

**Information and Documents required to be lodged to obtain a Building Permit  
to Construct or Extend a Dwelling**

**Application No.** \_\_\_\_\_

1. Building Application to be lodged online via Council Website including following:
2. Energy Report and certified plans for all New Dwelling and Dwelling additions
3. Three [3] copies of Building Plans including Site plan.
4. Bushfire Attack Level report (BAL).
5. Confirm if a Planning Permit is required.
6. Three (3) copies of Project Building Specifications Booklets to be completed and signed.
7. Provide a Current Full Certificate of Title including block plan, covenant details and 173 Agreements [if applicable].
8. Provide either;
  - 8.1 Copy of Certificate of Insurance from registered Builder; or
  - 8.2 Complete Owner/Builder Acknowledgement form (Domestic Building Work) if the cost of works are \$16,000.00 or less; or
  - 8.3 Certificate of Consent from the Building Practitioners Board for registration as an Owner/Builder where the cost of works exceed \$16,000.00.
9. 3 Copies of the Soil Test report.
10. Three [3] copies of all Structural Drawings and Computations with Regulation 1507: Certificate of Compliance Design.
11. One [1] copy of the manufacturer's roof truss layout and tie down details or two [2] copies of the roof propping layout to be constructed in accordance with Code AS 1684.
12. Three [3] copies of Engineer Designed Footings [if applicable].
13. Checks estimated cost and determine fees.
14. Is a Septic Tank Permit required?                      YES                      NO  
If yes, lodge an application form and pay fees.
15. Electricity approval? [Units only.]
16. Building fees

Please Tick

Received

Documents to come

Not applicable

M16/56154

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[Initial and date]