



BUILDING PERMIT APPLICATION CHECKLIST – DWELLINGS

Northern Inspections

Howard Mill (BS-U100218)

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Checklist Items:

- Application Form (Form 1) - completed, signed and dated.
- Builder's Warranty Insurance & Building Contract/Owner Builder Certificate (if cost of works exceeds \$16,000) www.vba.vic.gov.au
- Building Specifications - if not nominated on the Working Drawings. Include:
 - - Timber frame specification (sizes, grades, spans, spacing)
 - - General specifications
 - - Proposed termite barrier in accordance with AS 3660.1
- Council Property Information:
 - - Designated areas (termite, flood, snow) Reg 51(2)
 - - Stormwater discharge point Reg 133
- Town Planning Permit and endorsed plans - if applicable. If not, provide written confirmation from Council.
- Copy of Title (not older than 4 months) including plan of subdivision, easements, covenants/173 agreements.
- Energy Rating:
 - - 7-Star report for new homes / BCA Part J for other buildings
 - - Stamped/endorsed energy rated plans and certificate
- Soil Test Report
- Structural Engineering:
 - - Drawings, design computations, and Reg 126 Certificate of Compliance
- Working Drawings as per Reg 25 (Building Regulations 2018), including:
 - - Site Plan with easements, proposed building location, site cuts, retaining walls, levels, drainage, setbacks, windows, fences
 - - Architectural Drawings: Floor plans, elevations, sections, structural member details



- - Concrete slab or footing layout
- - Bushfire Attack Level (BAL) Classification including vegetation assessment per AS 3959-2009
- Roof/Floor Truss Design and Manufacturer-s Computations
- Septic Tank Approval (if allotment not sewerred) per Reg 132
- Payment of Fees - All fees must be settled prior to Building Permit issuance
- Note: No works are to commence prior to the issuing of the building permit.