



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

### SHEDS, GARAGES & CARPORTS

	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.	Provide a <u>Bush Fire Attack Level</u> assessment report complying with AS 3959-2009 from a suitably qualified person.	1
6.	Building plans & project specifications must be to scale and must include levels of the allotment, elevations, sections, dimensions, the sizes and locations of structural members. .	3
7.	Engineer's design drawings and computations together with a Certificate of Compliance 'design' from the engineer.	3
8.	Site plan of the property must be to scale and must indicate levels of the allotment, proposed building and distances from property boundaries. Show the location of any existing building on the allotment and adjoining allotment.	3
9.	Stormwater drainage design including details and location of downpipes, water tanks/solar hot water unit and legal point of discharge. This can be shown on the site plans and elevation or section plans.	3
10.	As of July 1 <sup>st</sup> 2019, All Applicants are required to pay the building permit levy fee directly to the VBA (Permits over \$10,000 Cost of Works)	

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