

Building Permit Checklist

New dwelling with attached outbuildings

- Complete building permit application form
- Complete owner agreement of building surveyor appointment
- Builder's contract details and contract amount
- Signed contract page of building contract, confirming builder's details and contract cost
- Builder's warranty insurance / owner builder certificate of consent, obtain from the Victorian Building Authority if carrying out as owner builder
- 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)
- Property information and legal point of discharge from relevant council
- 6 Star energy rating report and endorsed plans by energy rater – to include lighting layout plan, showing compliance with BCA2011/BCA 2012
- Soil investigation report
- Re-establishment and level survey
- Sewer plans
- Engineering design plans, structural computations and certificate of compliance
- Full set of architectural plans and specifications for plan checking
- Payment of building permit fee. Please note that tax invoice will be provided upon declaration of total project cost.

If Applicable:

- Town planning permit indicating conditions and stamped plans from council.

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