

Building Permit Application Check list – (Minimum documents required to be submitted)

Project Address: **Date of Application:**

- Permit fees** (Based on contract price. If owner builder* include material costs & labour @ \$55 per hour)
- Completed Application Form** – Form 1 (Include all registered building practitioners)
- Agent’s Authority by the Property Owner** (If applicable)
- 3 Sets of Architectural & Structural drawings**
A **Site plan** showing **all boundaries & setbacks, easements, existing building(s), proposed works, North point & Site coverage**. Detail the **adjoining property locations**, including **setbacks from front & side boundaries** and where relevant, the **location of habitable room windows, private open space and recreational private open space**. **Overshadowing diagrams** may be required depending on the type of work proposed and the proximity to the side and / or rear boundary. **Floor plan**, a **section showing footing & slab details, elevations etc, and timber framing & general specifications**.
- 3 copies of Soil Report** (Bore-log taken at min.1m depth may be provided for minor structures only)
- 3 sets of Structural drawings/computations & Cert. of Compliance by Engineer**. (If applicable)
- Project / Home Owner’s Warranty Insurance by the Builder**. (For **domestic** building works over **\$16,000** in value and if not done as an Owner Builder project)
- Owner Builder Certificate** – (If **Owner Builder** and if the **cost** of building works **exceeds \$16,000**, then a **Certificate of Consent** from the Building Practitioner’s Board is required. Call **1300 360 320** for further information)
- Copy of Title & approved Plan of Sub-division** including Covenants & Section 173 agreements
Details of the existence of covenants, Section 173 Agreements will be listed on the title. These details are available online at www.land.vic.gov.au
- Easement Details-** Sewer / Drainage pipe depth & offset details, if proposed building is to be located adjacent to an easement to determine footing depths according to angle of repose
- Siting Report & Consent** (Dispensation) from Council’s Building Department (if applicable) or
- A copy of Planning Permit & endorsed plans** – (if Heritage or lot is under 500m² or if applicable)
- Legal Point of Discharge** – Generally for new dwellings.
- Protection Works Notices (Forms 7 & 8)** – If building / excavating on or adjacent to the boundary or another building and this will be determined by the Relevant Building Surveyor
- Title Re-Establishment Survey plan** – If building on or adjacent to the title boundaries and/or fence line to establish the location of the actual title boundaries to avoid encroachments.
- Energy Efficiency** – Confirmation that energy efficiency provisions have been met. ie: **6 Star Report for New Dwellings & major additions** or compliance with Part 3.12 of the Building Code of Australia.
- 3 sets of manufacturer’s Roof Truss computations & Layout**

NOTE: The above information is a guide only. Additional information may be required to be submitted in order for a complete assessment to be undertaken depending on the nature, size and / or complexity of the building work. It may not be possible at the time of the application to determine if an item listed above is relevant to your application.
ie: Planning permit, Report & Consent, Protection of adjoining property etc.

(Guide Only – Further Details may be required)

ARCHITECTURAL DRAWINGS TO INCLUDE –

- Site Plan (minimum scale 1:500) including -
 - North Symbol corresponding with copy of title
 - Position of proposed building work including setbacks from all boundaries and any existing building on the lot
 - Location and size of any easements on the property
 - Stormwater drainage including locations of downpipes, size and locations of stormwater drains and the point of connection to the lawful point of discharge
 - Details of the buildings on the adjoining allotments (indicate vacant if no buildings on the allotment) which may be affected by overlooking or overshadowing etc including -
 - Site area and Floor areas
 - Front and side boundary setbacks
 - Position of all windows and detail whether they are to habitable rooms. Clearly indicate any north facing windows (defined as a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east).
 - Location and area of open space, private open space and recreational private open space
 - Site contours and locations of any site cut/fill
 - Size, location, height and type of any screens to be provided to the windows and property including the percentage of open area to reduce overlooking
 - Clearly indicate permeable area of minimum 20% of site
 - Location of carparking spaces on the allotment including position and size
 - Daylight to existing habitable room windows in accordance with Building Regulation 416
 - Shadow diagrams for the hours of sunlight between 9am and 3pm on 22 September. Clearly indicate minimum area of recreational private open space on adjoining properties which will be provided with minimum 5 hours of sunlight
 - Overlooking arcs and elevations for all habitable room windows and raised open space, decks etc, within a horizontal distance of 9m (measured at ground level) and measured within a 45 degree line of sight from the plane of the window. Also ensure direct line of site to adjoining habitable room windows is assessed.
 - Locations and area of private open space
- Floor Plans (min scale 1:100)
- Lighting layout plan
- Elevations (min scale 1:100)
 - Height of walls in relation to natural ground level
 - Height of building in relation to natural ground level
 - Size, location, height and type of any screens to be provided to the windows and property including the percentage of open area to reduce overlooking
- Sections (min scale 1:100)