

BUILDING PERMIT APPLICATION CHECKLIST (Commercial Building Works)



This checklist is to assist you with the preparation of your 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 documents in hard copy.

<input type="checkbox"/>	1.	Building Application – completed online
<input type="checkbox"/>	2.	Building Permit fees paid including building permit levy if applicable
<input type="checkbox"/>	3.	Provide owners consent, if applicable
<input type="checkbox"/>	4.	Provide a Certificate of Title including ownership, plan of subdivision, covenants and any Section 173 Agreement
<input type="checkbox"/>	5.	Planning permit, if applicable
<input type="checkbox"/>	6.	Environmental Health Officer consent for septic tank system, if applicable
<input type="checkbox"/>	7.	Copy of plans and elevations to a scale not less than 1:100, specifications and methods to be used in the construction in accordance with National Construction Code Volume 1
<input type="checkbox"/>	8.	Copy of a site plan to a scale not less than 1:500 showing: <ul style="list-style-type: none"> (i) Distance to the nearest intersecting street (ii) Boundaries and dimensions of allotment and any relevant easements (iii) Stormwater plan including legal point of discharge and drainage (iv) Position and dimensions of the proposed building and its relationship to: <ul style="list-style-type: none"> • The boundaries of the allotment • Any existing buildings on the allotment
<input type="checkbox"/>	9.	Provide a copy of computations and certification
<input type="checkbox"/>	10	Provide a copy of slab/footings design based on soil classification
<input type="checkbox"/>	11.	(a) Provide details of registered builder engaged to carry out building works or (b) Apply to be an Owner Builder, a schedule of costs will need to be provided
<input type="checkbox"/>	12.	Provide Registered Practitioners details (i.e. builder, engineer, draftsman)
<input type="checkbox"/>	13.	Provide a copy of Section J Report
<input type="checkbox"/>	14.	Provide a copy of BAL Report, if applicable
<input type="checkbox"/>	15.	Provide a copy of Soil Report

<input type="checkbox"/>	16.	Provide a copy of frame /truss details (required prior to frame inspection)
<input type="checkbox"/>	17.	Provide plan showing storm water discharge and details of storm water and guttering being used
<input type="checkbox"/>	18.	Details of public Protection if required
<input type="checkbox"/>	19.	Details of Essential Safety Measures to be installed. If existing a compliance report from a certified Fire Tester
<input type="checkbox"/>	20.	If Essential Safety Measures do not comply with Building Act, Regulations and National Construction Code a Report under Building Regulation 309 from the CFA

If a Planning Permit is also required, we require a separate application for each permit.