



RESIDENTIAL BUILDING APPLICATION CHECKLIST

CLASS 1 & 10 - ALL APPLICATIONS

- Completed [DA Form 2](#)
- Signed BB Owner/s Consent Form
- Current Qld Title Search/ proof of ownership
- Payment of our Invoice

As applicable:

- QBCC Confirmation of Insurance
(Builder works over \$3,300) AND/OR
Owner Builder Permit
(Owner Builder works over \$11,000)
- QLeave Levy (Portable Long Service Leave)
(works over \$150,000 excl. GST)
- Planning Approval/ Referral Response**
- Plumbing Approval** (non-sewered sites)
- Council Bond Receipt (Removal/ Demo, Op Works etc)
- Performance Solution/ CodeMark*

1A/1B - HOUSE, UNIT, DUPLEX

- Plans – Site, Floor, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, cut/fill, contours, smoke alarms, building materials/colours)
- Plans – Structural*
(Foundation, Footing, Slab, Stump, Wind Classification, Frame, Tiedown & Bracing Method/s)
- Soil Test Report* (non-sewered sites require additional hydrology/permeability for wastewater design)
- Energy Efficiency Compliance

As applicable:

- Confirmation of Water Connection
- Geotechnical Report* (Stability/ Site Constraint)
- Hydrology/ Hydraulic Report* (Flood/ Site Constraint)
- Bushfire BAL Level/ Report* (AS3959 Compliance)
- Acoustic Report* (Road/Rail/Air Corridors)
- Fire Wall/ Separation Method
- Termite Treatment Method/s
- Truss Report/ Layout* (if available prior to approval)
- Engineer's Structural Adequacy Report*
(Existing Works/ Removal/ Reinstated Homes)
- LHA or SDA/NDIS Design Accreditation***

1B – B&B, GUEST HOUSE

Per CLASS 1A with the following:

- Fire Safety Features (Smoke Alarm, Emergency Lighting)
- #### **As applicable:**
- LHA or SDA/NDIS Design Accreditation***
 - Accessibility Compliance

10A GARAGE, SHED, CARPORT, PATIO, DECK, VERANDAH, FLYOVER ETC

- Plans – Site, Floor, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, cut/fill, contours, building materials)
- Plans – Structural*
(Foundation, Footing, Slab, Stump, Wind Classification, Frame, Tiedown, Attachment to Existing & Bracing Method/s)

As applicable:

- Soil Test Report*
- Bushfire BAL Level/ Report* (AS3959 Compliance)
- Fire Wall/ Separation Method
- Engineer's Structural Report*/ Inspection
(Existing Works/ Reinstated Buildings)

10B – POOL, SPA & BARRIER

- Plans – Site, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, cut/fill, fence/ gate & CPR sign)
- Swimming Pool/Spa Structure:
 - Structural Design Plans* and/or
 - Manufacturers Design & Installation Manual
(Portable Spas/ Pools/ Inflatable)
- Pool Fencing details*
(Glass, Tubular, Timber, Non-climb pool side/building, other Barrier/s and proposed distance from pool edge)

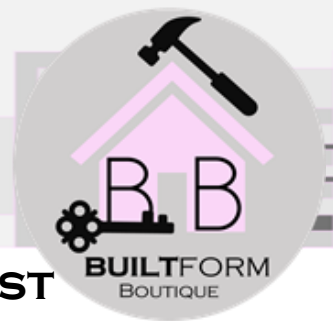
Note: Equipotential Bond Requirements

- Pool Pump & Filter Manufacturer's Brochure

As applicable:

- Soil Test Report*
- Engineer's Structural Report*/ Inspection
(Existing, where proposed on deck, rooftop deck etc)
- Enclosure Details & Door Access (Indoor Pool only)

BUILTFORM BOUTIQUE



RESIDENTIAL BUILDING APPLICATION CHECKLIST

10B – RETAINING WALL, FENCE, SCREEN, SIGNS, AERIAL, MASTS

Note: It's not always the "under 1 metre high" rule which applies!
Building Approval is required in accordance with Building Regulation 2021 including where other building assessment codes are triggered (e.g. QDC Design & Siting, Amenity & Aesthetics, Relevant Infrastructure & other codes – Heritage/ Character sites may also have specific requirements and where located in proximity to other buildings/structures). Affected adjoining land owner consent and details are required for inclusion in the building application and/or referral agency applications.

- Plans – Site, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, contours, heights)
Note: where any part of the structure is built over the boundary (e.g. footing/foundation) Builtform Boutique requires adjoining land owner's consent and details as the building approval and all other required responses will be issued with respect to the affected lot/s.
- Retaining Wall Structure:
 - Structural Design Plans*
(Soil, Cut/Fill, Foundation, Footing, Slab, Materials & Methods & Fencing Connection/ Construction)
Note: Retaining Walls may require a site-specific design for proximity to infrastructure, existing/proposed buildings, structures, other retaining walls, batters, surcharge load, site constraints.
- Fencing/ Screen details*
 - Structural/ Manufacturers Design & Installation
(Refer to 10B Pool, Spa & Barrier for Pool fence compliance)
Note: Existing Retaining Walls may require a redesign and further works where a new fence/screen etc are proposed as the original design & construction may not have included the load/ influence of fences, screens and other buildings/structures
- Screen/ Sign Structure:
 - Structural/ Manufacturers Design & Installation*
(Soil, Cut/Fill, Foundation, Footing, Slab, Materials & Methods & Fencing Connection/ Construction)

10B – RAINWATER TANKS

- Plans – Site, Elevations
(Plans to show dimensions to surveyed boundaries, existing buildings/ structures, wastewater/ septic/ grey water disposal area/s, easements, infrastructure, contours, heights,)
- Rainwater Tank Structure:
 - Structural Design Plans*
(In-ground & Engineer designed tanks)
 - Manufacturers Brochure & Installation Manual
(Poly, Metal tanks etc)

RETROSPECTIVE / EXISTING WORKS/ REPLACEMENT CERTIFIER

Per the relevant work listed plus;

As applicable:

- Stage Certificates (Form 16 – Inspection Certificate)*
(i.e. QBCC Licensed Building Certifier for all mandatory stages and inspections carried out under the approval conditions and Guidelines)
- Aspect Certificate/s (Form 12 – Approved Competent Person)*
(e.g. Cadastral Land Surveyor, RPEQ for Foundation, Footing, Frame, Structural, Civil Works, Stormwater Management (Units), specialist reports/ aspect inspection certificates/ Electrical)
- Aspect Certificates (Form 43 – QBCC Licensee)*
(e.g. Smoke Alarm, Glazing, Waterproofing, Termite/Pest Management, Energy Efficiency, Stormwater. Other Aspect)
- Design and Inspection Certificates (Form 15, 16, 12, 43, Statutory Declaration/ other evidence)
(e.g. Foundation, Footing, Slab, Stump, Wind Classification, Frame, Tiedown & Bracing Method/s, Mandatory Stages, Other Aspects)

IMPORTANT LINKS

- [DA FORM 2](#) – Building Application Form
- [PLANNING FORMS](#) (DA Form 1, DA Form 2 Referral)
- [BUILDING FORMS](#)
 - *Form 12 – Competent Persons Inspection*
 - *Form 15 – Design & Compliance*
 - *Form 16 – Stage Certificate*
 - *Form 30 – Accepted - QBCC licensee*
 - *Form 43 – Aspect - QBCC Licensee*
- [Queensland Development Codes](#) (QDC)
- [PLUMBING FORMS](#)
- [Qld Government Guidelines](#)
 - *Relevant Forms*
 - *Mandatory Inspections (Class 10 & 1)*
 - *DA Rules Guide*
- DA Rules v3.1
- Form 22 - Notice of Discontinuance
- [NCC – Building Code of Australia](#) (ABCB)
- [DAMS](#) State Planning Map Property Search

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