**BUILDING PERMIT CHECKLIST (DOMESTIC)**

*ALL REQUIRED DOCUMENTATION IS TO BE SUBMITTED*

*ELECTRONICALLY TO* [*info@bspmelb.com.au*](mailto:info@bspmelb.com.au)

**ADMINISTRATIVE DOCUMENTS:**

APPLICATION FORM (FORM 1)

OWNER'S APPOINTMENT OF PRIVATE BUILDING SURVEYOR (ONLY REQUIRED IF BUILDER IS AGENT FOR PERMIT APPLICATION)

CERTIFICATE OF TITLE & PLAN OF SUB-DIVISION (INCLUDING 173 AGREEMENTS & COVENANTS IF APPLICABLE)

EVIDENCE OF OWNERSHIP (ONLY REQUIRED IF CURRENT OWNERS ARE NOT NAMED ON TITLE SUPPLIED)

BUILDER’S REGISTRATION DETAILS, DOMESTIC BUILDING INSURANCE & COPY OF MAJOR DOMESTIC BUILDING CONTRACT

OWNER BUILDER CERTIFICATE (REQUIRED FOR OWNER BUILDERS ONLY)

COST JUSTIFICATION (REQUIRED FOR OWNER BUILDERS ONLY)

PROTECTION NOTICES (IF APPLICABLE i.e. WALLS OR EXCAVATIONS ON BOUNDARY)

**DESIGN DOCUMENTS:**

ARCHITECTURAL PLANS (SITE PLAN, FLOOR PLANS, ELEVATIONS, SECTIONS, RESCODE COMPLIANCE DETAILS, etc.)

SOIL REPORT

STRUCTURAL ENGINEER’S PLANS, COMPUTATIONS AND CERTIFICATE OF COMPLIANCE- DESIGN (126)

BUILDING SPECIFICATIONS

6 STAR ENERGY RATING REPORT, ENDORSED PLANS & ARTIFICIAL LIGHTING PLAN

RE-ESTABLISHMENT SURVEY (APPLICABLE WHEN BUILDING ON BOUNDARY)

ONSITE STORMWATER DRAINAGE DESIGN

BUSHFIRE ASSESSMENT REPORT (APPLICABLE IN BUSHFIRE PRONE AREAS ONLY)

**COUNCIL AND RELEVANT AUTHORITY INFORMATION & APPROVALS:**

COUNCIL PROPERTY INFORMATION UNDER REG. 51(2)

COUNCIL LEGAL POINT OF DISCHARGE FOR STORMWATER UNDER REG. 133(2)

SEWER / STORMWATER ASSET PLANS & PIPE DEPTH & OFFSET DETAILS (IF APPLICABLE)

TOWN PLANNING PERMIT & ENDORSED DOCUMENTS (IF APPLICABLE)

ESTATE DEVELOPER’S APPROVAL LETTER AND ENDORSED PLANS (IF APPLICABLE)

BUILD OVER EASEMENT CONSENT UNDER REG 130(1) (FROM RELEVENT SERVICE AUTHORITIES) (IF APPLICABLE)

PUBLIC PROTECTION UNDER REG. 116(4) (COUNCIL HOARDING PERMIT) (IF APPLICABLE)

COUNCIL SITIING DISPENSATIONS UNDER PART 5 OF BUILDING REGULATIONS 2018 (IF APPLICABLE)

COUNCIL SECTION 29A CONSENT (FOR MAJOR DEMOLITION WORKS) (IF APPLICABLE)

COUNCIL SEPTIC TANK APPROVAL UNDER REG. 132(1) (ONLY IF SEWER CONNECTION UNAVAILABLE)