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## INFORMATION REQUIRED TO BE SUBMITTED FOR BUILDING PERMIT APPLICATION

**Project Address**.....

**Applicant**.....

**Proposed Development**.....

- |  |        |
|--|--------|
| 1. Application Form properly completed and signed                            | Yes/No |
| 2. Copy of the Certificate of Title and/or plan of subdivision               | Yes/No |
| 3. Builder's job specific warranty insurance certificate                     | Yes/No |
| 4. A copy of the Town Planning permit and endorsed plan                      | Yes/No |
| 5. Builder's name, address, phone number and practitioners number            | Yes/No |
| 6. Location of existing building's on the adjoining property                 | Yes/No |
| 7. Reporting authority consents (Council,Water) to build over an easement    | Yes/No |
| 8. Details of stormwater and / or sewer pipe services locate in the easement | Yes/No |
| 9. Owner's name, address and phone number                                    | Yes/No |
| 10. Sitting dispensations from the relevant Council                          | Yes/No |
| 11. Four copies of the architectural drawings                                | Yes/No |
| 12. Four copies of the structural engineer's drawings                        | Yes/No |
| 13. Four copies of the civil engineer's drainage drawings                    | Yes/No |
| 14. Four copies of the Electrical services drawings                          | Yes/No |
| 15. Four copies of the Mechanical services drawings                          | Yes/No |
| 16. Four copies of the Fire Services / Hydraulic services drawings           | Yes/No |
| 17. Three copies of the geotechnical investigation (soil) report             | Yes/No |
| 18. Two copies of structural engineer's computations                         | Yes/No |
| 19. Two copies of civil engineer's computations                              | Yes/No |
| 20. Four copies of project specifications                                    | Yes/No |
| 21. Four copies of mechanical/electrical/fire services specifications        | Yes/No |
| 22. Four copies of a timber specification                                    | Yes/No |
| 23. One copy of roof/floor truss computations and layout                     | Yes/No |
| 24. A Form 13 Certificate of Compliance from the design engineer             | Yes/No |
| 25. Council information (we will obtain / are awaiting response)             | Yes/No |
| 26. Energy Efficiency Report/5 Star Energy Rating Report & Endorsed Drawings | Yes/No |

Should you have any queries please contact our office at your convenience on 9568 2992.