

General Building Permit Document Checklist

1. Building Permit Application Form & Building Surveyor Appointment Letter (*to be filled out by owner as per the Updated Title*) completed and submitted with all relevant details (see attachments).
2. Site photos to confirm the current status of the adjoining properties (must be 14 days recent), i.e. vacant land, construction phase, occupied etc.
3. Builders Contract & Warranty Insurance Certificate (*if the project is undertaken by a registered domestic builder*).
4. Owner Builder Certificate (*if the project is undertaken by the owner of the land*).
5. Copy of Certificate of Title (*this includes plan of subdivision and any relevant covenants or section 173 agreements*).
6. Protection Notices – Form 7 and Form 8 (*only required if the proposed building is built to the boundary or abutting an adjoining building*).
7. Council Property Information – Regulation 51(2) (*contact your local council for an application*).
8. Council Stormwater Information / Legal Point of Discharge (*contact your local council for an application*).
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 receipt for payment of land within a DCP Levy zone (*contact the relevant council to confirm if Growth Area Infrastructure Contribution Plan/ Developers Contribution Plan Overlay applies*).
11. Report and Consent to building land liable to flooding (Regulation 153 Consent from council and/or Melbourne Water & Melbourne Water Flood Level Certificate). (*If the property is subject to flooding – as per the Property Information*).
12. Building Over Easement Consent (*only required if the structure is over the easement. Council & Water Authority Consent is required*).
13. Site Survey Plan (*contact a land surveyor*).
14. Re-Establishment Survey Plan (*contact a land surveyor*).
15. Bushfire Attack Level (BAL) Assessment (*if the property is within a bushfire prone area – as per the planning property report*).
16. Soil Report from a Geotechnical Engineer.
17. Developers Endorsed Drawings and Developers Design Guidelines for our assessment (*only required in selected new estates*).
18. "Final Issue" 7-star Energy Efficiency Assessment, Certificate and Endorsed Drawings for our assessment.
19. "Construction Issue" Structural Drawings, Computations & Certification (Regulation 126) for our assessment. Note: ensure the certification is addressed to the details below; OPES Permits PTY LTD, PO BOX 2042, Oak Park VIC 3046
20. Footing Probe Test Report (*if a wall is built on the boundary adjacent to an existing adjoining boundary wall*). Also ensure that structural engineers have reflected this on the structural drawings.
21. Dilapidation report for the existing adjoining lot (*if a wall is built on the boundary adjacent to an existing adjoining boundary wall*).
22. "Construction Issue" Civil Drawings, Computations & Certification (Regulation 126) for our assessment. Note: ensure the certification is addressed to; Opes Permits Pty Ltd Po Box 2042, Oak Park VIC 3046. (*Council Approval may be required*).
23. Please provide CodeMark Certificate and technical installation manuals for the proposed wall cladding systems for our review.
24. Planning Permit (*if the project is required to have a planning permit as per the planning property report*)
25. Architectural Drawings that are "Construction Issued".