

## APPLICATION CHECKLIST – Small Residential Project (Class 1b)

Building Act 1993, Building Regulations 2006

Copies Required	Document	Tick
1	Complete Building Permit Application Form. (Form 1)	
1	Letter of Appointment & Consent to Act. (to be signed by owner/s)	
1	Endorsed Town Planning Permit and drawings. (if applicable)	
1	<p>Working Drawings and specifications.  For applications which do not require a Town Planning Permit for siting, the following information will be required:</p> <ul style="list-style-type: none"> <li>- Calculation of site area</li> <li>- Indicate permeable parts of the allotment</li> <li>- Car parking provision (including disabled parking)</li> <li>- Number and size of bedrooms</li> <li>- Disabled bedroom and bathroom facilities.</li> <li>- Disabled access to and within the building, (min 1000mm hallways and 920mm door openings)</li> <li>- North position</li> <li>- Class 1b compliant smoke alarms and evacuation lights</li> <li>- Indicate building and open space position on adjoining allotments;</li> <li>- Show windows / natural light to all rooms</li> <li>- Show position, size and type of windows on adjoining allotment and shadow diagrams</li> </ul>	
1	Energy Efficiency Report. For all new dwellings and dwelling additions and alterations. 6-Star report. Solar HWS or 2000lt Rainwater Tank for toilet flushing is required for all new dwellings.	
1	Current Certificate of Title and Plan sub-division (within last 60 days).	
1	BAL assessment and report (Bushfire assessment)	
1	Septic tank permit (If applicable)	
1	Builders Warranty Insurance ( <b>registered builder</b> carrying out works over \$16,000) or if <b>owner builder</b> , a certificate from the Building Practitioners Board. (if cost exceeds \$16,000)	
	Fees (to be paid prior to the issue of the Building Permit) Cash, Cheque, or Direct Deposit	