

CHECKLIST FOR BUILDING PERMIT APPLICATIONS – Houses

Please provide 3 copies of all documents larger than A3. Provide 1 copy of documents A3 or smaller Documents to be provided in a single complete set please.

If lodging documents by email:

1. Scan documents at no higher resolution than 200 dpi, otherwise file size is too large.
2. Give all documents names indicating their contents eg: "soil report.pdf" NOT "f1222a.pdf" or similar
3. Combine multi page documents into a single pdf file. It can take a long time for us to work out which page goes where and re-combine the file if you don't do this.
4. Send files as pdf files - NOT jpg, tif, dwg doc, zipped or using cloud servers.

If you don't have software to do this, it is best to send the documents as hard copies.

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| 1. | Completed Building Permit Application form (download from our web site) |
| 2. | Title search including search statement and title plan, with copy of any covenants and agreements registered on title. A link to online title searches is on our website. |
| 3. | If you are an owner builder and the estimated commercial value of works is more than \$16,000, Owner Builder Consent from the VBA is required. Download kit from vba.vic.gov.au. Note that "Commercial Value" includes all labour, including unpaid labour, and all costs to make the house occupiable, such as plumbing, electrical, septic systems etc. |
| 4. | If a builder has been engaged and the cost of works is more than \$16,000, provide a copy of the builder's warranty insurance certificate. |
| 5. | Plans and Elevations of the project to include sizes and locations of structural members, with specification showing compliance and structural details. |
| 6. | Engineering drawings and computations together with Certificate of Compliance from the engineer. In a timber framed house this would include bracing design for the wall framing. |
| 7. | Site plan of the property to scale and show all the information required by the Building Regulations, levels of the allotment, proposed building and distances to property boundaries, distance to nearest intersecting street, location of stormwater drainage discharge pipes to legal point of discharge and details of neighbouring development to show compliance with overlooking regulations. |
| 8. | Council property information – Legal Point of Stormwater Discharge, whether the site is a declared termite area or Flood Prone |
| 9. | If the site is within a designated bushfire prone area provide a Bush Fire Attack Level assessment report complying with AS 3959-2009 for the site. |
| 10. | Soil report. |
| 11. | Roof plan truss layout (if trusses are used) and design computations from the truss roof manufacture with certification. If not available at time of application can be provided prior to frame inspection |
| 12. | 6 Star House Energy Rating certification and report with stamped plans. |
| 13. | If land is unsewered, provide a copy of Septic Tank Permit |
| 14. | Dispensation from Council / relevant authority is required if proposed building is to be constructed over an easement or varies from siting requirements outlined in the Building Regulations 2006. |
| 15. | Copy of Planning Permit (if required) and Endorsed Plans |