

STANDARD BUILDING PERMIT CHECKLIST



BUILDING & CONSTRUCTION ADVISORY

ADMINISTRATIVE DOCUMENTS

Document	Details	Tickbox
Appointment Form	Official Form appointing the Relevant Building Surveyor to the Project.	
Application Form	Application to the Relevant Building Surveyor for a Building Permit.	
Certificate of Title (<i>within last 3 months</i>)	Includes plan of subdivision, covenants, easements, Section 173 Agreements.	
Contract	The form of agreement between the Contractor and the Client. (<i>Master Builders offers a range from the online store.</i>)	
Detailed Breakdown of Costs	Typically included within the Contract.	
Owner Builder Certificate	If a Contractor is not engaged, then an Owner Builder Certificate will be required.	
Certificates of Insurance	<ul style="list-style-type: none"> Public Liability Workcover Homeowners Warranty/ Contract Works/ Domestic Builders Insurance Certificate Professional Indemnity (<i>When required</i>) 	
Protection Works Notices (<i>Depending on Project Scope</i>)	If the Works are close to the neighbouring boundaries, then a Form 7 will need to be issued notifying of upcoming works.	

COUNCIL DOCUMENTS

Document	Details	Tickbox
Regulation 51(2)	Provides information about flooding, termites, bushfire risk, snow, and designated land or works for building design and permit applications.	
Regulation 133	A report from Council that identifies the location of the legal point of discharge for the allotment. The RBS must approve the stormwater drainage system ensuring that the point of discharge is consistent with the point of discharge from the report.	
Sewer and/or Stormwater Depth and Offset	Outlines the depth of the Sewer/ Stormwater pipe and offset from the property boundary. This is important when planning the location of a building on a property, so that restrictions relating to building above or near a sewer asset are adhered to.	
Regulation 116	Council approval for utilising some or part of a footpath for Temporary Fence or Hoarding.	
Works with Road Reserve Permit	Council approval for utilising some or part of a road reserve within construction, for Traffic or Pedestrian use.	
Asset Protection Permit	This is an application and bond, made to the council, that otherwise protects their assets from damage that may arise throughout the course of the construction work.	

PLANNING PERMIT DOCUMENTATION

Document	Details	Tickbox
Planning Permit Condition's	The list of conditions provided within the Planning Consent.	
Endorsed Planning Permit Drawing's	The Drawing's that have been stamped and endorsed as part of Planning Consent.	
Endorsed Planning Permit Report's	The Report's that have been stamped and endorsed as part of Planning Consent.	

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DESIGN DOCUMENTS

Document	Details	Tickbox
Architect/ Draftsperson Drawing's	<p>A Site Plan with a minimum scale of 1:500, including the following:</p> <ul style="list-style-type: none"> Boundary and dimensions of the allotments, including any easements and common land. Distance to the nearest intersecting street. Position and dimensions (set backs) of any existing and proposed building work in relationship to the allotment boundaries and any existing building(s). North point (consistent with the title documents). Stormwater drainage, including locations of downpipes, size and locations of stormwater drains and the point of connection to the lawful point of discharge. <i>(Note: Connecting to the Existing Storm Water Drainage System (ESWDS) is generally accepted for extensions and alterations.)</i> Site contours and locations of any site cut and/or fill. Site levels of the allotment and floor levels of the building. Indication of the permeable area of minimum 20% of site. Location and dimensions of any car parking spaces on the allotment. Size and location and type of any external screens to be provided to prevent overlooking, including overlooking arc from habitable room windows and raised open spaces (decks, balconies and so on) within a horizontal distance of 9m (measured at ground level) and within a 45 degree line of sight from 1.7m above the finished floor level. Shadow diagrams prepared for the equinox (21 March - 23 September) at 9:00am, 12 noon and 3:00pm. Location, dimensions and area of private open space Details of the buildings on the adjoining allotments which may be affected by overlooking, overshadowing or the building works. Details to provide are: <ul style="list-style-type: none"> site area and floor areas front and side boundary set backs position of all windows, and comment relating to the windows being habitable (this includes set backs to eave and set back to wall where adjacent to a window) any north-facing windows (defined as a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east) location and area of open space, private open space and recreational private open space. Height of walls in relation to natural ground level. Height of building in relation to natural ground level. <p>The Drawing Package also needs to include:</p> <ul style="list-style-type: none"> structural information floor plans - minimum scale 1:100 (Prepare floor plans for existing and proposed conditions. Make sure to differentiate existing conditions from proposed conditions.) elevations sectional drawings. 	
Structural Engineering Drawing's	<ul style="list-style-type: none"> Structural Drawings Computations Regulation 126 - Certificate of Compliance Independent Third-Party Engineers Regulation 126 (if applicable) 	
Civil Engineering Drawing's	<ul style="list-style-type: none"> Civil Drawings Computations Regulation 126 - Certificate of Compliance Independent Third-Party Engineers Regulation 126 (if applicable) 	
Soil Report	Determines soil conditions, footing design requirements, site classification.	
Energy Rating Report	A report detailing an assessment of a buildings energy performance, against factors such as construction, windows, insulation, and orientation, to determine efficiency in regulating temperatures, in line with current Building Code Standards.	

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SUPPLEMENTAL DOCUMENTS

Document	Details	Tickbox
Re-Establishment Survey Plan	A land survey that precisely determines a property's boundaries, identifying any discrepancies between the land lots, as well as revealing any potential encroachments by neighbouring structures, or onto neighbouring lots.	
Developers Approval (Including Stamped Plans) (also depends on scope and location)	A letter from the Estate Developer, consenting to the works being undertaken.	
Owners Consent (Depending on Project Scope)	A letter from the property Owner, consenting to the works being undertaken.	
Levy Receipts	<ul style="list-style-type: none">• Development Infrastructure Levy• Community Infrastructure Levy• Building Control System• Dispute Resolution Service• Subdivision Levy (If Required)• Cladding Rectification (If Required)	
Build Over Easement Consent	You must apply for approval to build over, or within 1 metre, of an easement on your property. Approval is required for any building, structure or works, within 1 metre laterally of a Council or Authority asset.	
Report and Consent	Report and Consent is a process where a building project that doesn't meet specific building regulations, or potentially impacts public assets, infrastructure, or amenity, requires approval from a relevant authority (usually the local council).	