

APPLICATION FOR COMMERCIAL BUILDING PERMIT - CHECKLIST

I PERMIT

— 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 – Available at www.ipermitba.com.au
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 Architectural 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 & Copy of Building Contract (class 1b, 2 and 4 buildings ONLY)
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) ☐ Report and Consent for erection of any hoardings, etc. over front alignment (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 (class 2 & 4 buildings) and/or Section J Report energy report with certificate of compliance.
09	☐	Demolition plan for separate permit (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	☐	Structural engineering plans, computations, wall bracing & tie down plan (incl. certificate of compliance for design)
12	☐	Civil engineering plans & computations (incl. endorsed drainage plans and letter)
13	☐	Hydraulic engineering plans, computations & specifications (incl. certificate of compliance for design)
14	☐	Electrical engineering plans, computations & specifications (incl. certificate of compliance for design)
15	☐	Mechanical engineering plans, computations & specifications (incl. certificate of compliance for design)
16	☐	Fire service (Fire Hydrant, Fire Hose Reel, Sprinkler / Drenchers, etc.) plans, computations & specifications (incl. certificate of compliance for design) *include coverage diagram.
17	☐	Pressure/ flow test(s) for fire services associated with the proposed building (street main, hydrants, boosters, fire hose reels, etc.)
18	☐	Project Specifications (must reference Australian Standards)

19	☐	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 ☐ Artificial lighting plan and calculations (min. 10% natural light and 5% natural ventilation) ☐ Door and window schedule detailing widths, heights, hardware, etc. – alternatively provide Schedule ☐ Disability access and egress, including dimensions for facilities and circulation space to AS1428, etc.
20	☐	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>)
21	☐	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)
22	☐	Combined allotment statement/certificate/letter (additional costs involved)
23	☐	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
24	☐	Lift plans and specifications (1428.1 compliance required)
25	☐	Change of use – Full BCA upgrade may be required (<i>if applicable</i>)
26	☐	Current Occupancy Permit and Fire Safety Schedule (<i>if applicable</i>)
27	☐	VIC Building Permit Levy – COW x 0.00128 (If COW exceeds \$800,000.00 – Cladding Rectifications Levy)
28	☐	Confirmation if Development proposed or has an existing performance solution, including all details and particulars