

PROPOSED NEW DWELLING – CHECKLIST

Information to be lodged for building permit

<p><u>Application & Fees</u></p> <ul style="list-style-type: none"> <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) 		
<p><u>Ownership/Title documents</u></p> <ul style="list-style-type: none"> <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>) 		
<p><u>Builder/Owner Builder</u></p> <ul style="list-style-type: none"> <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) 		
<p><u>Council Consents (Fisher Dowell to apply, unless advised at application)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> - Property information certificate (Termite / Flood prone / Overland drainage) <input type="checkbox"/> - Legal point of discharge <input type="checkbox"/> - 29a Consent (<i>*if applicable</i>) 		
<p><u>Town Planning (if applicable)</u></p> <ul style="list-style-type: none"> <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>) 		
<p><u>Council/Authority report & consent</u></p> <ul style="list-style-type: none"> <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>) 		
<p><u>Consultant Reports/Plans</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> - Bushfire-attack-level assessment (<i>*if applicable</i>) <input type="checkbox"/> - Land surveyors title re-establishment survey <input type="checkbox"/> - Soil Report <input type="checkbox"/> - Engineering designs, computations & certificate of compliance <input type="checkbox"/> - 6-Star energy report & stamped energy plans 		
<p><u>Working/Architectural Drawings:</u></p> <table border="0"> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> - <u>Site plan showing:</u> <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 </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> - <u>Fully dimensioned & scaled drawings including:</u> <input type="checkbox"/> - Plans of each floor level <input type="checkbox"/> - Elevations <input type="checkbox"/> - Sections <input type="checkbox"/> - Specifications/General notes <input type="checkbox"/> - Window/Door schedule </td> </tr> </tbody> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> - <u>Site plan showing:</u> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> - <u>Fully dimensioned & scaled drawings including:</u> <input type="checkbox"/> - Plans of each floor level <input type="checkbox"/> - Elevations <input type="checkbox"/> - Sections <input type="checkbox"/> - Specifications/General notes <input type="checkbox"/> - Window/Door schedule
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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.