

TO AVOID DELAYS: PLEASE SUBMIT **ALL** RELEVANT DOCUMENTS LISTED BELOW
NOTE: A building application is NOT deemed to be submitted without the prescribed fee.

DWELLINGS ADDITIONS AND ALTERATIONS CHECK LIST

	DOCUMENT	No. OF COPIES
1.	Completed Building Permit Application (signed).	1
2.	Copy of property title (title search must be completed within the last 90 days) including a plan of Subdivision (if plan not on title), any covenants and/or Section 173 agreement if applicable.	1
3.	If Owner Builder and estimated cost of works is \$16,000 or more, submit Owner Builder Certificate of Consent from the Victorian Building Authority. For more information, or to obtain an application kit, please call 1300 360 320.	1
4.	If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the engaged registered builder.	1
5.	Provide a <u>Bush Fire Attack Level</u> assessment report complying with AS 3959-2009 from a suitable qualified person.	1
6.	Building drawings and project specifications must be to scale and must include contours of the allotment, finished floor levels, elevations, sections, dimensions and the sizes and locations of structural members.	3
7.	Engineer's design drawings and computations together with the Certificate of Compliance "Design" from the engineer.	3
8.	Soil report from a soil engineer or soil technician.	3
9.	Site plan of the property must be to scale and must clearly indicate levels of the allotment, proposed building and distances from property boundaries. Show the location of any existing buildings on the allotment and adjoining allotments.	3
10.	Roof truss computations and roof plan layouts together with the Certificate of Compliance from the truss manufacturer.	3
11.	If land is unsewered, and works include additional toilets, an Alteration to Septic System approval 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
12.	Stormwater drainage design and details including the location of downpipes, water tanks/solar hot water unit and legal point of discharge. This can be shown on the elevation or section plans.	3
13.	Please provide 6 Star Energy Rating Report.	3
14.	As of July 1 st 2019, All Applicants are required to pay the building permit levy fee directly to the VBA (Permits over \$10,000 Cost of Works)	