

Information Required For A Building Permit Application

COMMERCIAL BUILDINGS

NEW BUILDINGS, ALTERATIONS/ADDITIONS OR CHANGE OF USE

Complete this form & return it with the building permit application

The following is the minimum information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to "mark-up" plans or accept notes on plans that are too general.

Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning approval? (Note; where required, a building permit cannot be issued until a Planning Permit has have been approved).

REQUIRED DOCUMENTATION (one electronic copy and one hard copy)

	Applicant Use	Office Use Only
• Completed Building Application Form (Form 1) signed and dated	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Certificate of Title and Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Town Planning Permit (with endorsed plans)	<input type="checkbox"/>	<input type="checkbox"/>
• Adjoining property protection (Forms 3 & 4) if determined by RBS	<input type="checkbox"/>	<input type="checkbox"/>
• Building practitioner Commercial Registration Number (Mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of architectural plans including site plan indicating : <ul style="list-style-type: none"> ○ Location of buildings on adjoining property ○ Relevant distances to boundaries ○ Stormwater details/design ○ Site and floor levels ○ AHD (Australia Height Datum) levels if land affected by flooding 	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of project specifications	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies soil investigation report	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of Engineers Design Drawings, Computations and Certification for footings and structural elements of building	<input type="checkbox"/>	<input type="checkbox"/>
• Check survey plan	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of Part J Energy Rating Report –	<input type="checkbox"/>	<input type="checkbox"/>