

Building Permit Application Checklist – (Minimum documents to be submitted)

Project Address: _____

Date of Application: _____

- Permit Fees**
- Completed Application Form** – Form 1 (Ensure all building practitioners name and registration including Architect, Civil Engineer, and Builder are included)
- Appointment of Building Surveyor Form** – To be completed by the property owner
- Builders Warranty Insurance Certificate / Owner Builder Certificate** – Applicable to domestic work with a value of \$16,000 and over.
- Building Contract / Owner Builder's Cost Breakdown** – If registered builder, provide a copy of the contract particulars. If owner builder, provide a cost breakdown to show how the estimated cost of works was established.
- Certificate of Title & Plan of Sub-Division** – Including any covenants & 173 agreements that may be listed on the title*
- Developer's Approval** – If Applicable
- Community Infrastructure Levy / Development Contributions Plan Receipt** – If Applicable
- Planning Permit, Conditions & Endorsed Drawings** – If required & obtained. Endorsed planning drawings are to be consistent with architectural plans. (Please obtain a planning certificate or contact your local council's planning department to ascertain whether a planning permit is required for your project.)
- Architectural/Working Drawings** – A Site plan showing all boundaries & setbacks, easements, existing building(s), proposed works, North point & Site coverage. Detail the adjoining property locations, including setbacks from front & side boundaries and where relevant, the location of habitable room windows, private open space and recreational private open space. Overshadowing diagrams may be required depending on the type of work proposed and the proximity to the side and / or rear boundary.
- Engineer's Structural Drawings** – Slab / Footing Plans, Structural Plans, Bracing Design, Computations & Engineers Compliance Certificate (Form 126). (Nominate Timber Framing Schedule if applicable)
- Soil Report**
- Title Re-Establishment Survey Plan** – Required if building is on or adjacent to the title boundaries and/or fence line to establish the location of the actual title boundaries to avoid encroachments.
- 6 star energy rating report & Stamped Drawings or Part 3.12 BCA Volume 2 compliance report** – All provisions of the energy reports will need to be documented on the working drawings.
- Retaining wall Design** – If Applicable

- ❑ **Building / Project Specifications**
- ❑ **Property Information from Council*** – This identifies whether a property is subject to termites, bushfire, flooding, snow fall etc.
- ❑ **Legal Point of Discharge*** – This information is generally provided by council’s engineering department and identifies where the legal point of discharge is for each property in accordance with Regulation 133.
- ❑ **Sewer Main Details / Approval to Install Septic System for Allotments Where Sewer Not Available*** – Sewer main details where necessary may require details of depth, diameter & offset of the pipe to determine required footing depths.
- ❑ **Bushfire Attack Level (BAL) in accordance with AS3959 – 2009** – On the 8th September 2011 there were regulatory changes to the Bushfire Requirements (Regulation 155) in which area mapping was introduced. A bushfire attack level report is required for properties that fall within a designated area and have a default minimum construction requirement of BAL – 12.5.

* MKT are able to obtain titles, plans of sub-division, property information, legal point of discharge & sewer details on the client’s behalf for a service fee and cost recovery.

Applications to be submitted electronically to office@mktconsultants.com.au Please note that there is a 20mb max email size limit with this email account.

NOTE: The information above is a guide only. Further information may be required for a complete assessment to be undertaken depending on the nature, size and / or complexity of the building work(s). It may not be possible at the time of the application to determine whether an item listed above is relevant to your application. i.e: Protection works, Report & Consent(s), Planning permit etc.

Please contact administration via office@mktconsultants.com.au for a question on your permit as all jobs vary.