

# OCCUPANCY PERMIT CHECKLIST (DOMESTIC)



**BSP MELBOURNE**

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IT IS ENCOURAGED THAT ALL REQUIRED DOCUMENTATION BE  
SUBMITTED ELECTRONICALLY TO [info@bspmelb.com.au](mailto:info@bspmelb.com.au)

**OCCUPANCY APPLICATION FORM (FORM 5)**

**PLUMBING CERTIFICATES**

This includes plumbing works associated with roofing, water supply, sewer, gas installation, water tank installation connected to flushing system, solar hot water system etc.

**ELECTRICAL CERTIFICATE**

**INSULATION CERTIFICATE / DECLARATION**

A letter/certificate from the installer or builder confirming **thermal insulation** has been installed within the floors, walls and roof in accordance with the approved drawings and the NCC.

**ENERGY RATING REPORT DECLARATION FROM THE OWNER / BUILDER**

Confirming that the **6 STAR ENERGY EFFICIENCY** provisions as nominated by the First Rate Report have been installed in accordance with the report, the endorsed plans and the building elements identified on the Detailed House Data sheet.

**GLAZING CERTIFICATE**

Confirming all **glazing (glass)** including shower/bath enclosures, glazed doors, side panels and windows have been installed in accordance with AS 1288 – 2006 & AS 2047.

**ENGINEERS INSPECTION REPORTS AND CERTIFICATES**

Required when any inspections were not carried out by BSP MELBOURNE (if applicable).

**TERMITE PROTECTION CERTIFICATE**

A Certificate of Installation (Part A & Part B) for the installation of a required **termite barrier** in accordance with AS 3660 Part 1 or any other accredited barrier system.

**WATERPROOFING OF WET AREAS AND BALCONIES**

A letter from the installer or builder certifying that the wet areas have been **waterproofed** in accordance with AS 3740.

**PARTYWALL / FIRE RATED BOUNDARY WALL INSTALLATION DECLARATION**

A Letter from the Builder certifying that the **party wall / boundary fire rated wall system** has been installed in accordance with the building permit plans in respect to the required fire resistant levels, acoustic levels and manufactures partywall system specifications.

**FIRE PLACE INSTALLATION/ CONSTRUCTION**

A letter from the installer or builder certifying that the solid fuel heater (fire place) has been installed in accordance with the building permit plans, Section 3.7.3 of the BCA Vol. 2, and manufacturers installation specifications.

**BUSHFIRE PRONE AREAS - ADDITIONAL CONSTRUCTION MEASURES**

A letter from the builder certifying that the specified BAL construction requirements have been installed in accordance with the building permit plans and the relevant BAL construction requirements specified under AS 3959-2009.

**COUNCIL SEPTIC TANK INSTALLATION APPROVAL (PERMIT TO USE)**

**OUTSTANDING FEES**

All outstanding fees which may include additional site inspections, building notice/order costs, amendment/ variations to permit costs, etc. need to be paid before the Occupancy Permit/ Final Certificate can be issued.