

COMMERCIAL BUILDINGS, NEW BUILDINGS, ALTERATIONS/ADDITIONS OR CHANGE OF USE CHECKLIST

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.

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 a planning approval is required, a building permit cannot be issued until the planning approval has been received).

REQUIRED DOCUMENTATION		(PDF electronic copies preferred)
1	Completed Building Application Form (Form 1) signed & dated	<input type="checkbox"/>
2	Copy of Certificate of Title & Plan of Subdivision	<input type="checkbox"/>
3	Copy of Town Planning Permit (if applicable)	<input type="checkbox"/>
4	Adjoining property protection (Forms 7 & 8) if on boundary	<input type="checkbox"/>
5	Building practitioner details and registration number (must be commercial registration)	<input type="checkbox"/>
6	Project Specifications	<input type="checkbox"/>
7	Soil Investigation Report with soil classification	<input type="checkbox"/>
8	Evidence of ownership	<input type="checkbox"/>
9	Details of fire rated walls (including any openings) to be protected if within 3.0m from boundary. Or less than 6.0m from the far side of a road, where the boundary abuts the road: 90/90/90 Frl with 0 to 1.5m or 60/60/60 Frl with 1.5m to 3.0m	<input type="checkbox"/>
10	Details of Fire suppression – building over 500m ² (eg. Hydrant hose reels)	<input type="checkbox"/>
11	Details of location of emergency lighting & exit signs if over 300m ²	<input type="checkbox"/>
12	Details of access – egress, size of doors, door hardware	<input type="checkbox"/>
13	Details of paths of travel & widths of exits	<input type="checkbox"/>
14	Engineers Design Drawings, Computations and Certification	<input type="checkbox"/>
15	Check Survey Plan (walls on boundary)	<input type="checkbox"/>
16	Energy Rating Report – Part J	<input type="checkbox"/>
17	Location and type of fire extinguishers	<input type="checkbox"/>
18	Details of floor coverings & wall, ceiling linings, (including applicable fire test reports)	<input type="checkbox"/>
19	Asset Protection Permit Application	<input type="checkbox"/>
20	CFA approval (if applicable)	<input type="checkbox"/>
21	Hoarding Permit and Public Protection (if applicable)	<input type="checkbox"/>
22	Power Authority Approval (if applicable)	<input type="checkbox"/>
23	Water Authority Consent and endorsed plans (if applicable)	<input type="checkbox"/>
24	Copy of Septic Tank Permit (if applicable)	<input type="checkbox"/>
25	Food Premises – Environmental Health Surveyor (if applicable)	<input type="checkbox"/>

GENERAL PLANS

26	1 copy of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below;	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Floor plan - fully dimensioned and labelled floor plan including, total floor areas, window & door sizes. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Sectional plan - indicating roof cladding, pitch, floor, wall, roof construction details. Framework size and type and finished floor levels. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Elevations - of each side of the building; which clearly indicate the building height in relation to existing and proposed ground levels. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Structural - Fully dimensioned and labelled footing construction plan including reinforcement. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Bracing and tie down- Specific connection details, a bracing layout and tie-down details for framework. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Steps & stairs - Details of any steps, handrails, balustrades or the like. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Roof truss - Layout and design details 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Disabled facilities – details of facilities (including disabled carparking, access, complying with AS1428) 	<input type="checkbox"/>
27	1 copy of site plan to a scale of not less than 1:500 or other appropriate scale showing the following information;	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the boundaries and dimensions of the allotment and any relevant easements 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the position and dimensions of the proposed building and its relationship to <ol style="list-style-type: none"> fully dimensioned boundaries of the allotment; the location of the proposed buildings and its distance from boundaries details & design complying with AS3500 for the guttering, downpipes & stormwater including the layout of all DP & SW taken to the legal points of discharge. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the layout of the proposed storm water drains to the point of discharge on the allotment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the location, dimensions and area of impermeable surfaces covering the allotment (i.e. concrete, paving swimming pools etc.) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the location and dimensions and area of private open space. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • AHD (Australian Height Datum) levels if land affected by flooding 	<input type="checkbox"/>

CONTACT US

PLEASE EMAIL YOUR APPLICATION TO: shire@campaspe.vic.gov.au

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