



## **BUILDING PERMIT APPLICATIONS FOR NEW DWELLINGS / EXTENSIONS**

### **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 new dwellings or dwelling extensions. **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 we note a Certificate of Consent must be obtained from the Victorian Building Authority ([www.vba.vic.gov.au](http://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 domestic building work and the cost is in excess of \$16,000, provide a copy of the domestic building warranty insurance.
- A full copy of your current Certificate of Title and lot plan including details of any covenants, easements, 173 agreements or restrictions, **copy to be not older than 30 days**. 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](http://www.land.vic.gov.au).
- Three (3) sets of architectural plans **drawn to scale of 1:100** 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
- For a new dwelling – provide an Energy Rating Report prepared by an Accredited Rater including data sheets and endorsed plans.
- For dwelling additions where there is no energy report for the existing dwelling, provide details demonstrating compliance with Part 3.12 of the Building Code of Australia. Alternatively, where the dwelling has previously been rated with a software program, provide an energy report from an accredited energy rater confirming the additions do not reduce the existing rating.
- Three (3) copies of complete Project Specifications describing materials and methods to be used in the construction and demonstrating compliance with the Building Code of Australia and relevant Australian Standards.

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- Where the structure is prefabricated or an engineer has been engaged, provide three (3) sets of structural drawings and computations, together with a Certificate of Compliance – Design (Form 1507) from the Design Engineer.
- For new dwellings provide two (2) copies of a soil report prepared by a licensed geotechnical engineer. For extensions to dwellings provide soil classification and footing details for review.
- Details on the method of storm water drainage proposal to a legal point of discharge.
- 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.
- Approval for a septic system installation from the Council's Environmental Health Officer where the proposal is not within the Sewerage District.
- A copy of the Bushfire Prone Area Report for your property. This report may be obtained via [www.land.vic.gov.au](http://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.
- If applicable a request for consideration of a dispensation under Building Regulation 608.

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