

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

VERANDAHS, PERGOLAS AND PATIOS

	DOCUMENT	No. OF COPIES	SUPPLIED?
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.		
3.	Provide a <u>Bush Fire Attack Level</u> assessment report complying with AS 3959-2009 from a suitably qualified person.	1	
4.	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	
5.	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 registered builder you have engaged.	1	
6.	Building drawings and project specifications must be to scale and must include contours of the allotment, finished floor levels, elevations, section, dimensions and the sizes and locations of structural members.	3	
7.	Engineers design drawings and computations together with the Certificate of Compliance 'design' from the Engineer.	3	
8.	Site plan of the property must be to scale and 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	
9.	Stormwater drainage design and details of the location of the downpipes, water tanks and point of discharge. This can be shown on the site plans, elevation/section plans.	3	
10.	As of July 1 st , All Applicants are required to pay the building permit levy fee directly to the VBA – (Permits Over \$10,000 cost of Works)		