

## INFORMATION SHEET / CHECKLIST

### What you need to provide with a Building Permit application for **Commercial Building Works**

*All plans must be prepared by a registered building practitioner in the appropriate category.*

1. Appointment of Relevant Building Surveyor Form, where the applicant is the builder (Completed & Signed).
2. Application for Building Permit (Form 1) - (Completed & Signed).
3. Certificate of Title, Plan of subdivision (allotment plans) & the relevant title instruments (Covenant, Section 173 Agreement, MCP etc.). <https://www.landata.vic.gov.au/>
4. Full name and contact details (address, email, phone, registration number (for the building practitioners)) of the owner, agent (where applicable), builder, architectural draftsmen or architect, engineers etc.
5. Building Contract or cost justification - breakdown, including materials and labour based on commercial rates including all proposed works and services.
6. Where applicable, Town Planning Permit along with endorsed plans and other approve documents or written planning advice form the relevant council.
7. Where applicable, Developers Approval (DA) and Stamped Plans (in accordance with Restrictive Covenant for the estate).
8. Property information from the local council (Regulation 51(2) – flood prone, designated land, termites etc.
9. Storm Water Legal Point of Discharge (Regulation 133) from the local council.
10. Sewer and drainage details - offset, depth & size (where applicable).
11. Architectural design: Fully dimensioned architectural plans, elevations and sections showing floor & site levels, dimensions, details of buildings on adjoining allotments heights, construction details, sectional elevations, site cut/fill light & ventilation analysis, sanitary facilities, setbacks, site coverage, building heights and siting, car parking, site analysis table including site/allotment area, existing and proposed floor area, site coverage, permeability, garden area etc.  
The design must show compliance with BCA/NCC Vol 1 including – Structure (Section B), Fire Resistance (Section C), Access & Egress (Section D) including Part D3 Access for people with disabilities (Part D3), Services & Equipment (Section E) - including Firefighting equipment, Visibility in an emergency, exit signs and warning systems etc., Health & Amenity (Section F), Energy Rating Reports (Section J) etc.
12. Certified engineering designs: Structural design, Civil design, Mechanical services design, Electrical services design, Hydraulic design, Fire safety systems design, Performance based building solutions (where applicable).
13. Other document (where applicable).
  - Report & Consent documents from council.
  - Report & Consent documents to build over an easement (Council, Water Authority).
  - Land Surveyor plan by Licensed Land Surveyor.
  - Protection of adjoining property (Forms 7&8).
  - Details for the protection of the public.
  - Section 29A Consent (for alterations and extensions).
  - Bushfire Assessment Report (BAL report).
  - Approval to install (or upgrade) a septic system.

Note: Min \$1000, non-refundable deposit (ex GST) is required at appointment of Relevant Building Surveyor and summation of Building Permit Application.