

Building Permit Documentation Checklist

1. Form 1 - Building Permit application form
2. Council receipt for payment of land within a DCP Levy zone (*contact the relevant council to confirm if Developers Contribution Plan Overlay applies*)
3. Notification of appointment Building Surveyor Letter (*to be completed by owner or agent of owner*)
4. Owner Builder Certificate (*if the project is undertaken by the owner of the land*)
5. Builders Warranty Insurance Certificate (*if the project is undertaken by a registered domestic builder*)
6. Copy of Certificate of Title (this includes, plan of subdivision and any relevant covenants or section 173 agreements)
7. Consent to Building Over Easement Consent (*only required if the structure is over the easement. Council and water authority consent is required*)
8. Report and Consent to building land liable to flooding (*Regulation 802 Consent from council and/or Melbourne Water*)
9. Service pipe depth information, offset information for easement (only required if the building is within 4m of any service pipes within the subject or adjoining properties)
10. Council Stormwater Information / Legal Point of Discharge (*contact your local council for an application*)
11. Council Property Information – Part 2 (*contact your local council for an application*)
12. Protection Notices – Form 7 and Form 8 (*only required if the proposed building is built to the boundary or abutting an adjoining building*)
13. Re-Establishment Survey Plan (contact a land surveyor)
14. Stormwater Drawings (*council approval may be required*)
15. Town Planning Permit and Endorsed Drawings
16. Developer Consent and Stamped Drawings (only required in select new estates)
17. Bushfire Attack Level (BAL) Assessment (*if the property is within a bushfire prone area*)
18. 6 Star Energy Report and Endorsed plans
19. Geotechnical / Soil Report
20. Structural Documentation
 - a. Structural Drawings,
 - b. Computations and
 - c. Certification (Regulation 1507 addressed to the Mehmet Yuksel)
21. Civil Documentation
 - a. Civil Drawings,
 - b. Computations and
 - c. Certification (Regulation 1507 addressed to the Mehmet Yuksel)
22. Architectural/Working Drawings and Specifications