

# Information required for a building permit application

## Extension/Alteration



### Complete this form and return it with the building permit application

The following is the **minimum** information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to “mark-up” plans or accept notes on plans that are too general.

Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a **Planning** or **Septic** approval? (Note; where required, a building permit cannot be issued until they have been approved).

### Required documentation

- Completed application form signed & dated
- Copy of Certificate of Title and if required Property ownership evidence (copy of contract of sale, Council rates notice)
- (Owner Builders) a Certificate of consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$16,000  
(Original document to be provided)
- (Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners  
(Original document to be provided)
- **3 copies** of the soil report with soil classification, prepared by an engineer (Not required if works are less than 30m2)
- **3 copies** of the House Energy Rating Report (6 Star).
- (Engineered buildings only) Certificate of Compliance – Design in accordance with Regulation 1507 and associated computations for timber components outside of the design limits of recognised span tables and for steel structures.
- 3 copies of specifications describing materials and methods to be used in the construction.



## General plans

- Details of the 'Bushfire Attack Level' assessment (if applicable). A detailed site plan is to be provided (**minimum size of A3**) at a scale not less than 1:1000 showing all the vegetation and contours lines of the site.
- Construction methods for the selected 'BAL' showing compliance with AS 3959 – 2009, are to be provided on the submitted plans.
- A statement of the use or intended use of all buildings shown on site plan.
- Clearly differentiate between the existing building and the proposed building work. Provide the volume of the existing building and the volume of the proposed building work. (The volume is to be measured to the roof covering)
- **3 copies** of drawings (**minimum size of A3**) showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below; 
  - **Floor plan** - fully dimensioned and labelled floor plan including, room sizes, total floor areas, window & door sizes, locations of fittings and fixtures and smoke alarms.
  - **Sectional plan** - indicating roof cladding and pitch, floor, wall, ceiling and roof construction details including framework size and type, floor to ceiling height, finished floor level & the type and level of insulation for dwellings.
  - **Elevations** - of each side of the building; which clearly indicate the building height in relation to existing and proposed ground levels and the sill heights of any windows in relation to finished floor levels.
  - **Structural** - Fully dimensioned and labelled footing construction plan including reinforcement and cross referenced to the soil report (i.e. min founding depth)
  - **Bracing and tie down**- Specific connection details, a bracing layout and tie-down details for framework.
  - **Steps & stairs** - Details of any steps, handrails, balustrades or the like.
- 3 copies of site plan (**minimum size of A3**) to a scale of not less than 1:500 or other appropriate scale showing the following information; 
  - the boundaries and dimensions of the allotment and any relevant easements
  - the position and dimensions of the proposed building and its relationship to—
    - i. the boundaries of the allotment; and
    - ii. any existing building on the allotment; and
    - iii. any part of a building or land on an adjoining allotment, including the locations of their windows. (Note if the proposed building is greater than 9m and the adjoining building is greater than 3m from the allotment boundary, this information (in point iii.) is not required)
  - the levels of the allotment, the floors of the building, street drainage channel and storm water drain;
  - the layout of the proposed storm water drains to the point of discharge on the allotment



- o the location, dimensions and area of impermeable surfaces covering the allotment (i.e. concrete, paving swimming pools etc)
- o the location and dimensions of car parking spaces (minimum 2 spaces)
- o the location and dimensions and area of private open space

