

# BUILDING PERMIT APPLICATION CHECKLIST

## (Dwelling & Dwelling Extensions)



This checklist is to assist you with the preparation of building permit application. Should you require further assistance with your application, please contact the Building Department on 5760 2665.

**Note that all applications must be submitted online via our Customer Portal.**  
We no longer accept document in hard copy.

<input type="checkbox"/>	<b>1.</b>	Building Application Form – completed, signed and dated
<input type="checkbox"/>	<b>2.</b>	Building Permit fees paid including building permit levy if applicable
<input type="checkbox"/>	<b>3.</b>	Provide owners consent, if applicable
<input type="checkbox"/>	<b>4.</b>	Provide a Certificate of Title including ownership, plan of subdivision, covenants and any Section 173 Agreement
<input type="checkbox"/>	<b>5.</b>	Planning permit, if applicable
<input type="checkbox"/>	<b>6.</b>	Environmental Health Officer consent for septic tank system, if applicable
<input type="checkbox"/>	<b>7.</b>	Provide a copy of plans and elevations to a scale not less than 1:100, specifications and methods to be used in the construction
<input type="checkbox"/>	<b>8.</b>	Provide a copy of a site plan to a scale not less than 1:500 showing: <ul style="list-style-type: none"> <li>(i) Distance to the nearest intersecting street</li> <li>(ii) Boundaries and dimensions of allotment and any relevant easements</li> <li>(iii) Stormwater plan including legal point of discharge and drainage</li> <li>(iv) Position and dimensions of the proposed building and its relationship to: <ul style="list-style-type: none"> <li>• The boundaries of the allotment</li> <li>• Any existing buildings on the allotment</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>9.</b>	Provide a copy of computations and certification
<input type="checkbox"/>	<b>10</b>	Provide a copy of slab/footings design based on soil classification
<input type="checkbox"/>	<b>11.</b>	Provide either: <ul style="list-style-type: none"> <li>(a) Certificate of Insurance from Registered Builder (if using a Registered Builder) if total cost of works exceed \$16,000</li> <li>(b) Certificate of Consent from the Building Practitioners Board (if Owner Builder) if total cost of works exceed \$16,000</li> </ul>
<input type="checkbox"/>	<b>12.</b>	Provide Registered Practitioners details (i.e. builder, engineer, draftsman)
<input type="checkbox"/>	<b>13.</b>	Provide a copy of 6 star Energy Rating Report
<input type="checkbox"/>	<b>14.</b>	Provide a copy of BAL Report, if applicable
<input type="checkbox"/>	<b>15.</b>	Provide a copy of Soil Report
<input type="checkbox"/>	<b>16.</b>	Provide a copy of frame /truss details (required prior to frame inspection)
<input type="checkbox"/>	<b>17.</b>	Copy of front pages of Domestic Contract if over \$16,000.

**If a Planning Permit is required, a planning application must be submitted separately.**