

Standard order of documents checklist for building consent applications.

This standard order of documents checklist can be used for residential dwellings and helps to ensure your building consent application is well organised and clearly set out.

PLANS

When uploading your set of plans, order them as set out in the table below. The list below should be treated as the minimum in terms of plans required. If you are undertaking a relatively complex build, you may need additional plans that are not included in the list below – these should be added at the end of the list.

Plan	Description	Included (Y/N)
A. Site/location plan	A site plan shows the dimensions and form of the site coverage, percentage of site coverage, the proposed building work and where on the site the building will be located, and where it is in relation to other buildings on the site. You should also include any known information on existing and proposed services.	<input type="checkbox"/>
B. Floor plan	Floor plan(s) provide details of room types and sizes, the layout and location of the internal elements, and the location of all fixtures and fittings.	<input type="checkbox"/>
C. Foundation plan	Foundation plans show what type(s) of foundation you propose and to detail their individual dimensions. The plan should include the finished floor height(s) in relation to the site datum, and floor level.	<input type="checkbox"/>
D. Sub-floor/floor framing plan	A sub-floor plan identifies the position, treatment level and size of piles, spacing, size and treatment level of bearers and floor joists, insulation, and finished floor-to-ground levels for each corner of the building.	<input type="checkbox"/>
E. Plumbing and drainage layout	A plumbing layout or schematic illustrates the proposed method for disposal of soil and wastewater from individual sanitary fixtures and appliances within the building (eg sizes and falls for pipe work).	<input type="checkbox"/>
F. Bracing Plan	A bracing plan shows and describes the bracing elements and lintels on the floor plan. It should include how the required bracing units are achieved, and detail the fixings required to achieve them. Where a design is more complex, the bracing plan may need to be supported by engineering design information included in the supporting documents.	<input type="checkbox"/>
G. Roof and roof framing plan	A roof framing plan shows the proposed roof design and type of construction whether it is a framed roof using rafters or a trussed roof. More complex roofs requiring engineering design will need additional information provided as part of the supporting documents.	<input type="checkbox"/>

H.	Electrical plan (<i>or Energy Services plan</i>)	An electrical or energy services plan shows the location of electrical, gas, communications and mechanical ventilation fixtures, such as hot water supply, heat pumps, meter boards, and smoke detectors.	<input type="checkbox"/>
I.	Elevations (including E2 matrix)	Exterior elevations show the overall shape, form and size of the proposed building. Ground lines should be extended through to adjacent boundaries, showing maximum height to boundary angles (sunlight access planes), to help confirm compliance with planning requirements. If the E2 risk matrix is complex, use a separate plan.	<input type="checkbox"/>
J.	Sections	Sections show all vertical and horizontal building elements and their relationship to the ground, floors, ceilings and roofs. They also detail structural framing and other construction elements. Sections and details can be combined on the same drawing if appropriate and if they do not make the plans difficult to read.	<input type="checkbox"/>
K.	Construction details	Construction details fully describe junctions and interfaces between and within all major building elements. You need to provide details for all relevant Building Code clauses, including structural and weatherproofing design and all necessary information about the construction needed. Sections and details can be combined on the same drawing, if appropriate and if they do not make the plans difficult to read.	<input type="checkbox"/>
L.	Window and door schedule	A window and door schedule is a convenient way of presenting complex information about the different window sizes and types that are being used in the build. The schedule helps ensure full and useful information to the manufacturers for pricing and fabrication, as well as accurate installation information.	<input type="checkbox"/>

SUPPORTING DOCUMENTS

Supporting documents should be provided as a single PDF and organised in the order shown in the table below. You should also include any producer statements that design, or engineering professionals have provided you – these should be placed with the relevant supporting document.

Simpler builds may not require the full range of supporting documents listed below, whereas more complicated builds may need additional supporting documentation. Talk to your local BCA if you are uncertain about whether you require certain supporting documents or not. For example, for a simple build you may be able to include all of the bracing details and calculations in the plans and would therefore not need any bracing calculations and fixing details in your support documents.

Supporting documents section		Description	Included (Y/N)
A.	Ground bearing testing/soil report(s)	Ground bearing testing/soil reports give details on the conditions of the site subgrade prior to building foundations. They are an important way of demonstrating that the site conditions are sufficient to meet the 'good ground' requirements of the New Zealand Building Code. If ground bearing testing/soil reports shows that the ground does not meet the bearing capacity required for 'good ground', then further investigations by a geotechnical or soil engineer should be completed.	<input type="checkbox"/>
B.	Geotechnical report (s)	A geotechnical ('geotech') report is specialist engineering report confirming ground and/or soil conditions beyond what standard ground bearing tests provide. Geotech reports generally list the ultimate bearing capacity of the ground of each lot, presence of expansive clay, preliminary liquefaction assessment, topsoil depths, any presence of uncertified fill requiring specific site investigation, and slope stability problems that may define area limits of any building platform. They will either contain or be accompanied by engineering designs that detail how foundations can overcome any specific geotechnical issues on the site.	<input type="checkbox"/>
C.	Truss design and bracing details	Truss designs detail the roof truss layouts and provide fabricator statements for all roof truss systems being used in the build. These should be location/site specific showing issue date and shall contain information relating to the specific design as well as all necessary information to install the trusses in accordance with their specific design, specifically Identification of supporting structures ie loadbearing walls; and nomination and location of truss to truss, and truss to supporting structure fixings.	<input type="checkbox"/>
D.	Bracing calculations and fixing details	If bracing calculations and fixing details are too complex to include as part of the set of plans, then they should be covered as part of the supporting documents. This should include any specific engineering design (SED) reports and calculations if needed, and the outputs from calculations produced by proprietary software used to calculate bracing units and fixing requirements (eg BRANZ bracing calculations or manufacturers software).	<input type="checkbox"/>
E.	H1 calculations	Providing H1 calculations demonstrates the home has adequate insulation for the level of thermal resistance (R-value) required for its location. An H1 – Energy efficiency assessment is to be provided verifying how the method of compliance has been determined (either by the schedule, calculation, or modelling method).	<input type="checkbox"/>
F.	Alternative solutions evidence	If your design uses an alternative solution, you must demonstrate how your proposed work will meet the performance requirements of the Building Code. You should prepare an assessment report that clearly scopes which parts of your project are covered by the alternative solution, which Building Code clauses are relevant to the design, and verification of how the product or system meets the performance requirements of the relevant code clauses.	<input type="checkbox"/>

G.	BRANZ appraisals and CodeMark certifications	<p>Appraisals (for example by BRANZ) confirm an independent and rigorous assessment of building products, materials, systems and methods of design and construction has been undertaken, ensuring a product's fitness for purpose and Building Code compliance.</p> <p>A Codemark (product certificate) is a voluntary product certification scheme that provides an easily understood and robust way to show a building product meets the requirements of the New Zealand Building Code. A product can be a building or construction method, building design or a building material.</p> <p>You should also include the manufacturer's specification and installation details to support product appraisals and/or certificates.</p>	<input type="checkbox"/>
H.	Supporting technical product literature	<p>If you are using other products or systems not covered by CodeMark or BRANZ appraisals, you should include the relevant technical product information to support verification of product and/or system performance. This could include information such as product technical statements and independent assessments or appraisals.</p>	<input type="checkbox"/>
I.	Other relevant supporting documents		<input type="checkbox"/>

Specifications

If you are using a proprietary specification writing system, then your specification documents will be ordered according to best practice and will be completed as searchable PDFs. Make sure that the specifications supplied are specific to the consent.

Writing and compiling your own specifications is not recommended unless you are completing a very simple build. If you do write your own specifications, you should follow the Coordinated Building Information (CBI) standard, have 'Preliminaries' and 'General' sections at the start, and have a series of technical work sections that are each ordered in a consistent manner (such as 'General', 'Products', 'Execution', and 'Selections').