

## EXTENSION TO DWELLING – CHECKLIST

### Information to be lodged for building permit

<b><u>Application &amp; Fees</u></b>	
<input type="checkbox"/> - Completed application form and owners consent/RBS appointment <input type="checkbox"/> - Non-refundable application fee [ <i>deposit</i> ] (will be invoiced upon receipt of application)	
<b><u>Ownership/Title documents</u></b>	
<input type="checkbox"/> - Copy of title & plan of subdivision (dated within 3 months of application) <input type="checkbox"/> - 173 agreements or covenants listed on title certificate ( <i>*if applicable</i> )	
<b><u>Builder/Owner Builder</u></b>	
<input type="checkbox"/> - Builders warranty insurance certificate (works exceeding \$16k) <input type="checkbox"/> - Signed building contract (works exceeding \$10k) <input type="checkbox"/> - Owner/Builder certificate (works exceeding \$16k)	
<b><u>Council Consents (Fisher Dowell to apply, unless advised at application)</u></b>	
<input type="checkbox"/> - Property information certificate (Termite / Flood prone / Overland drainage) <input type="checkbox"/> - Legal point of discharge ( <i>*if applicable</i> ) <input type="checkbox"/> - 29a Consent ( <i>*if applicable</i> )	
<b><u>Town Planning (if applicable)</u></b>	
<input type="checkbox"/> - Planning Permit confirmation from Council town planning dept. <input type="checkbox"/> - Planning Permit & Endorsed Plans ( <i>*if applicable</i> ) <input type="checkbox"/> - Council Endorsed Storm-Water-Drainage Plan ( <i>*if applicable</i> )	
<b><u>Council/Authority report &amp; consent</u></b>	
<input type="checkbox"/> - (Siting/Non-Siting) ( <i>*if applicable</i> ) <input type="checkbox"/> - Build-Over-Easement from council or water authority ( <i>*if applicable</i> )	
<b><u>Consultant Reports/Plans</u></b>	
<input type="checkbox"/> - Bushfire-attack-level assessment ( <i>*if applicable</i> ) <input type="checkbox"/> - Land surveyors title re-establishment survey ( <i>*if applicable</i> ) <input type="checkbox"/> - Soil Report ( <i>*if applicable</i> ) <input type="checkbox"/> - Engineering designs, computations & certificate of compliance <input type="checkbox"/> - 6-Star energy report & stamped energy plans ( <i>*if applicable</i> )	
<b><u>Working/Architectural Drawings:</u></b>	
<input type="checkbox"/> - <b><u>Site plan showing:</u></b> <input type="checkbox"/> - Boundaries and dimensions of the site <input type="checkbox"/> - Position of the proposed building and its relationship to the site boundaries <input type="checkbox"/> - Any other buildings on site <input type="checkbox"/> - Any easements shown on title <input type="checkbox"/> - Overlooking and overshadowing diagrams <input type="checkbox"/> - Drainage details	<input type="checkbox"/> - <b><u>Fully dimensioned &amp; scaled drawings including:</u></b> <input type="checkbox"/> - Floor plans showing existing building <input type="checkbox"/> - Floor plans showing proposed <input type="checkbox"/> - Plans of each floor level <input type="checkbox"/> - Elevations (existing and proposed) <input type="checkbox"/> - Sections <input type="checkbox"/> - Specifications/General notes <input type="checkbox"/> - Window/Door schedule

The above list is some items that may be required for the lodgement of a building permit with our office, further information may be required once the building surveyor / technical officer has assessed the application.