

# 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)

RECIEVED	ITEMS TO BE SUBMITTED / CLARIFIED
<b>GENERAL</b>	
	BSP Occupancy Permit Application Form (FORM 15)
	Confirm all Building Permit Conditions have been satisfied
<b>PLUMBING Certificates</b>	
	This is includes plumbing works associated with roofing, water supply, below ground drainage, gas installation, mechanical services, water tank installation connected to flushing system, solar hot water system etc.
	Roof plumbing (incl above ground stormwater drain)
	Sanitary plumbing
	Septic tank installation
	Drainage (below ground sewer)
	Drainage (below ground stormwater)
	Cold water plumbing
	Hot water plumbing
	Mechanical services (includes duct fixing)
	Grey or Recycled water
	Gasfitting (Natural Gas type A installation)
	Refrigerated air-conditioning
	Solar installation
	Rainwater tank installation
	Agri-drains (sub-surface drainage and/or retaining walls)
	On-site detention systems
<b>ELECTRICAL Certificates (Prescribed &amp; Non- Prescribed)</b>	
	All Electrical Certificates for electrical works issued by a licensed electrician indicating installation has passed all required tests and complies in all respects with the Electrical Certificate Safety Act 1998 and the Electrical Safety Regulations 1999.
<b>GLAZING</b> (All Windows, Shower/Bath enclosures, Doors, Balustrades, etc)	
	Confirmation from the glazing contractor stating that all glass (glazing) has been installed in accordance with AS1288-2006 & AS 2047.
<b>WATERPROOFING</b>	
	1) A letter from the registered installer certifying that the wet areas have been waterproofed in accordance with AS 3740 and where applicable all balconies have been waterproofed in accordance with AS 4654
	<b>OR</b>
	2) Declaration from the builder confirming;
	a) the wet areas have been waterproofed in accordance with AS 3740,
	b) (where applicable) all balconies have been waterproofed in accordance with AS 4654,
	c) The product name and manufacturer's specification of waterproofing membrane used.
<b>INSULATION</b>	
	1) A certificate from the installer confirming thermal insulation installed within the floors, walls and roof in accordance with the approved drawings, energy efficiency report and the BCA.
	<b>OR</b>
	2) Declaration from the builder confirming;
	a) The thermal insulation installed within the floors, walls and roof in accordance with the approved energy efficiency report and the BCA, and
	b) Receipt of purchase for installed insulation.
<b>ENERGY EFFICIENCY</b>	
	Confirming that the <b>6 STAR ENERGY EFFICIENCY</b> 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.
<b>TERMITES</b>	

	<b>Part A-</b> Certificate of Installation for the required termite barrier in accordance with AS 3660 Part 1 or any other accredited barrier system.
	<b>Part B-</b> Certificate of Installation for the required termite barrier in accordance with AS 3660 Part 1 or any other accredited barrier system.
<b>ENGINEERS INSPECTION REPORTS AND CERTIFICATES</b>	
	Structural Engineer's Certificate of Compliance (Inspection) to be submitted only where any mandatory inspections were not carried out by BSP MELBOURNE.
<b>LIGHTWEIGHT FIRE RATING SYSTEMS (External Walls)</b>	
	A written declaration from the builder confirming all lightweight fire rating external wall systems have been constructed in accordance with the endorsed plans and manufacture's specifications.
<b>SEPARATING WALLS (Partywalls)</b>	
	A Letter from the Builder certifying that the <b>party wall system</b> 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.
<b>SCREW PILES</b>	
	A complete set of records of screw pile operations are to be submitted to this office.
<b>FIRE PLACE INSTALLATION/ CONSTRUCTION</b>	
	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 manufacturer's installation specifications.
<b>BUSHFIRE PRONE AREAS - ADDITIONAL CONSTRUCTION MEASURES</b>	
	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.
<b>COUNCIL SEPTIC TANK INSTALLATION APPROVAL (PERMIT TO USE)</b>	
	Permit to Use septic tank from Council.
<b>TREE ROOT BARRIER INSTALLATION</b>	
	A letter from the builder certifying that the required tree root barrier required by the structural engineer's design has been installed at the locations and depths as per the approved plans.
<b>FLOOR LEVEL VERIFICATION</b>	
	Statement from a licensed land surveyor confirming all AHD floor levels as per approved plans.
<b>OUTSTANDING FEES</b>	
	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.