

BUILDING PERMIT APPLICATION CHECKLIST

DWELLINGS

TICK	DOCUMENTS
☐	Application Form (Form 1) – completed, signed and dated.
☐	Builders Warranty Insurance & Building Contract/Owner Builder Certificate (if cost of works exceeds \$20,000) www.vba.vic.gov.au
☐	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.
☐	Copy of Council Property Information - Shows designated areas (ie. termite, flood, snow) Regulation 51 (2) - Stormwater Discharge Point Regulation 133
☐	Copy of Town Planning Permit and endorsed plans – if applicable. If not applicable written confirmation from the relevant council will be required.
☐	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
☐	Energy Rating – For new buildings – 7 Star report for new homes and/or BCA Part J for other types of buildings. Include stamped/endorsed energy rated plans and certificate.
☐	Soil Test Report
☐	Structural Engineering Computations – drawings, design computations & Regulation 126 Certificate of Compliance.
☐	Working Drawings drawn to scale in accordance with Reg 25 of Building Regulations 2018 detailing; 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. Details of buildings on adjoining allotments including setbacks, window locations, fence height etc. Architectural Drawings – Floor plans, elevations, sections, size and location of structural members. Concrete slab or footing layout Bushfire Attack Level Classification – including written assessment of vegetation surrounding the site in accordance with Australian Standard 3959-2009.
☐	Roof and/or Floor Truss Design and Computations from manufacturer
☐	Septic Tank Approval from relevant council Regulation 132 (If allotment not sewered)
☐	Payment of fees (account must be settled <u>prior</u> to a Building Permit being issued).

No works are to commence prior to the issuing of the building permit.

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

Gippsland Building Approvals

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