

BUILDING PERMIT CHECKLIST (DOMESTIC)

ALL REQUIRED DOCUMENTATION IS TO BE SUBMITTED
ELECTRONICALLY TO info@bspmelb.com.au



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ADMINISTRATIVE DOCUMENTS:

- APPLICATION FORM (FORM 1)
- OWNER'S APPOINTMENT OF PRIVATE BUILDING SURVEYOR (ONLY REQUIRED IF BUILDER IS AGENT FOR PERMIT APPLICATION)
- DEPOSIT OF \$550 (GST Incl.) REQUIRED UPON LODGEMENT OF BUILDING PERMIT APPLICATION.
- CERTIFICATE OF TITLE & PLAN OF SUB-DIVISION (INCLUDING 173 AGREEMENTS & COVENANTS IF APPLICABLE)
- EVIDENCE OF OWNERSHIP (ONLY REQUIRED IF CURRENT OWNERS ARE NOT NAMED ON TITLE SUPPLIED)
- BUILDER'S REGISTRATION DETAILS, DOMESTIC BUILDING INSURANCE & COPY OF MAJOR DOMESTIC BUILDING CONTRACT
- OWNER BUILDER CERTIFICATE (REQUIRED FOR OWNER BUILDERS ONLY)
- COST JUSTIFICATION (REQUIRED FOR OWNER BUILDERS ONLY)
- PROTECTION NOTICES (IF APPLICABLE i.e. WALLS OR EXCAVATIONS ON BOUNDARY)

DESIGN DOCUMENTS:

- ARCHITECTURAL PLANS (SITE PLAN, FLOOR PLANS, ELEVATIONS, SECTIONS, RESCODE COMPLIANCE DETAILS, etc.)
- SOIL REPORT
- STRUCTURAL ENGINEER'S PLANS, COMPUTATIONS AND 1507(a) CERTIFICATE OF COMPLIANCE- DESIGN
- BUILDING SPECIFICATIONS
- 6 STAR ENERGY RATING REPORT, ENDORSED PLANS & ARTIFICIAL LIGHTING PLAN
- RE-ESTABLISHMENT SURVEY (APPLICABLE WHEN BUILDING ON BOUNDARY)
- ONSITE STORMWATER DRAINAGE DESIGN
- BUSHFIRE ASSESSMENT REPORT (APPLICABLE IN BUSHFIRE PRONE AREAS ONLY)

COUNCIL AND RELEVANT AUTHORITY INFORMATION & APPROVALS:

- COUNCIL PROPERTY INFORMATION UNDER REG. 326 (2)
- COUNCIL LEGAL POINT OF DISCHARGE FOR STORMWATER UNDER REG. 610(2)
- SEWER / STORMWATER ASSET PLANS & PIPE DEPTH & OFFSET DETAILS (IF APPLICABLE)
- TOWN PLANNING PERMIT & ENDORSED DOCUMENTS (IF APPLICABLE)
- ESTATE DEVELOPER'S APPROVAL LETTER AND ENDORSED PLANS (IF APPLICABLE)
- BUILD OVER EASEMENT CONSENT UNDER REG 310(1) (FROM RELEVANT SERVICE AUTHORITIES) (IF APPLICABLE)
- PUBLIC PROTECTION UNDER REG. 604(4) (COUNCIL HOARDING PERMIT) (IF APPLICABLE)
- COUNCIL SITING DISPENSATIONS UNDER PART 4 OF BUILDING REGULATIONS 2006 (IF APPLICABLE)
- COUNCIL SECTION 29A CONSENT (FOR MAJOR DEMOLITION WORKS) (IF APPLICABLE)
- COUNCIL SEPTIC TANK APPROVAL UNDER REG. 801(1) (ONLY IF SEWER CONNECTION UNAVAILABLE)