

BUILDING PERMIT APPLICATION CHECKLIST

COMMERCIAL BUILDINGS

TICK	DOCUMENTS
<input type="checkbox"/>	Application Form (Form 1) – completed, signed and dated.
<input type="checkbox"/>	Building Specifications (if not nominated on the Working Drawings). To include the Timber Frame specification nominating all timber sizes, grades, spans and spacing together with the standard general specifications. To include type/method of termite barrier proposed in accordance with Australian Standard 3660.1.
<input type="checkbox"/>	Copy of Council Property Information <ul style="list-style-type: none"> • Detailing Town Planning Requirements • Shows designated areas (ie. termite, flood, snow) Regulation 51(2) • Stormwater Discharge Point Regulation 133 • Drainage Design
<input type="checkbox"/>	Copy of Town Planning Permit and endorsed plans – if applicable. If not applicable written confirmation from the relevant council will be required.
<input type="checkbox"/>	Copy of Title and proof of ownership (include plan of subdivision, position of easements and any restrictive covenants and/or 173 agreements), copy of Title must be <u>no</u> more than 4 months old. www.landata.vic.gov.au
<input type="checkbox"/>	Energy Rating –BCA Part J Report, including artificial lighting, air-conditioning/ventilation systems and building fabric
<input type="checkbox"/>	Soil Test Report – if applicable
<input type="checkbox"/>	Structural Engineering Computations – drawings, design computations & Regulation 126 Certificate.
<input type="checkbox"/>	Working Drawings drawn to scale detailing in accordance with Reg.25 Building Regulations 2018; <ul style="list-style-type: none"> • Site plan - Showing the location and content of any easements, location of the proposed building, any site cuts and retaining walls, site levels and the layout of all stormwater drains and their nominated and lawful point of discharge and connection. • Architectural Drawings – Floor plans, elevations, sections, size and location of structural members.
<input type="checkbox"/>	Septic Tank Approval from relevant council (If allotment not sewerd)
<input type="checkbox"/>	Services Drawings: Electrical, Mechanical, Hydraulic and fire services.
<input type="checkbox"/>	Payment of fees (account must be settled <u>prior</u> to a Building Permit being issued)

For further information please do not hesitate to contact the office 03 5672 4655

Gippsland Building Approvals

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