



t 03 9702 6673  
 f 03 9702 1755  
 PO Box 2389  
 Fountain Gate 3805  
 e info@informpermits.com.au  
 www.informpermits.com.au

## 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	
2	Copy of the Certificate of Title and/or plan of subdivision	
3	Builder's job specific warranty insurance certificate / Owner Builders Certificate (Works >12K)	
4	A copy of the 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	4 copies of the architectural drawings	
8	3 copies Energy rating report, plans and recommendations for new dwellings	
9	4 copies of the geotechnical investigation (soil) report	
10	4 copies of the structural engineer's drawings, computations and Certificate of Compliance	
11	4 copies of a timber specification if not covered by architectural plans	
12	2 copies of roof/floor truss computations and layout (or will be made conditional on the permit, to be submitted prior to booking the frame inspection)	
13	3 copies of project specifications (General building specification, which if required we can add to the approved documentation for your convenience)	
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.