

## **Documentation Required For Building Permit Application**

### **Standard Information:**

- Building permit application form (Form 1). Ensure all building Practitioners name and registration including Architect, Civil Engineer, and Builder are included.
- Current Copy of Title and plan of subdivision showing allotment and current owner– 4 copies.
- Re-establishment survey plan (4 copies).
- Property information from council. Information is obtained on whether the property is in termite prone area, is liable to flooding or snowfalls. Has a stormwater discharge point and if the proposal requires a planning permit.
- 4 copies of architectural plans (minimum scale 1:100).
- Part 4 Building Regulation (Siting) Rescode applications, the following architectural information is required:
  - Calculation of site area.
  - Indicate permeable parts of the allotment.
  - Car parking provision.
  - North position.
  - Indicate building & open space position on adjoining allotments.
  - Show position, size & type of windows on adjoining allotments.
  - Show all building heights and setbacks.
  - Show how overlooking is addressed into adjoining property private open spaces and habitable rooms.
  - Shadow diagrams.
- Protection notices if applicable (Form 3 and 4) to adjoining owners that may be affected. This is applicable where the adjoining properties may be affected by the building works that are on or near the boundary.
- Builders registration & Domestic warranty insurance.
- Bushfire assessment (if within bushfire zone).
- Fee's to be paid prior to issuing of the Building Permit.

### **Detailed Information:**

- Builders warranty insurance policy job specific (domestic work over \$12,000 only), or
- Owner builder certificate (domestic work over \$12,000).
- Projection over street title boundaries.
- Historic or special interest building.
- 4 copies of soil report.
- 4 copies of footing design and layout.
- 4 copies of engineering computations and Certificate of compliance.
- 4 copies of engineers structural (and possibly civil) drawings and compliance.
- 4 copies of timber framing specifications.
- 4 copies of project specifications.
- 4 copies of roof truss computations (may be submitted after the building permit has been issued).
- 4 copies of posi floor joists layout & specifications (may be submitted after the building permit has been issued).
- 4 copies of 5 star energy rating report (domestic only).
- Planning permit & endorsed planning drawings (if required & obtained).
- Drainage design approval by council (for multi unit developments & some commercial projects).
- Building over easement consent from council and relevant authority (if any part of the building is constructed over easement).
- Land liable to flooding consent from council and relevant authority (if land is liable to flooding).
- Council report and consent for siting & dispensation issues (if known).
- Septic tank approval (if sewer unavailable).