

BUILDING PERMIT APPLICATION CHECKLIST

NEW DWELLINGS



TICK	DOCUMENTS
<input type="checkbox"/>	Application Form (Form 1) – completed, signed and dated.
<input type="checkbox"/>	Builders Warranty Insurance /Owner Builder Certificate (if cost of works exceeds \$16,000) www.vba.vic.gov.au
<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 Requirement • Shows designated areas (ie. termite, flood, snow) Regulation 51 • Stormwater Discharge Point Regulation 133
<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.
<input type="checkbox"/>	Energy Rating – For new buildings – 6 Star report for new homes or BCA Part J for other types of buildings. Include stamped/endorsed energy rated plans and certificate.
<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; <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. 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.
<input type="checkbox"/>	Roof and/or Floor Truss Design and Computations from manufacturer
<input type="checkbox"/>	Septic Tank Approval from relevant council (If allotment not seweraged)
<input type="checkbox"/>	Payment of fees (account must be settled <u>prior</u> to a Building Permit being issued).

HEAD OFFICE

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FORWARD ALL CORRESPONDENCE TO

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DIRECTOR

WES MAXWELL
BUILDING PRACTITIONER
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SURVEYING

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ABN 12 118 536 477

- ** Please note that if sending in electronically only one of each document is required.
- ** **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

Updated August 2018

