

APPLICATION FOR DOMESTIC 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
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 Arch 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 (where COW >\$16,000) or Owner Builder Permit & Copy of Building Contract
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"/> 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 (incl. solar hot water service or 2,000L rainwater tank)
09	<input type="checkbox"/>	Demolition plan (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"/>	Engineering drawings, computations, wall bracing and tie down plan (incl. certificate of compliance for design)
12	<input type="checkbox"/>	Project Specifications (must reference Australian Standards)
13	<input type="checkbox"/>	Full set of Construction Plans to scale, including:- <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"/> Articulation Joint Plan (if no structural engineering design) <input type="checkbox"/> Structural drawings and compliance certificate(s) (if no structural engineering design) <input type="checkbox"/> Wall framing, bracing and layout plan (if no structural engineering design) <input type="checkbox"/> Artificial lighting plan and calculations (min. 10% natural light and 5% natural ventilation) (If plans are larger than A3 size, hard copies will be required for our file)
14	<input type="checkbox"/>	Swimming pools will require the following, in addition to the above:- <ul style="list-style-type: none"> <input type="checkbox"/> Pump and filter details (if cartridge filter, plumbing approval is not required) <input type="checkbox"/> Location of proposed swimming pool and fencing (including dimension of pool, setbacks, etc.) <input type="checkbox"/> Pool fence and gate specifications to AS1926.1 (material, heights, openings less than 100mm, etc.)
15	<input type="checkbox"/>	VIC Building Permit Levy – COW x 0.128% (Paid direct to VBA for release of BPN)