

# APPLICATION FOR COMMERCIAL CDC/CC - CHECKLIST

# I PERMIT

— BUILDING APPROVALS —

Please provide **1 electronic copy** of the following Documentation for a CDC / CC on E-Planning Portal:

No.		Description
01	<input type="checkbox"/>	Completed CC/CDC Application Form
02	<input type="checkbox"/>	Development Consent – Development consent and endorsed plans (100% consistency with Arch Plans) (if applicable)
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"/>	From relevant council: <ul style="list-style-type: none"> <li><input type="checkbox"/> S10.7(2) Planning Certificate (only required for CDC applications)</li> <li><input type="checkbox"/> LGA - Approval to Install a Septic Tank System (if applicable)</li> <li><input type="checkbox"/> LGA - Plumbing Approval (if applicable)</li> <li><input type="checkbox"/> Section 307 Certificate (only required for CDC applications)</li> <li><input type="checkbox"/> Flood certificate (if applicable for CDC applications)</li> </ul>
05	<input type="checkbox"/>	Long service levy (LSL) payment receipt (COW >\$250,000) (cost of works x 0.25% payable to the Long Service Corporation)
06	<input type="checkbox"/>	Bushfire Attack Level Assessment (BAL)* (if applicable - assessment by Council or Registered Bushfire Assessor) – Details to be provided with application) – Note: if Development Consent is required, they will assess the Bushfire within that.
07	<input type="checkbox"/>	BASIX Certificate with endorsed plans (class 2 & 4 buildings) and/or Section J Report energy report with certificate of compliance.
08	<input type="checkbox"/>	Demolition plan (if applicable) (Dilapidation report, asbestos audit, registered demo contractor insurance and plan)
09	<input type="checkbox"/>	Soil Test Report (incl. site survey/ re-establishment survey if appl.)
10	<input type="checkbox"/>	Structural engineering plans, computations, wall bracing & tie down plan (incl. certificate of compliance for design)
11	<input type="checkbox"/>	Civil engineering plans & computations (incl. endorsed drainage plans and letter)
12	<input type="checkbox"/>	Hydraulic engineering plans, computations & specifications (incl. certificate of compliance for design)
13	<input type="checkbox"/>	Electrical engineering plans, computations & specifications (incl. certificate of compliance for design)
14	<input type="checkbox"/>	Mechanical engineering plans, computations & specifications (incl. certificate of compliance for design)
15	<input type="checkbox"/>	Fire service/ sprinkler plans, computations & specifications (incl. certificate of compliance for design)
16	<input type="checkbox"/>	Pressure/ flow test(s) for fire services associated with the proposed building (street main, hydrants, boosters, fire hose reels, etc.)
17	<input type="checkbox"/>	Project Specifications (must reference Australian Standards)
18	<input type="checkbox"/>	Full set of Construction Plans to scale, including:- <ul style="list-style-type: none"> <li><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), ROW's, etc.</li> <li><input type="checkbox"/> Floor plan, Elevations and Sections showing: Room usage, window and door openings, material, etc.</li> <li><input type="checkbox"/> Artificial lighting plan and calculations (min. 10% natural light and 5% natural ventilation)</li> <li><input type="checkbox"/> Door and window schedule detailing widths, heights, hardware, etc. – alternatively provide Schedule</li> <li><input type="checkbox"/> Disability access and egress, including dimensions for facilities and circulation space, etc.</li> </ul> <p>(If plans are larger than A3 size, hard copies will be required for our file)</p>

<b>19</b>	<input type="checkbox"/>	Application to Commissioner of Fire & Rescue NSW for Initial Fire Safety Report (EP&A Reg 2000 - Clause 144) for fire safety matters not complying with D-t- S provisions ( <i>fire hydrants, fire hose reels, fire control centres or fire control rooms, fire precautions during construction, fire mains, control valves, booster assemblies, emergency vehicle access, fire indicator panels, proscenium curtain drencher systems, fire services controls in passenger lift cars</i> )
<b>20</b>	<input type="checkbox"/>	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)
<b>21</b>	<input type="checkbox"/>	Combined allotment statement/certificate/letter (additional costs involved)
<b>22</b>	<input type="checkbox"/>	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
<b>23</b>	<input type="checkbox"/>	Lift plans and specifications (1428.1 compliance required)
<b>24</b>	<input type="checkbox"/>	Change of use – Full BCA and disability upgrade may be required ( <i>if applicable</i> )
<b>25</b>	<input type="checkbox"/>	Current Occupancy Permit and Fire Safety Schedule ( <i>if applicable</i> )