

TO AVOID DELAYS: PLEASE SUBMIT **ALL** RELEVANT DOCUMENTS LISTED BELOW

NOTE: A building application is NOT deemed to be submitted without the prescribed fee.

COMMERCIAL AND INDUSTRIAL BUILDINGS

	DOCUMENT	No. OF COPIES
1.	Completed Building Permit Application form including estimated cost of works and details of any building practitioner you intend to engage or signed Owner Builder acknowledgement form.	1
2.	Copy of title (title search must be completed within the last 90 days) including a plan of Subdivision (if plan not on title) and any covenants or Section 173 agreement (if applicable).	1
3.	Copy of Town Planning Permit and endorsed/stamped plans.	1
4.	Drainage design together with computations and a Certificate of Compliance for the Design. Design must include details and location of downpipes, water tanks/solar hot water unit and legal point of discharge.	1
5.	Building drawings and project specification must be to scale and must include contours of the allotment, finished floor levels, wall heights, elevations, sections, dimensions, the sizes and locations of structural members, together with any details that are necessary to show compliance with the relevant regulations.	3
6.	Engineer's structural design/drawings, computations together with a Certificate of Compliance 'design' from the engineer.	3
7.	Site plan of the property must be to scale and must include levels of the allotment, proposed building heights and distances from property boundaries. Show the location of any existing buildings on the allotment and adjoining allotments.	3
8.	Soil report. Written consent must be sought from the Geotechnical/Soil Engineer if existing conditions are changed by site cuts and fill or tree removal	3
9.	Mechanical design/drawings and specifications, together with a Certificate of Compliance "design" from a qualified Mechanical engineer.	3
10.	Electrical drawings and specifications.	3
11.	Civil drawings and relevant hydraulic computations, together with a Certificate of Compliance "design" from a qualified Mechanical engineer.	3
12.	If land is unsewered a 'Septic Permit to Install' must be obtained from the Council's Environmental Health Department. A copy of the approved permit must be submitted along with the building permit application.	1
13.	Certificate of compliance 'design' from an appropriately qualified engineer indicating the building design complies with Part J of the Building Code of Australia.	3
14.	Fire service drawings and relevant fire service computations together with a Certificate of Compliance from a qualified Fire Services Engineer.	1

Contact us:

t: (03) 5734 6200

e: mitchell@mitchellshire.vic.gov.au

w: www.mitchellshire.vic.gov.au