

# Building permit application checklist

## Garage, domestic shed, carport, pergola, shade structure, shade sail

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 <b>current</b> 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 site plan ( <b>refer example on page 2</b> )	
6	2 copies of the structural engineer's drawings, computations and Certificate of Compliance – Design	
7	2 copies of structural timber/steel specifications and span tables	
8	Reporting Authority Consents (e.g.) Lower Murray Water, Places Victoria (Tower Hill Only), Septic Tank/Drains, Council Engineering Department, etc.	
9	1 copy of Domestic Building Works Contract for works exceeding \$16,000	
10	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.

# Site plan requirements

General details required to be shown on site plans submitted for building permit applications. An example has been provided below to assist you in the preparation of this document.

## Site plan (drawn to a scale of 1:500 min.) must include:

- The allotment boundaries and dimensions as shown on the Title.
- The street name and number next to the front boundary of the allotment.
- The north point for the allotment.
- Easement locations and dimensions as shown on the Title.
- The location of the proposed structure.
- The location of the existing buildings.
- The setbacks of the proposed structure from the allotment boundaries and any other adjoining buildings.
- The dimensions of the proposed structure.
- Label the new structure as “**proposed**” and the existing buildings as “**existing**”.
- Show downpipes (dp) and point of discharge for storm water (swd)
- Show location of existing septic tank/drains (where applicable)

