

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Building ACT 1993, Building Regulations 2006



- ☐ **Completed Permit Application Form** (Please find attached)
- ☐ **Certificate of Title** - Plan of Sub-Division
 - Covenants (If Applicable)
 - 173 Agreements
- ☐ **Proof of ownership. (If owners name are not listed on title)**
(Copy of rates notice, current title search)
- ☐ **Town Planning Permit and Endorsed Drawings** (If Applicable)
- ☐ **Council Property Information**
(Contact local council building department for application or PP can apply on your behalf)
- ☐ **Architectural Drawings & Project Specifications**
- ☐ **Services Engineer's Drawings, Design Computations & Certificate of Compliance Design (Form 1507)**
 - Fire Services;
 - Electrical Services;
 - Hydraulic Services;
 - Mechanical Services.
- ☐ **Energy Efficiency Report & Endorsed Drawings**
- ☐ **Provide a re-establishment survey plan**
- ☐ **Structural Engineers drawings**
Structural Computations & Certificate of Compliance Design-(Form a 1507)
- ☐ **Geotechnical/Soil Report**
- ☐ **Civil drawings and computations**
(Council endorsed drawings required)
- ☐ **Protection Notices Form 3 & Form 4** (If Applicable)
(Only required if building is on boundary or abutting adjoining building) (PP will assess and advise if required)
- ☐ **Council Legal Point of Discharge for stormwater Consent**
(Contact local council to obtain approval)
- ☐ **Building over easement Consent** (If Applicable)
(Only required if the structure is over or within 1m of an easement) (Council & water authority consent are required)
- ☐ **Projection over street title boundaries Consent** (If Applicable)
(Only required if any part of the building projects over the site boundary)
- ☐ **Land liable to flooding Consent from council** (If Applicable)
(Only required if the property is in flood prone area) Council property information will confirm this)
- ☐ **Septic system installation permits from the Council's** (If Applicable)
(Only required if the property is not serviced by a sewerage system)

Note: Building permit applications items may vary depending on complexity of the project and Permit Point Building Consultants may request additional information during application assessment process. Building permit applications will be assessed for building regulatory compliance within 10 days.