

Checklist for Building Permit Application



1. 1 x Owner's Appointment of Drew Wadsworth. Also Authority to Agent (if applicable)
2. 1 x Completed Application for Building Permit form (Form 1) *
3. 1 x Current Copy of Certificate of Title, and evidence of ownership inc. any S173 Agree's or Covenants
4. 4 x Fully dimensioned drawings at 1:100 (minimum) to show:
 - plan at each floor level, elevations, sections, size and location of structural members, location and detail of self-contained smoke alarms. Also overshadowing and overlooking diagrams. Please include signature (in red biro) on each copy of plan as well as colours to denote alterations and/or additions)
5. 4 x Allotment or site plans at 1:500 (minimum) to show North point and
 - boundaries and dimensions of the site (indicate site coverage, private open space, impermeable surfaces, car spaces, existing heights & site levels).
 - any easements on site & any adj. properties (windows, private open space, footings & angles of repose).
 - the location of the site to the nearest street or corner.
 - position of the proposed building and its relationship to the site boundaries and any other buildings on site. Also the near side, front setback position of adjoining properties.
 - also the surrounding vegetation, distances, slopes & prevailing wind
 - site levels (new or multi-dwellings only), also floor levels of the building in relation to the street channel.
 - Location of storm water drainage on site. Prior Council approval required for drainage discharge point and for any proposed building over an easement with consent from sewer and drainage.
 - ResCode required features – lighting, ☐ solar, ☐ ☐ privacy
6. 4 x Specification of all materials, sizes, grades etc.
7. 4 x copies of 6 STAR ☐ Energy Assessment Rating, drawings, computations, Compliance Certification Certificate, Star Rating Achieved – 3,4,5,6,7 ? ☐, Solar Hot Water ?, Rain Water Tank 2000L to WCS
8. 4 x STRUCTURAL, Drawings *, Computations *, Compliance Certification Certificate, Roof Truss Computations & Layout, Completed timber specifications form, Soil Report for the site
9. BUSHFIRE REGS, Is the property in a Bushfire Attack, Do plans satisfy BAL?_____, Do specifications satisfy BAL?____
10. Easement Build-Over, Smoke detectors, Termite barrier, Check survey, ☐ Protection ☐
11. Copy of Town Planning Approval (if required) including endorsed Plan.
12. If Cost of Works is over \$12,000, then a copy of the following is required (as applicable):
Insurance Policy from Domestic Building Contracts & Tribunal Act 1995; OR
Original of Owner Builder's Certificate of Consent from the Building Practitioners Board

** PLEASE INCLUDE ALL BUILDING PRACTITIONERS CATEGORY/CLASS AND REGISTRATION NUMBER*

13. FEES

- a) Building Permit Fees will be based on the number of hours which you “purchase” of our inspectors time. Where a cost of work is required, it will be based on a copy of contract, or as we determine.
- b) A footpath / crossing deposit and inspection fee may also apply, and should be paid to the local Council.
- c) The Government Levy of 0.128% of the cost of the project and HIH levy of 0.032% is required before approval. Section 201 of the Act states that a building permit levy is required to be paid to the Relevant Building Surveyor) **prior to the issue** of the building permit.

Simply lodge (post/email/in person) a completed application form, plans and specifications and fees at:-

THE ONE STOP PERMIT SHOP, 365 Mitcham Rd, Mitcham, 3132. Tel 03 9872 3364, Fax 03 9872 4701

Form 41 Pro Act Shopping List 03-13