



## User Guide for Building Consent Applicants Heating Appliance

Please complete this user guide, your building consent application and compile all the necessary documentation. When you are ready to lodge your application, please phone 4400056 [Alexandra] or 4450211 [Cromwell] and make a PAC appointment.

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance.

**The application will be accepted only if it appears complete and compliant.** If there is further information required after the application is accepted you will be contacted requesting this detail.

**Complete and technically correct building consent applications are processed FASTER than incorrect ones.**

| Application   | Applicant to complete    | Office use only          |
|---|--------------------------|--------------------------|
| <b>Have you provided two copies of:</b>   | <b>Yes</b>               |                          |
| Floor Plan  | <input type="checkbox"/> | <input type="checkbox"/> |
| Specifications  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the plans done in black lines on a white background?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you used the correct valuation number, legal description and location address? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the application form been completed correctly signed and dated?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the correct total value of building work been shown?                            | <input type="checkbox"/> | <input type="checkbox"/> |

### Full House Floor Plan

|   |                          |                          |
|---|--------------------------|--------------------------|
| Have you included a detailed single line drawing showing exactly where in the dwelling the heating appliance is to be installed and the position of smoke alarms? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

### Project Specifications

|  |                          |                          |
|--|--------------------------|--------------------------|
| Have the manufacturer's installation instructions been provided detailing the following: |                          |                          |
| Make and model   | <input type="checkbox"/> | <input type="checkbox"/> |
| Flue installation details  | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearth thickness and clearances  | <input type="checkbox"/> | <input type="checkbox"/> |
| Clearances from combustable surfaces   | <input type="checkbox"/> | <input type="checkbox"/> |
| Compliance with Otago Regional Council Air Plan  | <input type="checkbox"/> | <input type="checkbox"/> |