

APPLICATION FOR DOMESTIC BUILDING PERMIT - CHECKLIST



— BUILDING APPROVALS —

Please provide **1 electronic copy** of the following Documentation for a Building Permit:

No.		Description
01	☐	Completed Building Permit Application Form (Form 1) & Appointment of Building Surveyor Form
02	☐	Town planning inquiry from the relevant Council that Planning Permit not required (Correspondence in form of letter or email to be provided) – Alternatively if Planning Permit required, the permit and endorsed plan must be provided (100% consistency with Arch Plans)
03	☐	Copy of Title (within last 90 day, including all particulars – subdivision, covenants, 173 agreements, etc) – If title does not reflect correct ownership, also provide proof of ownership (rates notice or the like)
04	☐	Domestic Building Insurance (where COW >\$16,000) or Owner Builder Permit & Copy of Building Contract
05	☐	From relevant council: ☐ Property Information* (e.g. Flood Prone, Wind, Alpine etc) ☐ Legal Point of Discharge under Reg. 133 ☐ Approval to Install a Septic Tank System (if applicable) ☐ Report and Consent*: Regulation _____ (if applicable) ☐ Consent to build over easement (if applicable) ☐ Demolition Consent - 29a* (if applicable) ☐ Plumbing Approval (if applicable)
06	☐	Bushfire Attack Level Assessment (BAL)* (if applicable)
07	☐	Protection Works Documentation – Form 7 & 8 (if applicable)
08	☐	Energy Rating Report with endorsed plans (incl. solar hot water service or 2,000L rainwater tank)
09	☐	Demolition plan (if applicable) (Dilapidation report, asbestos audit, registered demo contractor insurance and plan, and bond to Council)
10	☐	Soil Test Report (incl. site survey/ re-establishment survey if appl.)
11	☐	Engineering drawings, computations, wall bracing and tie down plan (incl. certificate of compliance for design)
12	☐	Project Specifications (must reference Australian Standards)
13	☐	Full set of Construction Plans to scale, including:- ☐ Site/Allotment plan/s showing: All boundaries, site dimensions, easements, fill/cut, site levels, finished floor levels, Stormwater drainage plans (incl. DP's) to LPOD, existing and proposed buildings, adjoining allotments (existing building/vacant), overshadowing effects of proposed work, etc. ☐ Floor plan, Elevations and Sections ☐ Articulation Joint Plan (if no structural engineering design) ☐ Structural drawings and compliance certificate(s) (if no structural engineering design) ☐ Wall framing, bracing and layout plan (if no structural engineering design) ☐ Artificial lighting plan and calculations (min. 10% natural light and 5% natural ventilation) <i>(If plans are larger than A3 size, hard copies will be required for our file)</i>
14	☐	Swimming pools will require the following, in addition to the above:- ☐ Pump and filter details (if cartridge filter, plumbing approval is not required) ☐ Location of proposed swimming pool and fencing (including dimension of pool, setbacks, etc.) ☐ Pool fence and gate specifications to AS1926.1 (material, heights, openings less than 100mm, etc.)
15	☐	VIC Building Permit Levy – COW x 0.128% (Paid direct to VBA for release of BPN)