

# Building Permit Application Checklist

**The items listed below are a basic guide for applicants as to what documentation will most likely be required to ensure prompt processing of a Building Permit Application. Further items will be required depending on the complexity of the works.**

- ❑ Completed Application Form for Building Permit.
- ❑ Copy of current Certificate of Title and Plan of Subdivision for the allotment.
- ❑ Evidence of ownership of allotment (if not on Certificate of Title). If recently purchased provide a copy of the contract of sale.
- ❑ If the cost of building work is over \$12,000, and the work is going to be carried out by a registered domestic builder, the builder must take out 'Domestic Building Insurance'. A copy of the Certificate of Insurance must be submitted to the Council's Building Department before a building permit can be issued.

If intending to carry out the work as an owner-builder and the cost of works is over \$12,000, a 'Certificate of Consent' must be obtained from the Building Practitioners Board. Phone: 9285 6400 or 1300 360 320.

- ❑ Three (3) copies of allotment plan (Site Plan) to a scale of not less than 1:500 showing the existing buildings and proposed building works.
- ❑ Three (3) copies of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or other approved scales.

Drawings that are not clear, do not provide sufficient information, or are of poor quality will not be accepted.

- ❑ Three (3) copies of specifications describing materials and methods to be used in the construction.

## Building Permit Application Checklist Cont...

- ❑ If an engineer has designed any part of the building, three (3) sets of engineering drawings and two (2) sets of computations are required, and the engineer is also required to complete and provide a Certificate of Compliance as per Regulation 1505 of the Building Regulations 2006.
- ❑ Building works that are proposed to be constructed over an easement must receive written consent from all relevant reporting authorities prior to permit being granted.
- ❑ For dwellings, including significant additions, or commercial works provide three (3) copies of a soil investigation report that classifies the soil type in order to design an acceptable footing system. In the event that large trees will be nearby, then the soil tester / geotechnical engineer should provide appropriate recommendations to ensure the satisfactory performance of footings. For additions or alterations a soil investigation report may be required at the direction of the Building Surveyor.
- ❑ If the building is to have trusses, (for example roof and / or floor trusses) provide three (3) sets of manufacturer's truss specifications and layout. This can be provided during construction, prior to the frame inspection.
- ❑ Town Planning Approval may be required in certain situations eg: Residential Construction on a lot under 500m<sup>2</sup>, Dual Occupancy, Multi Unit Development, Commercial Buildings, or if site is located within a Planning overlay. Please provide a copy of the decision and endorsed plans if this is the case.
- ❑ 5 Star Energy Rating Report where applicable.
- ❑ Please phone the Building department on 9599 4660 to discuss Building Permit Application fees.

**Please note that this is a guide only and further information may still be necessary before a building Permit can be issued.**

