pile Size, Centres, Treatment				Energy Source			
Bearer Size, Span, Treatment				OUTBUILDINGS			
Joist Size, Centres, Treatment				Foundation Plan			
Detail at Junction of House				Cross Section			
FENCING OF SWIMMING POOLS				Wall Bracing			
Pool Construction Details				Roof Framing			
Pool Specification				Elevations			
In-Ground or Above-Ground				Drainage			
Fencing and Gate Plan				Engineer Design			
Fencing / Construction Details				OTHER INFORMATION			
Floor Plan if House Forms Fencing							
Backflow							

Decision of Inspector		
Reason for Decision		
Outcome	Application Accepted <input type="checkbox"/>	Signed:..... Building Control Officer
	Application Rejected <input type="checkbox"/>	Dated:.....

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Process review:	BC Number:
<ul style="list-style-type: none"> Have all current procedures and checksheets been followed? 	Yes / No / Comments
<ul style="list-style-type: none"> Has BCO the correct level of competence and training to do this work? 	Yes / No / Comments
<ul style="list-style-type: none"> Has equipment been checked / calibrated as necessary? 	Yes / No / NA / Comments
<ul style="list-style-type: none"> Have all decisions and reasons been recorded? 	Yes / No / Comments
Signed:	Date: