

LODGEMENT CHECKLIST – Building Permit (VIC)

✓ Please tick each box relevant to your application

ONE (1) digital copy of ALL plans and documentation is required.

- Application Form (Inc. Owners Appointment of Building Surveyor)
- Planning Permit – Evidence from council whether a permit is required or not
- Plan of subdivision**
- Covenants / Section 173 Agreements**
- Title Search Certificate ** (Proof of ownership – certificate must be less than 3 months old)
- Domestic Building Insurance Certificate
- Domestic Building Contract
- Owner Builder Certificate of Consent & building works cost justifications (if applicable)
- Construction details
 - Structural engineer's plans
 - Engineer's Certificate of Compliance – Design (Reg 126)
 - Specifications
 - Truss, wall framing & bracing details
 - Soil test report
 - Termite protection details (if applicable)
 - Fire safety details
 - Relevant Australian Standards to which the following building components are to be constructed: footings, framing, site drainage, termite, fire safety, wet areas, light & ventilation etc.
 - Evidence of any accredited components, process or designs
- Miscellaneous
 - Bushfire assessment report (if applicable)
 - Sewer application – NE Water (if applicable)
 - Protection work notices (Form 7 & 8)
 - Re-establishment survey (when building to boundary)
 - Build over easement consent (if applicable)
- Council Property Information
 - Property information (i.e. Flood, bushfire, snow) (Reg 51 (2))
 - Legal point of discharge (Reg 133)
 - Planning information (Inc. Planning permit & endorsed plans)
 - Septic tank installation approval (if applicable)
 - Report and consent (council siting dispensations Part 5 regs)
 - Demolition consent (Sec 29A)
- Site plan
 - Scale (1:200), north point
 - Part 5 (Regs) Rescode compliance details
 - Site boundary dimensions
 - Setback dimensions
 - Location of easements (type)
 - Contours to AHD (existing and proposed)
 - Location of structures (existing and proposed)
 - Location of driveways, vehicle parking/ maneuvering areas, vehicle crossing, footpath (existing and proposed) with levels to Australian Height Datum (AHD)
 - Location of trees/vegetation (existing and proposed)
 - Location of fences (existing and proposed)
 - Location of drainage facilities/services (existing and proposed)
 - Structures/trees to be removed identified
 - Proposed cut/fill (area, type, level to AHD)
 - Finished floor levels (AHD)
 - Stormwater to Legal Point of Discharge
- Floor Plan
 - Scale (1:100), north point
 - Artificial lighting details
 - Building / room dimensions
 - Room usage labelled
 - Location of window/door openings
 - Floor level to AHD
 - Wall/floor materials
- Elevation plan and Section plan
 - Scale (1:100)
 - Floor, ceiling height dimensions to AHD
 - Overall building height dimensions to AHD
 - Existing and proposed ground levels, adjacent road and footpath levels at all driveways and building entrances to AHD
 - External building materials, finishes
- 6 Star Energy Rating Report (and stamped endorsed plans)

** Impact Building Approvals can obtain Title & Restrictions Docs if required for an additional fee of \$66 per document. (Please advise)

NOTE: Applicants must ensure that all the relevant check boxes have been ticked and that all the information requested is attached before lodging the application.