

GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR COMMERCIAL 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	Copy of Existing Building Permit Approval Documentations which clear indicate the current Building Classification. (Provide Planning Permit if applicable) Please note if the proposed Fit out involves a Change of Use (e.g. convert Class 6 - Retail Shop to Class 5 - Office), additional permit fee will be applied.	
2	A fully completed Building Permit Application Form is to be provided. The following information must be addressed; <ul style="list-style-type: none"> Owner's Details (phone number and email are required) All relevant building Practitioner's Details (Builder, Drafts Person, Engineer) Cost of Building Work (price including GST) 	
3	Copy of Title including ownership details, Plan of Subdivision and any Covenant, Section 173 Agreement or other restriction placed on the Title	
4	Written Consent (Appointment Letter) from the Landlord is required subject to the proposed construction	
5	Planning permit if applicable. Full Copy of Planning Permit which includes, permit letter with list of conditions, endorsed drawings. Amended permit must also be including both documents.	
6	A full set of Architectural Drawing is to be provided. The following information must be addressed;	
6.1	- Building products and systems to be justified to BCA 2019 requirements	
6.2	- Fire Service Location Drawings must be provided and show existing fire service (must match to existing stamped building plans) and proposed fire services.	
6.3	- Dimensions of exits and paths of travel to exits must be nominated in accordance with NCC 2019 Vol One Section D and AS1438.1 in respect to Access/Facilities/Parking	
6.4	- Electrical Services Drawing and a Certificate of Compliance from the design engineers.	
6.5	- Mechanical Services Drawings and a Certificate of Compliance from the design engineer.	
6.6	- Hydraulic Services Drawings and a Certificate of Compliance from the design engineer.	
6.7	- Sprinkler Relocation Plan if applicable.	
7	Energy report addressing Part J of the BCA from the Services Engineer	
8	Structural engineer's drawings, Structural Computations and Certificate of Compliance – Design from the design engineers.	
9	Geotechnical investigation (soil) report	
10	Timber specification if not covered by architectural or engineering.	
11	Council property information (Termite, flooding etc...)	
12	Legal Point of discharge for Storm Water from council	
13	Civil engineer's drainage drawings and computations	
14	Roof/floor truss computations and layouts	
15	Reporting authority consents (Council, Water Authority) to build over an easement if applicable	
16	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.	