

DOCUMENTS REQUIRED FOR A BUILDING PERMIT

CHECKLIST - DOMESTIC DWELLINGS

- PERMIT FEES TO BSV FOR BUILDING PERMIT, COUNCIL LODGEMENT & LEVIES
- APPLICATION FORM (Form 1)
- APPOINTMENT OF BUILDING SURVEYOR FORM – To be completed by property owner.
- BUILDERS WARRANTY INSURANCE CERTIFICATE / OWNER BUILDER CERTIFICATE
Applicable to domestic work with a value of \$16,000 and over.
- IF REGISTERED BUILDER PROVIDE A COPY OF THE CONTRACT PARTICULARS.
IF OWNER BUILDER PROVIDE A COST BREAKDOWN TO SHOW HOW THE ESTIMATED COST OF WORKS WAS ESTABLISHED.
- CERTIFICATE OF TITLE & PLAN OF SUB-DIVISION
Including any covenants & 173 agreements that may be listed on the title*
- DEVELOPER'S APPROVAL – If applicable.
- COMMUNITY INFRASTRUCTURE LEVY RECEIPT – If applicable.
The CIL is applicable throughout most new greenfield housing estates in many councils including Baw Baw, Casey and Cardinia.
- PLANNING PERMIT, CONDITIONS & ENDORSED DRAWINGS – If applicable.
Please obtain a planning certificate or contact your local council's planning department to ascertain whether a planning permit is required for your project.
- ARCHITECTURAL PLANS / WORKING DRAWINGS
- SOIL REPORT
- ENGINEERING - SLAB / FOOTING PLANS, STRUCTURAL PLANS, BRACING DESIGN, COMPUTATIONS & ENGINEERS COMPLIANCE CERTIFICATE (Form 1507).
- 6 STAR ENERGY REPORT & STAMPED DRAWINGS OR DEEMED TO SATISFY REPORT & GLAZING CALCULATOR TO VERIFY GLAZING COMPONENT IN EXTENSIONS
Please note that all provisions of the energy reports will need to be documented on the working drawings.
- RETAINING WALL DESIGN – If applicable.
- TIMBER FRAMING SCHEDULE (may be nominated on plans or engineering)
- BUILDING / PROJECT SPECIFICATIONS

- PROPERTY INFORMATION FROM COUNCIL***
This identifies whether a property is subject to termites, bushfire, flooding, snow fall, sewerage / septic etc.
 - LEGAL POINT OF DISCHARGE***
This information is generally provided by council's engineering department and identifies where the legal point of discharge is for each property in accordance with Regulation 610.
 - SEWER MAIN DETAILS / APPROVAL TO INSTALL SEPTIC SYSTEM FOR ALLOTMENTS WHERE SEWER NOT AVAILABLE***
Sewer main details where necessary may require details of depth, diameter & offset of the pipe to determine required footing depths.
 - BUSHFIRE ATTACK LEVEL (BAL) in accordance with AS3959 – 2009**
On the 8th September 2011 there were regulatory changes to the Bushfire Requirements (Regulation 155) in which area mapping was introduced. A bushfire attack level report is required for properties that fall within a designated area and have a default minimum construction requirement of BAL – 12.5.
- * BSV are able to obtain titles, plans of sub-division, property information, legal point of discharge & sewer details on the client's behalf for a service fee and cost recovery.

Applications to be submitted electronically to info@bsvic.com.au Please note that there is a 20mb max email size limit with this email account.

PLEASE NOTE

- Further information may be required once the documentation has been assessed by our Building Surveyors.
- Please contact administration for a quotation on your permit as all jobs vary.