

INFORMATION TO ACCOMPANY AN APPLICATION

(COMMERCIAL)

1. **APPLICATION FORM** *Completed, signed and dated*
2. **APPOINTMENT OF BUILDING SURVEYOR** *Completed, signed and dated*
3. **CERTIFICATE OF TITLE** (Current copy, no more than 30 days old) Evidence of ownership, including plan of sub-division, Covenants and 173 Agreements. Please indicate on your application form if you would like EGBP to source these documents**
4. **PROPERTY INFORMATION REQUEST (REGULATION 51 (2))** from relevant authority
5. **LEGAL POINT OF DISCHARGE (REGULATION 133 (2))** *from relevant authority*
6. **OWNER BUILDER DECLARATION**
7. **EVIDENCE OF REGISTERED BUILDERS CURRENT REGISTRATION**
8. **ARCHITECTURAL DRAWINGS**
 - *Plan at each floor level with dimensions including the floor area (scale 1:100 min)*
 - *All elevations (scale 1:100 min)*
 - *Sections (scale 1:100 min)*
 - *The size & locations of structural members*
 - *Any additional details to show compliance (scale 1:20)*
 - *Site / allotment plan showing dimensions (of allotment), existing conditions, relevant easements, distance to intersecting street, location of proposed building and any existing buildings on site*
 - *Levels of proposed allotment, proposed floor level(s)*
 - *Legal point of discharge to be shown/noted on site/allotment plan and stormwater exiting to legal point of discharge.*
 - *Levels of the allotment and floors, layout of drains and discharge point (scale 1:500)*
 - *Location of fire walls if applicable*
 - *Fire hose reel system design*
 - *Fire hydrant system design*
 - *Emergency lights*
 - *Exit signs*
 - *Disabled toilet location and details*
 - *Fire extinguisher location and size*
 - *Protection of the public (i.e. hoarding) location and details*
9. **SPECIFICATIONS**
10. **SOIL REPORT**
11. **SOIL PERCOLATION TEST & PERMIT TO INSTALL/ALTER A SEPTIC TANK OR REPORT AND CONSENT REGULATION 132** *If applicable*
12. **STRUCTURAL ENGINEERING PLANS, COMPUTATIONS AND CERTIFICATE OF COMPLIANCE (Form 126)**
13. **HYDRAULIC, MECHANICAL AND CIVIL ENGINEERING PLANS, COMPUTATIONS AND CERTIFICATE OF COMPLIANCE (Form 126)** *If applicable*

14. ROOF TRUSS PLAN *If applicable*

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15. FIRE ENGINEERS REPORT *If applicable*

16. PART J REPORT *If applicable*

17. PLANNING PERMIT & STAMPED PLANS *If applicable*

18. WATERBOARD AUTHORITY CONSENT AND ASSET PLAN *If applicable*

19. BUILDING PERMIT FEES TO BE PAID.

Depending on the development proposed, additional information may be required to fully assess the application

Please contact our office if you are having difficulty with your application

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