




 <b>Nelson City Council</b> te kaunihera o whakatū			Plan page #	Spec page #	COMMERCIAL AND INDUSTRIAL BUILDINGS	Accepted by NCC	Approved Tick Rejected Cross	Office use only
					NOTES			COMMENTS
<b>PLANS</b>								
2 sets plus 1 set with site, elevations, floor	YES				3 sets if fire analysis has Alternative Solutions			
<b>SPECIFICATIONS</b>								
2 sets	YES				Provide 3 Sets if 3 sets of Plans. Must Be Project Specific. Show make, type, grade, dimensions and fixing instructions of all materials and systems used in the project.			
Referenced manufacturer's instructions included	YES	N/A						
<b>GENERAL CONSIDERATIONS</b>								
Occupant Load	YES	N/A						
Is this an alteration	YES	NO			Provide an evaluation to show Section 112 BA04 is complied with			
Is this a change of use	YES	NO			Provide an evaluation to show Section 115 BA04 is complied with			
Was building designed before NZS4203: 1976	YES	NO			Earthquake prone building policy applies - initial evaluation required			
Wind zone	YES	N/A			(circle) L M H VH EH SED			
Corrosion zone	YES	N/A			(circle) Zone D Zone C			
Land subject to natural hazards	YES	N/A			Section 72 NZBA 04 may apply			
Construction on 2 or more allotments	YES	N/A			Section 75 NZBA 04 may apply			
Site conditions	YES	N/A						
Protected building and trees	YES	N/A			Historic Places, Council Disrict Plan			
<b>FIRE SAFETY ANALYSIS</b>								
Report provided	YES				Design detail include on all relevant architectural plans			
Fire designer's floor plan	YES				Shows escape route (including dimensions), position and types of signage, lighting, final exit, passive systems etc			
Report demonstrating compliance with NZBC acceptable solutions	YES	NO			Contains Alternative Solution ( <i>needs to be sent to NZ Fire Service - additional cost to applicant</i> )			
Riser Valve rooms and fire alarm panels	YES	N/A						


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Fire rated systems	YES	N/A			Should be a reflection of fire design and detail all signage.			
<b>SITE PLAN</b>								
Street name	YES	N/A						
Legal description	YES	N/A						
Site area	YES	N/A						
Extent of cut and fill	YES	N/A			Include volume			
Site coverage	YES	N/A						
Easements, Water courses, Hazards, etc identified	YES	N/A			No building over restricted areas such as drains or easements. Needs to be checked against Title plan			
Distance to all relevant boundaries and existing buildings	YES	N/A			Include dimensions of all boundaries			
Existing and proposed buildings	YES	N/A						
Energy source: storage, capacity	YES	N/A			Gas - must include number of bottles. Diesel - must include tank specification and bunding detail. Both - isolation valves			
North point	YES	N/A						
Contours/or levels, datum	YES	N/A			NCC Survey Datum Level			
Finished floor level	YES	N/A						
Retaining walls	YES	N/A						
<b>RETAINING WALL</b>			N/A					
Elevations	YES	N/A						
Producer statement	YES	N/A			Engineer's, Manufacturer's			
Inspection Schedule	YES	N/A						
<b>Timber type retaining wall</b>								
Foundation detail	YES	N/A			Post hole diameter, depth and centres or crib wall			
Treatment of timber posts	YES	N/A						
Retaining timber type, treatment size and graded	YES	N/A						


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<b>Concrete type retaining wall</b>			N/A					
Foundation detail	YES	N/A			Reinforcing, control joints, bond beams, effects of sloping ground, crib wall			
Wall detail	YES	N/A			Reinforcing, thickness, control joints, bond beams, columns, waterproofing and its protection			
<b>Cross Section</b>								
Minimum of one	YES	N/A			To adequately show construction methods (including back fill, drainage, waterproofing).			
<b>BARRIER ON RETAINING WALL</b>			N/A					
Barrier meet requirements of F4	YES	N/A			Required for fall heights over 1m			
<b>PLUMBING AND DRAINAGE</b>			N/A					
Assessment of G1 for number of Sanitary facilities	YES	N/A						
If the building is more than one storey with sanitary fittings on upper floors, provide a diagrammatic layout to all suspended drainage and plumbing stack systems	YES	N/A						
Any other drainage on site	YES	N/A			e.g. council mains			
<b>Sanitary drainage</b>								
Drainage layout with inspection openings, gradients, overflow relief gully location, pipe sizes, etc	YES	N/A			Show drainage continuous to NCC system or on-site system			
Venting of drainage	YES	N/A			Venting may include terminal vents, stack vents, branch vents, etc (must include size)			
Effluent disposal system	YES	N/A			Include producer's statement, specifications and site evaluation, and inspection schedule			


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<b>Fat/oil/industrial liquid waste/dangerous goods</b>								
Details required for NCC Technical Services and EIL	YES	N/A			Grease trap/Grease converter - sizing calculations and specifications required. Liquid waste disposal system to NZBC G14.			
<b>Sanitary plumbing</b>								
Fixtures and fittings	YES	N/A						
Waste pipe sizes, gradient	YES	N/A						
Correctly vented	YES	N/A			Venting may include trap vents (e.g. air admittance valve)			
<b>Storm water drainage</b>								
Sizing and position of gutters, down pipes, rainheads and overflow	YES	N/A			Calculations may be needed			
Drainage layout with inspection openings, gradients, pipe sizes, etc	YES	N/A			Including retaining wall and paved areas			
Sumps	YES	N/A			All paved area, retaining wall, field etc drainage must pass through a silt trap			
Soak pit including calculations	YES	N/A			Percolation test must pass prior to BC issue			
<b>Water supply</b>								
Toby, mains water supply and backflow prevention	YES	N/A			Specify type of back flow prevention if required (needed for boiler, solar heater swimming pool, spa, sprinkler system, hospital, hair dresser etc )			
<b>Hot water system</b>								
Hot water cylinder	YES	N/A			For hot water systems: specification, valve, drainage and seismic restraint detail must be supplied. Temperature			
Gas	YES	N/A			water is to be supplied at to personal sanitary fixtures. Gas show califont and			
Solar system including fixings and certification to AS/NZS 2712:2007	YES	N/A			bottle position.			
Wet Back/Boiler system	YES	N/A						


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<b>FLOOR PLAN</b>								
Dimensions	YES	N/A						
All floors depicted	YES	N/A						
Room use denoted	YES	N/A						
Window and door position	YES	N/A			Natural light, visual awareness			
Linings and finishes	YES	N/A			Consider C/AS1 Table 6.2			
Heating appliances and fuel storage	YES	N/A			Fuel storage may be on site plan.			
Existing and proposed if any alterations	YES	N/A						
Lintel sizes	YES	N/A			May be part of Truss Design Certificate. Design Certificate will be needed for engineered Lintels.			
<b>ELEVATIONS</b>			N/A					
All Faces	YES	N/A						
All wall cladding	YES	N/A			Show existing and proposed			
Control joints	YES	N/A			Claddings and block and panel walls			
Roof cladding	YES	N/A			Show existing and proposed			
Sill heights, floor levels in relation to ground levels	YES	N/A			Shows adequate clearance from and slope of ground. May be found in details.			
Existing ground lines	YES	N/A						
Location of doors and windows	YES	N/A						
Location of safety glass	YES	N/A			May be on glazing schedule			
<b>E2 RISK MATRIX – 1 PER FACE/ELEVATION</b>								
All faces/elevations	YES	N/A			Over 20 or 3 stories specific design			
<b>BRACING</b>			N/A					
Sub floor/ Deck calculations	YES	N/A						
Sub floor/ Deck layout	YES	N/A						
Wall (per floor) calculation	YES	N/A						
Wall (per floor) layout	YES	N/A						
Diaphragms	YES	N/A						

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<b>STRUCTURAL ENGINEERING</b>			N/A					
Structural drawings	YES	N/A			To be reflected in Architectural drawings			
Engineer's design assumption statement	YES	N/A			Design parameters eg. wind, Equake zone, ground bearing etc			
Producer statement	YES	N/A			Authors Qualifications/On Register			
					PS complete			
					Accept/Decline PS – reason(s)			
					Scope & Clause(s)			
					Consider requirements & conditions of PS			
Non standard conditions/adenda								
Inspection Schedule	YES	N/A			Items covered			
<b>FOUNDATION/FLOOR</b>			N/A					
<b>Timber floor</b>	YES	N/A			3 kPa min			
Pile size, centres, treatment	YES	N/A						
Footing size, depth	YES	N/A						
Joists and bearers	YES	N/A			Including size, grade, treatment, centre, span, etc.			
Joist lay out including blocking and load bearing	YES	N/A			Show the layout of all services (plumbing, ventilation, heating, electrical, gas, etc that pass through them)			
Structural Fixings	YES	N/A			Pile/Bearer/Joist			
Flooring material	YES	N/A			Clearance to the ground shown			
Sub floor ventilation and insulation	YES	N/A			Protection of insulation to be shown			
<b>Concrete floor</b>	YES	N/A						
Dimensions, bays, mesh size, plumbing fixtures, point load pads, slab thickenings, control joints, DPM, etc	YES	N/A			Mesh to be Ductile			
Footing size depth, steel, cover	YES	N/A						
Foundations steel, cover	YES	N/A						
Specific design	YES	N/A			e.g. raft, suspect ground, etc			

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<b>Post/Pillars</b>	YES	N/A						
Pads dimensions, steel, fixings, etc	YES	N/A			Uplift calculations maybe required			
<b>CROSS-SECTIONS</b>								
Minimum of one along the length	YES	N/A			Must adequately show construction methods, ground levels, etc			
Minimum of one across the width	YES	N/A						
Wall framing: sizes, centres, treatment, height, lintels, DPC, etc	YES	N/A			Covered by engineer			
Block walls: reinforcing	YES	N/A						
Walls: specific design	YES	N/A						
Structural fixings	YES	N/A			Plates, lintels, beams, etc			
<b>ROOF FRAMING PLAN</b>			N/A					
Roof bracing	YES	N/A						
Building paper/underlay	YES	N/A						
Point loads identified	YES	N/A						
Purlins or girts	YES	N/A			size, centres, treatment			
Fixing detail	YES	N/A						
<b>Flat roof pithes less than 10°</b>			YES	N/A				
Substrate for membrane roofing	YES	N/A						
<b>Pitched roof</b>			YES	N/A				
Skillon roof	YES	N/A						
Ridge beam, rafters, ventilation	YES	N/A			Design Certificate will be needed for engineered components. Size, centres, treatment			
Eaves	YES	N/A						
Pergola	YES	N/A						
<b>Trussed roof</b>			YES	N/A				
Truss type	YES	N/A						
Design Certificate	YES	N/A						

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<b>DECK/BALCONY CONSTRUCTION</b>			N/A	3 kPa min				
Foundation plan	YES	N/A						
Pile	YES	N/A			size, centres, treatment			
Bearer	YES	N/A			size, centres, treatment			
Joist	YES	N/A			size, centres, treatment			
Decking material	YES	N/A			type, size, centres, treatment,			
Detail at junction of building	YES	N/A						
Barrier including fixing detail	YES	N/A						
<b>FLASHING AND OTHER DETAILS</b>								
Masonry Tanking	YES	N/A						
Head (for all claddings)	YES	N/A						
Jamb (for all claddings)	YES	N/A						
Windows - sill (for all claddings)	YES	N/A						
Door - sill (for all situations)	YES	N/A						
Cavity	YES	N/A			Including batten detail, closers, etc			
Roof and wall junctions	YES	N/A						
Internal /external corners	YES	N/A						
Cladding types	YES	N/A			include junction detail between dissimilar			
Contol joints	YES	N/A						
Building wrap	YES	N/A						
Other penetrations	YES	N/A			Includes Flues/chimney, skylight, pipe, meter boxes etc			
Pergola	YES	N/A			When connected to building.			
Parapets	YES	N/A						
Insulation / Energy efficiency	YES	N/A			BRANZ insulation or similar checklist needs to be completed if the commercial building is under 300 m <sup>2</sup> . Over 300 m <sup>2</sup> need to show compliance with NZS 4243.			
Wet areas -waterproofing, linings	YES	N/A			Includes system specification			

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<b>OTHER SPECIFIED SYSTEMS</b>								
Lighting	YES	N/A			Include emergency and access lighting			
Mechanical ventilation	YES	N/A						
Building Maintenance Unit	YES	N/A						
Laboratory Fume Carboards	YES	N/A						
Emergency power supply	YES	N/A						
<b>ACCESS AND FACILITIES FOR THE DISABLED</b>								
Accessible car parks	YES	N/A			Number , position, size			
Route	YES	N/A			Includes external and internal, width, slope, hand rails, barriers, kerbs, thresholds, slip resistance, automatic doors, hold open devices, accessed controlled doors. NCC roading to check if footpath & road to be affected.			
Hand rails	YES	N/A			Including shape, dimensions, fixings			
Stairs - tread, rise, pitch, height <i>Consider DBH Practice Note 13</i>	YES	N/A			Must include construction detail, contrast strips.			
Accessible counters	YES	N/A			Including reception			
Lift car	YES	N/A			Type , size, signage, specifications, engineer's Design Statement			
Escalators/Travelators	YES	N/A			Engineer's Design Statement			
Toilet/shower	YES	N/A			Location and height of fittings (toilet pan, basin, urinal, shower, handrails, etc) (show Dimensions)			
Assessment showing number of accommodation units comply	YES	N/A			Purpose groups SA, SD, SC			
Kitchen	YES	N/A			Minimum floor space, work surfaces, taps, appliances, slip resistance			
Laundry	YES	N/A						
Assistive listening systems	YES	N/A						

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<b>HEATING</b>			N/A					
Does fire comply with Nelson City Council emission standards?	YES	N/A			Refer to NCC web site.			
Specifications	YES	N/A						
- Make and model identified	YES	N/A						
- Clearances from combustible surfaces	YES	N/A						
- Hearth	YES	N/A			dimensions, material and fixings			
- Seismic restraint detailed / specified	YES	N/A						
- Ventilation	YES	N/A						
Flue	YES	N/A			Must show clearances, flashing detail, ventilation			
<b>CERTIFICATE OF PUBLIC USE</b>								
Completed application form	YES	N/A			Required for buildings that are to be used by the public while building work is happening or before code compliance is issued.			
<b>RESTRICTED BUILDING WORKS</b>								
Is restricted building work involved?	YES	NO						
LBP's named	YES	N/A						
Certificate of Design Work	YES	N/A						
<b>NO BUILDING, PLUMBING OR DRAINAGE WORK IS TO BE COMMENCED UNTIL YOUR BUILDING CONSENT (AND RESOURCE CONSENT IF REQUIRED) HAS BEEN ISSUED.</b>								
Lodgement attendees names	Signature			NCC BO Signature		Date	Time Taken	
			Accpt					
			Reject					
						<b>Building Consent may be issued:</b> Signed: _____ Dated: _____		