

Building permit application checklist

Dwelling, dwelling units, dwelling additions/improvements

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	Builder's Warranty Insurance Certificate for works exceeding \$16,000 in value or Owner Builder Certificate of Consent for works exceeding \$16,000 in value.	
5	2 copies of architectural drawings	
6	2 copies of Site Analysis plan	
7	1 copy of Energy Rating report and stamped plans	
8	1 copy of Bushfire Attack Level Assessment in accordance with AS 3959-2009	
9	Details of Solar Hot Water System or Rainwater Tanks connected to sanitary flushing system	
10	2 copies of the geotechnical investigation (soil report) and site classification	
11	2 copies of the structural engineer's drawings, computations and Certificate of Compliance – Design	
12	2 copies of a structural timber specification if not detailed on plans	
13	1 copy of roof/floor truss computations and layout	
14	2 copies of project specifications	
15	Reporting Authority Consents (e.g.) Lower Murray Water, Places Victoria (Tower Hill Only), Septic Tank/Drains, Council Engineering Department, etc.	
16	Septic Tank Approval obtained from Council's Health Department	
17	Prior Damage Report (footpath plan)	
18	1 copy of Domestic Building Works Contract for works exceeding \$16,000	
19	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.