

Project Address:

Description of project:

Contact persons details:

Documents required to be submitted with an application for Building Permit approval

1. Fully completed and signed application form. (Form 1).
2. Builders details, Warranty Insurance Certificate or an Owner Builders Consent issued by the Building Commission where works exceed \$16,000.00.
3. A current copy of Title, Plan of Subdivision, Covenants attached to Title, Section 173 agreements attached to title. (Including a copy of any infrastructure **fee receipt** that may be payable to council).
4. Developer's approval and endorsed drawings if required within the restrictions on Title.
5. Copy of Councils Legal Point of Discharge for the allotment.
6. Copy of Councils Property Information for the allotment (Flood, Termite Etc)
7. Size depth and location of sewage assets for the allotment (From sewage authority).
8. Copy of 6 Star energy rating and endorsed drawings for new dwellings, or a report prepared by a qualified person for compliance with the deemed to satisfy requirements of the BCA.
9. Copies of the Geo Technical report for the allotment (Soil report).
10. Copies of Engineering drawings, Computations, and form.
11. 1507 Certification from the design engineer.
12. Copies of working drawings for the project, including a framing and bracing plan. These drawings should also include diagrams for overlooking, overshadowing and the layout of drains to the legal point of discharge for assessment. **(Engineered roof and floor truss computations and layouts. must be provided 1 week prior to any frame inspection).**
13. . Copies of the site survey of the existing site conditions and levels prepared by a licensed land surveyor.
14. Copies of the endorsed planning drawings and planning permit conditions if Town Planning is required for the proposed building.
15. . Copies of the project specifications.
16. A copy of the S 29A council approval for any demolition or changes in the façade of buildings on the allotment.
17. Copies of any report and consent granted by Council for non-compliance with the Building regulations 2018.

Note 1: A determination on whether protection works notices will be required to be served will be determined by the Relevant Building Surveyor upon the lodgement of the permit application. Service of the protection notices are usually required for all boundary works excepting the construction of carports.

Note 2: It is generally required that 4 Copies of all the above listed items will be required upon lodgement of the permit application.

Note 3: Lodgement of all the required items that apply to your project will greatly assist us in assessing your application for a speedy issue of the Building Permit.

Note 4: An application is attached to this check list to assist you in preparation of your application

Note 5: Please contact us if you have any questions that you may have in regard to any Items that are listed above.