

BUILDING PERMIT APPLICATION CHECKLIST

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 swimming pools/spas and safety barriers. Please note this guide is not comprehensive and further information may be requested upon review of application.

BUILDING PERMIT APPLICATION CHECKLIST

- Completed and signed Building Permit Application.
- Building Permit Fees (fees will be determined upon the receipt of your Building Permit Application).
- Copy of Planning Permit (if applicable). To determine if a Planning Permit is required please contact the Shire Planning Department. If a planning permit is required, you **MUST** obtain this before the building permit can be issued. The two applications can run concurrently.
- Recent copy of Certificate of Title and Title Plan (plan of subdivision) drawing and any covenants or agreements listed on title and lease agreements if applicable.
- Builders Warranty Insurance and Builders details and practitioners registration number (for Registered Builders doing domestic work with value exceeding \$16,000). **or** Owner Builder Consent Certificate (for Owner Builders doing domestic work with value exceeding \$16,000). Application kit can be obtained from the Victorian Building Authority (Ph: 1300 815 127 Web: www.vba.vic.gov.au).
- Septic Tank Permit (required for dwellings and some additions in non-sewered areas). For an application form and more information please contact the Shire Environmental Health Officer.
- The Site Plan (site plan to scale showing location of proposed structure in relation to common boundaries, easements, location of buildings on immediately adjoining properties and distance from any existing buildings on the same allotment).
- The architectural drawings to scale including floor plan, elevations and structural details.
- The Soil Test Report.
- 6 Star Energy Assessment Report - required for any building work involving habitable areas.
- Bushfire Attack Level Assessment (BAL) – see “Guide to Assessing your Property’s Bushfire Attack Level” booklet by the Victorian Building Authority.
- Details of the stormwater system, downpipe placement and proposed point of discharge.

NOTE - ONLY ONE COPY OF ALL DOCUMENTATION IS REQUIRED