

# Information Sheet – Carport, garage or shed



## General Information

The following is the **minimum** information that is usually required to be submitted for a building permit application, please confirm with the relevant Building Surveyor.

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.

Have you checked with the relevant officers if you require a **Planning** approval? (Note; where a planning approval is required, a building permit cannot be issued until the planning approval has been issued).

## Required documentation

- Copy of Certificate of Title and title plan, showing current owners details. This can be obtained for a fee via <https://www.landata.vic.gov.au>
- (Owner Builders) a Certificate of consent from the Victorian Building Authority to act as an owner builder if the value of work exceeds \$16,000
- (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
- Copy of the soil report with soil classification, prepared by an engineer (Check if engineered design requires a soil report)
- (Engineered buildings only) Certificate of Compliance – Design, in accordance with Regulation 126 and associated computations for steel & timber components outside of the design limits of the span tables.
- Copy of specifications describing materials and methods to be used in the construction.

## General plans

- Copy of drawings 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.



- o **Steps & stairs** - Details of any steps, handrails, balustrades or the like.
- Copy of site plan to a scale of not less than 1:500 or other appropriate scale showing the following information;
  - o the boundaries and dimensions of the allotment and any relevant easements □
  - o 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)
  - o the levels of the allotment, the floors of the building, street drainage channel and storm water drain
  - o 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

