

Information Sheet

What you need to make a building permit application

(FOR GENERAL USE WITH BUILDING PERMIT APPLICATIONS MADE TO BUILDING SURVEYING UNLIMITED PTY LTD ONLY)

DOCUMENTATION REQUIRED	NEW DWELLING	DWELLING EXTENSION	OUTBUILDING	NON-DOMESTIC BUILDINGS
• Building Application Form (completed)	✓	✓	✓	✓
• Application Fees (see note 1)	✓	✓	✓	✓
• Certificate of Title and an approved full copy of the Plan of Subdivision (copy must show current owner/s name/s) (2 copies)	✓	✓	✓	✓
• Certificate of Consent for works valued over \$12,000 (Owner Builders) (2 copies)	✓	✓	✓	
• Developers approval and stamped plans (2 copies)	May be required	May be required	May be required	
• 5 Star Energy Rating report and stamped plans (4 copies)	✓	✓		
• Architectural Drawings (4 copies)	✓	✓	✓	✓
• Specifications (4 copies)	✓	✓	May be required	✓
• Soil Report (4 copies)	✓	May be required	May be required	✓
• Builder Insurance Registration e.g. H.O.W. (for building work over \$12,000 in value – not required for owner-builders)	✓	✓	✓	
• Structural Drawings (4 copies)	✓	May be required	May be required	✓
• Structural Computations & Certificate of Compliance-Design (4 copies)	✓	May be required	May be required	✓
• Storm water approved point of discharge from Relevant Council (2 copies)	✓	May be required	May be required	✓
• Property information from Relevant Council (2 copies)	✓	May be required	May be required	✓
• Site Levels (2 copies)	✓	✓	✓	✓
• Town Planning approval and stamped endorsed plans (2 copies)	May be required	May be required	May be required	✓
• Statement from Electricity Supply Authority				✓
• Protection of adjoining property (Forms 3 & 4) (2 copies)	May be required	May be required	May be required	May be required
• Check survey by Licensed Land Surveyor (2 copies)	May be required	May be required	May be required	May be required
• Details for the protection of the public (2 copies)	May be required	May be required	May be required	May be required
• Part j Assessment under current BCA by suitable qualified professional				✓

NOTES:

1. Application fee includes State Government Levy (0.128%) for works over \$10,001 in value - check with our office.
2. For building permits with a cost of works over \$5,000, a cheque or additional payment of \$33.30 will be required to cover the lodgement with Relevant Councils.
3. For a building permit to demolish a structure/building please check with our office.
4. Application fee's can be paid via cheque, cash, electronic fund transfer or credit card (2% surcharge will apply)