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**DOCUMENTATION REQUIRED FOR A**

**DWELLING ALTERATION/EXTENSION**

**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. Domestic Building Insurance (Registered Building Practitioners) – For works over $16,000

OR

Owner Builder Declaration (for works under $16,000), OR

Owner Builder Certificate of Consent (for works over $16,000) – To be obtained from the Victorian Building Authority [www.vba.vic.gov.au](http://www.vba.vic.gov.au)

1. From relevant council:

* Planning Permit with endorsed plans (if applicable)
* Approval to Install/Alter a Septic Tank System (if applicable)
* Report and Consent – Siting matters, 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 Report (if applicable)
3. Protection Works Documentation – Form 7 & 8 (if applicable)
4. Energy Rating Report with endorsed plans
5. Soil Report
6. Engineers design and certification (slab & footings, structure steel, Garage T-bar lintel, articulation joints, sheds, retaining walls, etc)
7. Project Specifications
8. Full set of Construction Plans to include the following:

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