

Building permit application checklist

Commercial buildings

This document can be submitted with your application as a summary of the documents submitted for approval.

No.	Documents to be submitted with your application	√
1	Application Form completed and signed	
2	Payment of Council Building Permit fees and State Government Levies	
3	Full and current copy of <u>property title</u> , along with copies of the title plan, restrictions, covenants or agreements, details of easements (eg) stormwater drainage, sewerage, etc.	
4	2 copies of architectural drawings	
5	2 copies of the structural engineer's drawings, computations and Certificate of Compliance – Design	
6	2 copies of the geotechnical investigation (soil report) and site classification	
7	2 copies of storm water drainage design	
8	2 copies of fire service/hydraulic design	
9	2 copies of electrical services drawings	
10	2 copies of mechanical services drawings and specifications	
11	2 copies of BCA Section J Energy Rating report and stamped plans	
12	2 copies of a structural timber specification if not detailed on plans	
13	1 copy of roof/floor truss computations and layout if applicable	
14	2 copies of project specifications	
15	Reporting Authority Consents (e.g.) Lower Murray Water, Country Fire Authority, NCCMA, Council Planning Permit etc	
16	Septic Tank approval obtained from Council's Health Department	
17	Prior Damage Report (footpath plan)	
18	Other	

Note:

This summary of documents to be submitted for approval is offered as a guide only and does not limit the power of the Municipal Building Surveyor to request any additional information as deemed necessary to demonstrate that the building will, if constructed in accordance with the documents lodged, comply with the Building Act 1993 and Building Regulations 2018.