

BUILDING PERMIT APPLICATION CHECKLIST

SHEDS / CARPORTS/ VERANDAHS/ DECKS/ 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 sheds, carports, verandahs, decks, fences and all outbuildings. 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 Planning Department at this office. If a planning permit is required, you **MUST** obtain this before the building permit can be issued.
- Copy of Certificate of Title and Title Plan drawing (including copy of plan of subdivision and any covenants, if applicable).
-) Builders Warranty Insurance and Builders details and practitioners registration number (for
) Registered Builders doing domestic work with value exceeding \$16,000).
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) or
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) 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).
- The Site Plan (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).
- The architectural plans drawn to scale including floor plan, elevations and structural details.

NOTE - ONLY ONE COPY OF ALL DOCUMENTATION IS REQUIRED