

Construction Building Permit Checklist

In accordance with the Building Regulation 29 - Additional information to accompany application for permit: *The relevant building surveyor may require all or any of the following information to be submitted in relation to an application for a building permit and the allotment to which it relates—*

	Required documentation	Provided	N/A	TBC
1	Executed Building Permit application – Form 1			
2	Owner consent Form – Building Surveyor appointment			
3	Certificate of Title/ Plan of Subdivision/ Section 173 agreement (obtained within the last 3 months)			
4	Land survey - Re-Establishment, Feature & Level			
5	Architectural design drawings			
6	Project specifications – construction materials & methods			
7	Structural engineered design – drawings, computations & certificate of compliance			
8	Civil engineered design – drawings, computations & certificate of compliance			X
9	Geotechnical assessment – site investigation, soil report			
10	Energy Rating Assessment & certified drawings – 7 Star minimum			
12	Bushfire Assessment Report – BAL construction requirements			X
13	Planning Permit & endorsed drawings or written confirmation not required – Relevant Council			
14	Property Information – Request from relevant Council			
15	Report and consent for septic tank systems – Request from relevant Council			X
16	Stormwater drainage legal point of discharge – Request from relevant Council			
17	Report & Consent for building over easements – Request from relevant service authority			X
18	Easement asset details - depth, offset & diameter– Request from relevant service authority			X
19	Protection of the public – Request from relevant Council			X
20	29A application for building permit for demolition - Request from relevant Council			X
21	Report & Consent for Part 5 Sitting – Request from relevant Council			X
22	Report & consent for building in areas liable to Flooding - Request from relevant Council			X
23	Development Contribution Levy payment receipt – Request from relevant Council			X
24	Developer consent & endorsed drawings – new estates			X
25	Owner-Builder Certificate of Consent – Request from Victorian Building Authority			X
26	Project cost breakdown including labour & materials – owner builder			X
27	Executed major domestic building contract – Contracted Builder			X
28	Domestic Building Insurance certificate – Builder warranty Insurance			X
29	Protection Work Notices – Form 7 & Form 8			X

Please Note:

- TBC items marked **X** are to be confirmed if applicable
- Protection work will require the relevant building surveyor's determination – Form 6
- Additional information/ documentation may be requested following a review of the above
- Please refer to the Victorian Building Authority <https://www.vba.vic.gov.au/> for building information/ resources