

Application Checklist (small residential projects)

Building Act 1993, Building Interim Regulations 2017

NOTE: This is not a complete or exhaustive checklist. Additional items may be required once the assessment of the application has been completed.

Document	Copies	Tick
Application Form & \$220 deposit MUST be paid at time of application (will be deducted from final permit fee).	1	
Letter of Appointment (to be signed by owner/s)	1	
Town Planning inquiry from the relevant council (letter or details of person in Council you have spoken with). If Planning Permit is required, provide two copies of the Town Planning Permit and endorsed drawings.	2	
Provide a current copy (within last 90 days) of the Certificate of Title and Plan of Sub-division for the allotment including any applicable Covenants or Section 173 Agreements incl. evidence of ownership.	3	
Working Drawings & Specifications including but not limited to: <ul style="list-style-type: none"> ▪ Site area calculations incl. permeable areas of the allotment; ▪ Car parking provisions; ▪ North position; ▪ Show position, size and type of windows on adjoining allotments ▪ Shadow/overlooking diagrams ▪ Existing & proposed floor/site plans ▪ All dimensions and setbacks to boundaries ▪ Elevations showing wall heights ▪ Sections showing ceiling heights ▪ Floor levels/step heights ▪ Location/width of easement/s. ▪ Wall types & flooring 	3	
Engineering Drawings, Computations, Wall Bracing Design & Certification. For multiple units on a site, storm water drainage design will also be required.	3	
Council or Relevant Authorities consents for siting/build over easement etc (if applicable)	2	
Energy Efficiency 6-Star Report & stamped plans.	3	
Soil Report (where new footings are proposed)	3	
Builders Warranty Insurance & copy of Building Contract (if registered builder carrying out works over \$16,000), OR if owner-builder , a certificate from the Victorian Building Authority (VBA) if cost exceeds \$16,000. Phone VBA on 1300 815 127 for further info on Owner Builder Certificates.	3	
Fees (to be paid prior to the issue of the Building Permit) <ul style="list-style-type: none"> ▪ Cash ▪ Visa / Master Card ▪ Cheque 		