

DOCUMENTS REQUIRED FOR A BUILDING PERMIT

CHECKLIST - DOMESTIC DWELLINGS

- PERMIT FEES TO BSV FOR BUILDING PERMIT, COUNCIL LODGEMENT & LEVIES
- APPLICATION FORM (Form 1)
- BUILDERS WARRANTY INSURANCE CERTIFICATE / OWNER BUILDER CERTIFICATE
Applicable to domestic work with a value of \$12,000 and over.
- CERTIFICATE OF TITLE including any covenants & 173 agreements that may be listed on the title*
- APPROVED PLAN OF SUB-DIVISION (this may be the allotment diagram on older titles)*
- DEVELOPER'S APPROVAL – If applicable.
- COMMUNITY INFRASTRUCTURE LEVY RECEIPT – If applicable.
This levy is applicable throughout Baw Baw Shire & parts of Cardinia Shire. There are also various estates throughout the state which require this levy to be paid prior to the issue of a building permit.
- TOWN PLANNING PERMIT, CONDITIONS & ENDORSED DRAWINGS – If applicable.
Please obtain a planning certificate or contact your local council's planning department to ascertain whether a planning permit is required for your project.
- 4 COPIES OF ARCHITECTURAL PLANS / WORKING DRAWINGS
1 Copy may be submitted on the initial application to be assessed as amendments may be required.
- 4 COPIES OF SOIL REPORT
- 4 COPIES OF STRUCTURAL PLANS, COMPUTATIONS & ENGINEERS COMPLIANCE CERTIFICATE (Form 1507) – If applicable.
- 4 COPIES OF SLAB / FOOTINGS PLANS & ENGINEERS COMPLIANCE CERTIFICATE (Form 1507)
- 5 STAR ENERGY REPORT & STAMPED DRAWINGS OR GLAZING CALCULATOR TO VERIFY GLAZING COMPONENT IN EXTENSIONS
Please note that all provisions of the energy reports will need to be documented on the working drawings.
- 4 COPIES OF RETAINING WALL DESIGN – If applicable.
- 4 COPIES OF TIMBER FRAMING SCHEDULE (may be nominated on plans)
- 2 COPIES OF SPECIFICATIONS



BUILDING SURVEYING VICTORIA

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- PROPERTY INFORMATION FROM COUNCIL***
This identifies whether a property is subject to termites, bushfire, flooding, snow fall, sewerage / septic etc.
- LEGAL POINT OF DISCHARGE***
This information is generally provided by council's engineering department and identifies where the legal point of discharge is for each property in accordance with Regulation 610.
- SEWER MAIN DETAILS / APPROVAL TO INSTALL SEPTIC SYSTEM FOR ALLOTMENTS WHERE SEWER NOT AVAILABLE***
Sewer main details where necessary may require details of depth, diameter & offset of the pipe to determine required footing depths.
- BUSHFIRE ATTACK LEVEL (BAL) in accordance with AS3959 – 2009****
On the 11th March 2009 the entire state of Victoria was declared a bushfire zone and a new regulation (Regulation 114) was introduced replacing Regulation 804 (bushfire prone areas). The relevant bushfire attack level is required to be determined.

- * BSV is able to obtain titles, plans of sub-division, property information, legal point of discharge & sewer details on the client's behalf for a service fee and cost recovery.
- ** BSV is able to conduct / organize bushfire assessments where necessary. Please contact BSV to determine whether a bushfire assessment will be required for your project.

PLEASE NOTE

- Further information may be required once the documentation has been assessed by our Building Surveyors.
- Please contact administration for a quotation on your permit as all jobs vary.