

APPLICATION FOR COMMERCIAL BUILDING PERMIT - CHECKLIST



— BUILDING APPROVALS —

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

No.		Description
01	<input type="checkbox"/>	Completed Building Permit Application Form (Form 1) & Appointment of Building Surveyor Form – Available at www.ipermitba.com.au
02	<input type="checkbox"/>	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 Architectural Plans)
03	<input type="checkbox"/>	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	<input type="checkbox"/>	Domestic Building Insurance & Copy of Building Contract (class 1b, 2 and 4 buildings ONLY)
05	<input type="checkbox"/>	From relevant council: <ul style="list-style-type: none"> <input type="checkbox"/> Property Information* (e.g. Flood Prone, Wind, Alpine etc) <input type="checkbox"/> Legal Point of Discharge under Reg. 133 <input type="checkbox"/> Approval to Install a Septic Tank System (if applicable) <input type="checkbox"/> Report and Consent*: Regulation _____ (if applicable) <input type="checkbox"/> Report and Consent for erection of any hoardings, etc. over front alignment (if applicable) <input type="checkbox"/> Consent to build over easement (if applicable) <input type="checkbox"/> Demolition Consent - 29a* (if applicable) <input type="checkbox"/> Plumbing Approval (if applicable)
06	<input type="checkbox"/>	Bushfire Attack Level Assessment (BAL)* (if applicable)
07	<input type="checkbox"/>	Protection Works Documentation – Form 7 & 8 (if applicable)
08	<input type="checkbox"/>	Energy Rating Report with endorsed plans (class 2 & 4 buildings) and/or Section J Report energy report with certificate of compliance.
09	<input type="checkbox"/>	Demolition plan for separate permit (if applicable) (Dilapidation report, asbestos audit, registered demo contractor insurance and plan, and bond to Council)
10	<input type="checkbox"/>	Soil Test Report (incl. site survey/ re-establishment survey if appl.)
11	<input type="checkbox"/>	Structural engineering plans, computations, wall bracing & tie down plan (incl. certificate of compliance for design)
12	<input type="checkbox"/>	Civil engineering plans & computations (incl. endorsed drainage plans and letter)
13	<input type="checkbox"/>	Hydraulic engineering plans, computations & specifications (incl. certificate of compliance for design)
14	<input type="checkbox"/>	Electrical engineering plans, computations & specifications (incl. certificate of compliance for design)
15	<input type="checkbox"/>	Mechanical engineering plans, computations & specifications (incl. certificate of compliance for design)
16	<input type="checkbox"/>	Fire service (Fire Hydrant, Fire Hose Reel, Sprinkler / Drenchers, etc.) plans, computations & specifications (incl. certificate of compliance for design) *include coverage diagram.
17	<input type="checkbox"/>	Pressure/ flow test(s) for fire services associated with the proposed building (street main, hydrants, boosters, fire hose reels, etc.)
18	<input type="checkbox"/>	Project Specifications (must reference Australian Standards)

19	<input type="checkbox"/>	<p>Full set of Construction Plans to scale, including: -</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Floor plan, Elevations and Sections <input type="checkbox"/> Artificial lighting plan and calculations (min. 10% natural light and 5% natural ventilation) <input type="checkbox"/> Door and window schedule detailing widths, heights, hardware, etc. – alternatively provide Schedule <input type="checkbox"/> Disability access and egress, including dimensions for facilities and circulation space to AS1428, etc.
20	<input type="checkbox"/>	<p>Report and consent from the MFB/CFA (Ref 129) for fire safety matters (<i>fire hydrants, fire control centres or fire control rooms, fire precautions during construction, fire mains, control valves, booster assemblies, open space and perimeter vehicular access to the extent it relates to emergency vehicles, fire indicator panels and/or fire services controls in passenger lift cars</i>)</p>
21	<input type="checkbox"/>	<p>BCA audit/ peer assessment completed by a secondary building surveyor/ surveying firm (incl. disability access report from a professional/ specialist consultant in accordance with AS1428.1)</p>
22	<input type="checkbox"/>	<p>Combined allotment statement/certificate/letter (additional costs involved)</p>
23	<input type="checkbox"/>	<p>If alterations or additions affect the proposed paths of travels to required exits or exits – details of the method of ensuring this is maintained must accompany the building permit application</p>
24	<input type="checkbox"/>	<p>Lift plans and specifications (1428.1 compliance required)</p>
25	<input type="checkbox"/>	<p>Change of use – Full BCA upgrade may be required (<i>if applicable</i>)</p>
26	<input type="checkbox"/>	<p>Current Occupancy Permit and Fire Safety Schedule (<i>if applicable</i>)</p>
27	<input type="checkbox"/>	<p>VIC Building Permit Levy – COW x 0.00128 (If COW exceeds \$800,000.00 – Cladding Rectifications Levy)</p>
28	<input type="checkbox"/>	<p>Confirmation if Development proposed or has an existing performance solution, including all details and particulars</p>