

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

NEW DWELLINGS

	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 and, if applicable, any covenants and/or Section 173 agreement.	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.	Building drawings and project specifications must be to scale, and must include levels of the allotment, finished floor levels, elevations, sections, dimensions, the sizes and locations of structural members.	3
6.	Engineer's design drawings and computations together with a Certificate of Compliance 'design' from the engineer.	3
7.	Site plan of the property must be to scale and must clearly indicate and show levels of the allotment, proposed building and distances to property boundaries. Show the location of any existing buildings on the allotment and adjoining allotments.	3
8.	Provide a <u>Bush Fire Attack Level</u> assessment report complying with AS 3959-2009 from a suitably qualified person.	3
9.	Soil report. Written consent is required from the Soil Engineer for any changes in site conditions including site cuts/fill or tree removal.	3
10.	Roof plan truss layout and design computations from the truss roof manufacturer.	3
11.	Please provide a 6 Star Energy Rating Report.	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.	Stormwater drainage design must be to scale and must include details of 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
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)	

Contact us:

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