



INFORMATION TO ACCOMPANY AN APPLICATION

The following information must be submitted with your application*:

1. **APPLICATION FORM** *Completed, signed and dated*
2. **ARCHITECTURAL DRAWINGS**
 - *Plan at each floor level with dimensions (scale 1:100 min)*
 - *All elevations (scale 1:100 min)*
 - *Sections (scale 1:100 min)*
 - *The size & locations of structural members*
 - *Any additional details to show compliance (scale 1:20)*
 - *Site / allotment plan showing dimensions (of allotment), relevant easements, distance to intersecting street, location of proposed building and any existing buildings on site*
 - *Levels of proposed allotment, proposed floor level(s)*
 - *Legal point of discharge to be shown/noted on site/allotment plan*
 - *Details of adjoining developments showing; boundary, habitable windows & distances from boundary, fence details (including height & type), offset from front boundary*
 - *Levels of the allotment and floors, layout of drains and discharge point (scale 1:500)*
 - *Details showing compliance with Part 4 siting requirements*
3. **SPECIFICATIONS** *Describe materials and methods to be used in construction*
4. **SOIL REPORT** *Show soil classification*
5. **SOIL PERCOLATION TEST & PERMIT TO INSTALL/ALTER A SEPTIC TANK** *If applicable*
6. **ROOF TRUSS PLAN** *Showing bracing and truncated / girder truss locations*
7. **COMPUTATIONS** *For any structural members not within codes together with Certificate of Compliance (Form 1507)*
8. **CERTIFICATE OF TITLE** *(Current copy, no more than 7 days old) Evidence of ownership, including plan of sub-division and/or survey plan of existing conditions, Covenants and 173 Agreements. These can be purchased by our office on your behalf for a cost of \$44 inc. GST per item. Please indicate on your application form if you would like us to do this.*
9. **WRITTEN PLANNING ADVICE OR PLANNING PERMIT & STAMPED PLANS** *If applicable*
10. **SIX STAR ENERGY RATING & STAMPED PLANS** *From an accredited energy rater*
11. **OWNER BUILDER REGISTRATION & DECLARATION** *Owner builders will require a Certificate of Consent from the Building Practitioners Board for works over \$16,000*
12. **INSURANCE CERTIFICATE** *From a registered builder for works over \$16,000*
13. **EVIDENCE OF CURRENT REGISTRATION** *for registered practitioners*
14. **BUSHFIRE ASSESSMENT REPORT** *If applicable*
15. **WATERBOARD CONSENT** *If applicable*
16. **APPLICATION FEES TO BE PAID** *(a full written quote can be provided on request)*

*Depending on the development proposed, additional information may be required to fully assess the application.

*Preliminary consultations and/or assessments will be charged at \$198 inc GST per hour

Building Permit applications are submitted online at www.permassist.com.au
Please contact your office on 54724998 to obtain your login to apply.