

APPLICATION CHECKLIST – Commercial / Industrial

The following table sets out the drawings and other documents to be submitted, fees and deposits to be paid with your Application and other approvals necessary before a Building Permit can be issued

Copies Required	Drawings, Documents and other permits and requirements for building approval and terms of appointment	Tick
1	Building Application Form, Terms of Engagement form & Consent to Act completed, signed and dated	
1	Copy of title & Certified Plan of Subdivision including Covenants & Section 173 Agreements*	
1	Check Survey Plans from a licenced land surveyor, where warranted.	
1	Soil Report: from a recognised soil testing company (Recommending foundation depths and type)	
1	Structural Computations and Certificate of Compliance from Engineer. Plus an independent cert of compliance (where warranted) (Over 2 stories or complex design etc.)	
1	Structural Drawings: Additional to architectural – Structural members size, location and details	
1	Civil / Drainage Plans and certificate of compliance from engineer (if warranted). Note: The council drainage engineer will need to approve the design when the planning permit conditions specify this requirement.	
1	Architectural Drawing: Site plan, floor plans, elevations, sections, size and location of structural members.	
1	Project Specifications: Detailing materials to be used (in addition to drawings)	
1	Energy Efficiency Compliance Report and Stamped Plans (Section J BCA Volume 1)	
1	Electrical Plans and Certificate of compliance from electrical engineer (if warranted)	
1	Mechanical Plans and Certificate of compliance from Hydraulic engineer (if warranted)	
1	Hydraulic Engineering Plans, including Fire Main Computations, for Fire Service and an engineer’s certificate of compliance (if warranted)	
1	Serving of Protection Works Notice to adjoining property owners (excavations / works on boundary) (where warranted)	
1	A copy of Council Property Information Certificate – flooding termites, bushfire ect.* (within 6 months)	

1	Town Planning Permit – Conditions & Endorsed Plans	
1	Septic Tank Permit from Council Health department. (if no sewer is available)	
1	The sewer main location from the relevant sewerage authority that shows the offset / depth of the pipe and the property connection point.	
1	Fees to be paid before issuing of a Building Permit Cash, Cheque or Direct Deposit	

*This information can be arranged through our office, please enquire.

B4U Build Building Consultants is now able to issue Building Permits & Endorsed Documents in an electronic format. However some hard copies are still required to assist in the assessment, inspection & construction stage of a project. B4U Build Building Consultants request that only one copy of documentation be submitted to our office for assessment. Prior to issue of the Building Permit the amount of hard copies required will be determined and the printing costs will be included on our invoice to you.

No Works are to commence on the allotment prior to the issue of a Building Permit.

Building applications can be personally lodged between 9.00am – 5.00pm weekdays

We are happy to discuss your projects and any other requirements at a preliminary design stage. Feel free to ring us on 03 5176 5688 or call into our office located at Rocla Road, Traralgon

Stephen Bond
Director