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**DOCUMENTATION REQUIRED FOR A**

**COMMERCIAL**

**BUILDING PERMIT**

Please provide the following information as part of your Building Permit Application, which can be lodged via email to [adrian@viccentral.com.au](mailto:adrian@viccentral.com.au).

Alternatively, a User Name and Password can be provided upon request to allow online management of your building permit application via the Applicant Login at [www.viccentral.com.au](http://www.viccentral.com.au)

1. Completed Building Permit Application Form(Form 1)
2. Copy of Title, Plan of Subdivision & any relevantcovenants and/or 173 agreements.

Other evidence of ownership will be required if names are not listed on the Title (Rates Notice, etc)

1. Registered Building Practitioner name and registration details

Or

Owner Builder Declaration and cost of works breakdown

1. From relevant council

* Legal Point of Discharge (if applicable, we may apply for this on your behalf upon request)
* Planning Permit with endorsed plans (if applicable)
* Approval to Install a Septic Tank System (if applicable)
* Report and Consent – CFA, building over easements, etc, (if applicable)
* Demolition Consent - 29A (if applicable)

1. Coliban Water application for sewer and water connection (if applicable)
2. Bushfire Attack Level Assessment (BAL) (if applicable – Residential applications only)
3. Protection Works Documentation – Form 7 & 8 (if applicable)
4. Part J Energy Assessment
5. Soil Test Report
6. Engineers design and certification (slab & footings, structural, hydraulic, mechanical, fire service, etc).
7. Project Specifications.
8. Full set of Construction Plans to include the following:

* Site plan indicating: All boundaries, site dimensions, easements, cut/fill, site levels,

finished floor levels, DP/Storm water drainage plans to LPOD, existing and proposed buildings,

adjoining allotments (existing building/vacant), overshadowing effects of proposed work.

* Floor plan, Sections, Elevations.
* Structural details and layout.
* Wall framing, bracing layout and calculations