

Building Permit Checklist

Alterations and additions to dwelling (including attached outbuilding)

– Registered Builder

- Complete building permit application form
- Complete owner agreement of building surveyor appointment
- Builder's contact details and contract amount
- Signed contract page of building contract, confirming builder's details and contract cost
- Builder's warranty insurance
- Copy of title with plan of land or relevant plan of subdivision
- Evidence of ownership - if owner's name not on title (i.e. Rates notice)
- Full set of architectural plans and specifications
- Payment of building permit fee. Please note that tax invoice will be provided upon receipt of builder's warranty insurance declaring contract amount

If Applicable:

- Town planning permit indicating conditions and stamped plans from council
- Soil investigation report
- Re-establishment survey
- Engineering design plans, structural computations and certificate of compliance
- Energy efficiency report to comply with BCA 2012 requirements

Alterations and additions to dwelling (including attached outbuilding)

– Owner Builder

- Complete building permit application form
- Complete owner builder application form
- Owner agreement of building surveyor appointment
- Owner builder certificate of consent obtained from the Victorian Building Authority
- Owner's letter providing breakdown of cost
- Copy of title with plan of land or relevant plan of subdivision
- Evidence of ownership - if owner's name not on title (i.e. Rate notice)
- Full set of architectural plans and specifications
- Payment of building permit fee. Please note that tax invoice will be provided upon owner declaring contract amount.

If Applicable:

- Town planning permit indicating conditions and stamped plans from council
- Soil investigation report
- Re-establishment survey
- Engineering design plans, structural computations and certificate of compliance
- Energy efficiency report to comply with BCA 2012 requirements

Please note this is only a guideline, a specific checklist will be provided after plan checking.