

BUILDING PERMIT APPLICATION CHECKLIST

NEW DWELLINGS / EXTENSIONS

REQUIRED SUPPORTING DOCUMENTATION



To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit to construct new dwellings or dwelling extensions. Please note this guide is not comprehensive and further information may be requested upon review of application.

BUILDING PERMIT APPLICATION CHECKLIST

- Completed and signed Building Permit Application.
- Building Permit Fees (fees will be determined upon the receipt of your Building Permit Application).
- Copy of Planning Permit (if applicable). To determine if a Planning Permit is required please contact Norm Cameron, Shire Planner on 5461 0625. If a planning permit is required, you **MUST** obtain this before the building permit can be issued.
- Copy of Certificate of Title and Title Plan drawing (including copy of plan of subdivision and any covenants, if applicable).
-) Builders Warranty Insurance and Builders details and practitioners registration number (for
) Registered Builders doing domestic work with value exceeding \$12,000).
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) or
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-) Owner Builder Consent Certificate (for Owner Builders doing domestic work with value exceeding
) \$12,000). Application kit can be obtained from the Building Department at the Shire Office or from
) the Building Commission (Ph: 1300 815 127 Web: www.buildingcommission.com.au).
- Septic Tank Permit (required for dwellings and some additions in non-sewered areas). For an application form and more information please contact John Kelly, Shire Environmental Health Officer on 5461 0647.
- 3 copies of Site Plan (site plan to scale showing location of proposed structure in relation to common boundaries, easements, location of immediate adjoining properties and distance from any existing buildings).
- 3 copies of architectural plans drawn to scale including floor plan, elevations and structural details.
- 3 copies of Soil Test Report.
- 5 Star Energy Assessment Report – for new dwellings (please consult the Building Surveyor regarding additions to dwellings).
- Bushfire Attack Level Assessment (BAL) – see “Guide to Assessing your Property’s Bushfire Attack Level” booklet by Building Commission.