



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	Application Form completed and signed	
2	Certificate of Title and/or plan of subdivision	
3	Reporting authority consents if applicable	
4	Planning permit and endorsed plans if applicable	
5	Council property information (Termite, flooding etc...)	
6	Legal Point of discharge for Storm Water from council	
7	Architectural drawings(Building products and systems to be justified to BCA2016 requirements)	
8	Geotechnical investigation (soil) report	
9	Structural engineer's drawings and computations	
10	Civil engineer's drainage drawings and computations	
11	Electrical services drawings	
12	Mechanical services drawings	
13	Fire Services / Hydraulic services drawings	
14	Energy report addressing Part J of the BCA from the Services Engineer	
15	A Certificate of Compliance – Design from the design engineer's	
16	Project specifications	
17	Timber specification if not covered by architectural or engineering	
18	Roof/floor truss computations and layouts	
19	Reporting authority consents (Council, Water Authority) to build over an easement if applicable	
20	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.	

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