



BUILDING PERMIT APPLICATIONS FOR DECKS / VERANDAHS / SHEDS / FENCES AND ALL OUTBUILDINGS REQUIRED SUPPORTING DOCUMENTATION

To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit to construct decks, verandahs, shed, fences and outbuildings.

Please note this guide is not comprehensive and further information may be requested upon review of the application.

Building Permit Application Checklist:

- Building Permit Application (Including Agent Authorisation if applicable).
- Where an owner builder is specified for domestic works a Certificate of Consent must be obtained from the Victorian Building Authority. (Web: www.vba.vic.gov.au) if the cost of building works is in excess of \$16,000. Alternatively if a builder is to be engaged provide the builders details and practitioners registration number.
- Where a builder is appointed to carry out the building work and the cost is in excess of \$16,000, provide a copy of the domestic building warranty insurance.
- A full current copy of your Certificate of Title and lot plan (not less than 30 days old) including details of any covenants, easements, 173 agreements or restrictions. Where owner is not shown of the Title a letter confirming the transfer from your solicitor is acceptable. A copy of your Certificate of Title can be ordered online from the Titles Office website at www.land.vic.gov.au.
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- Three (3) sets of architectural **to scale** including:
 - a) Site plan to scale showing location of proposed structure in relation to common boundaries, easements, location of immediate adjoining properties and distance from any existing buildings.
 - b) Floor plan, elevations, section details and structural details.
 - c) A specification of the proposed works and materials.
- Provide 2 copies of the soil classification and footing details for review.
- Details on the method of storm water drainage proposal to a legal point of discharge.
- Where the structure is prefabricated or an engineer has been commissioned, provide three (3) sets of structural drawings and computations together with a Certificate of Compliance (Form 1507) from the design engineer.
- Where planning approval is applicable, a copy of the planning permit and endorsed drawings are required.
- For owner builder projects provide and itemized costing of all materials and labor. Labor is to be based on tradesmen's rates.

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- A copy of the Bushfire Prone Area Report for your property. This report may be obtained via www.land.vic.gov.au
If your property is located within a Designated Bushfire Prone Area, you will need to complete a Bushfire Attack Level Assessment Report and lodge this with your Building Permit application.

Please note that building permit fees will be determined upon the receipt of your Building Permit Application. Should you require further information or clarification on the above requirements, please do not hesitate to contact the Building Department on (03) 5349 1100