

DOMESTIC BUILDING PERMIT APPLICATION CHECKLIST

Building ACT 1993, Building Regulations 2006



- ☐ **1x Completed permit application form**
- ☐ **1x Certificate of Title** - Plan of Sub-Division
 - Covenants *(If Applicable)*
 - 173 Agreements *(If Applicable)*
- ☐ **1x Proof of ownership.** *(If current owners name are not listed on title)*
(Copy of rates notice, current title search or solicitors letter confirming settlement)
- ☐ **1x A copy of Builders Domestic Warranty Insurance**
(If project is carried out by registered builder)
OR
- ☐ **1x Owner builders Certificate** *(If Applicable)*
(Application to made to the building commission)
- ☐ **1x Cost Justification** *(If owner-builder)*
(Cost of works break down/schedule)
- ☐ **1x A copy of Builders Domestic contract**
- ☐ **1x Council Property Information (Reg 326)**
(Contact local council for application or PP can apply on your behalf)
- ☐ **1x Town Planning Permit and Endorsed Drawings** *(If Applicable)*
(Only required if proposal requires planning permit (Check with your local council))
- ☐ **1x Developer's Approval Letter / Estate Approval and Endorsed Drawings** *(If Applicable)*
(Only required for new homes in new estates area) (Check with local council if required)
- ☐ **1x Copy of the contract, MCP & Building Envelopes.**
(Only required for new homes in new estates area) Contact the developer to obtain these documents and information)
- ☐ **1x Architectural Drawings & Project Specifications**
- ☐ **1x Structural Engineers drawings**
- ☐ **1x Structural Computations**
- ☐ **1x Certificate of Compliance Design-(Form a 1507)**
- ☐ **1x Geotechnical/Soil Report**
- ☐ **1x Provide a re-establishment survey plan**
(Required where the proposed building works are to be built on the title boundary) (Contact a land surveyor)
- ☐ **1x Council Legal Point of Discharge for stormwater Consent (Reg 610)** *(New dwellings only)*
(Contact local council to obtain approval)
- ☐ **1x Provide Service pipe depth, offset information for easements within or adjoining your site.**
(Required if the building is within 4m of any service pipes within the subject or adjoining properties) (Contact the relevant authority to obtain details
(Yarra Valley, City West Water & South East Water, electrical, Gas authority & council))
- ☐ **1x 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)
- ☐ **1x 6 Star Energy Report & Endorsed plans, using First-Rate or NatHERS**
(New homes & existing)
- ☐ **1x Bushfire Attack Level Assessment (BAL Report)** *(If Applicable)*
(New homes & existing)
- ☐ **1x Building over easement Consent** *(If Applicable)*
(Only required if the structure is over or within 1m of an easement) (Council, gas, electricity & water authority consent maybe required)
- ☐ **1x Land liable to flooding Consent from council or Melbourne Water** *(If Applicable)*
(Only required if the property is in flood prone area) Council property information will confirm this)
- ☐ **Fee's to be paid prior to issuing of permit unless agreed otherwise**

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 7 days of receiving documentation.