



GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR DOMESTIC BUILDING PERMIT APPLICATIONS

This document can be submitted with your application as a summary of the documents submitted for approval

Project Address: _____

Company / Customer Name: _____

Proposed Development: _____

No	Documents Required	✓
1	Application Form completed and signed / Appointment letter signed from the owner(s)	
2	Certificate of Title and/or plan of subdivision	
3	Builder's job specific warranty insurance certificate / Owner builders certificate (works >12K)	
4	Planning permit and endorsed plans if applicable	
5	Council information (Termite, flooding Bushfire etc...)	
6	Legal point of discharge for storm water from council	
7	Architectural plans (working drawings)	
8	Energy rating report, plans and recommendations	
9	Geotechnical investigation (soil) report	
10	Engineer's drawings, computations and a Certificate of Compliance for proposed building work	
11	Timber specification if not covered by architectural plans	
12	Roof/floor truss computations and layout (or will be made conditional on the permit, to be submitted prior to booking the frame inspection)	
13	Project specifications (General building specification refer to HIA or MBA General Specification or NATSpec etc.)	
14	Reporting authority consents (Council, Water Authority) to build over an easement if applicable	
15	Storm water and / or sewer pipe services location around the property if the proposed buildings adjoin any easements. The size, depth and offset of the asset would be required.	
16	Siting Report and Consents (building setbacks etc,) from the relevant Council if applicable	
17	Septic tank approval from council if applicable	

Should you have any queries please contact our office at your convenience.