

PROCESS NAME: ADMIN PROJECT COMPLETION PROMPT LIST

DOCUMENT NUMBER: BAD0002 - C1281

RESPONSIBILITY: BUILDING CONTROL GROUP LEADER

PROJECT DETAILS

Building Consent No: 021575

Items to be Checked	What is checked	Checked	Not Applicable	Comments	
				Field Sheet	Proclaim
Inspections	Are all inspections accounted for	✓		✓	
	All LBP Certificates received		✓		
Attached Documents	PS4 Producer Statement		✓		
	Application for CCC signed and received		✓		
	Services as laid plan		✓		
	Energy work certificates - gas - electrical		✓		
	Warning System Test Certificate		✓		
	FPIS Sign off		✓		
Compliance Schedule	Issue CS and CS Statement		✓		
Fees	All fees paid?	✓			✓
	Additional charges/refunds		✓		
	CPU Charges completed		✓		
	Receipt number on field sheet	✓			✓
	Development Levies paid		✓		
Inspectors Signoff	Field sheet signed off and BAD0023 completed by Building Control Officer.	✓		✓	

Signed



Date

8/11/2016

Print Name

Jenny Eising

