

APPLICATION CHECKLIST – Dwelling

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

Drawings, Documents, other Permits and requirements for building approval and terms of appointment	Supplied	Not Supplied	Not Applicable
Application for Building Permit Form and Appointment letter / Consent to Act Form			
Certificate of Title, Plan of Subdivision (including allotment plans)*			
Storm Water Legal Point of Discharge from Council (New Dwelling Only)*			
Property Information from Council (New Dwelling Only)*			
Report & Consent documents from Council (where applicable)			
Planning Permit copies from Council (where applicable)			
Site Plan showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, site cuts and retention systems, details of building on adjoining allotments etc. Minimum scale 1:500			
Fully dimensioned Architectural Plans and Elevations showing floor levels, dimensions, heights, construction details, sectional elevations, light & ventilation analysis, sanitary facilities, etc. Including analysis for determining Part 4 matters such as setbacks, site coverage, building heights and siting, car parking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report, etc. Minimum scale 1:100			
Engineering Designs, geotechnical reports, structural designs, drawings, details, computations, footing systems, retention systems, drainage system, tanking systems.			
Energy Rating reports and stamped plans or Regulation 608 Energy Dispensation (For all new dwellings and dwelling additions and alterations. 6-Star report. Solar HWS or 2000lt Rain water Tank for toilet flushing is required for all new dwellings)			
Soil Report			

Certificate of Compliance (from all design engineers)			
Domestic Builders Insurance Certificate where the cost exceeds \$16,000 (not applicable to owner builders)			
Building Specifications for the building works including materials, framing schedule, door & window schedule Etc.			
Protection Works Notice (Forms 3 & 4) (where required)			
Owners Builders Certificate of consent where the cost exceeds \$16,000 (if applicable)			
Septic Tank Permit from Council Health department. (if no sewer is available)			
Fees (to be paid prior to 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