

MINOR STRUCTURES & SWIMMING POOLS



CHECKLIST FOR AN APPLICATION FOR A BUILDING PERMIT

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be denied or returned.

Building Application Number: <i>(Office use only)</i>	
Date Received: <i>(Office use only)</i>	
PROPERTY ADDRESS	
House number:	
Lot number:	
Strata lot:	
Street:	
Suburb:	
Property zoning:	

Please note: a Registered Builder is required to construct a shed, outbuilding and or patio where the value exceeds \$20,000. An cannot obtain an Owner Builder Statutory Declaration for these structures.

QUICK CHECK		
Application form completed including fees		
Value of works (including all costs incurred & labour)		
Specifications	2 copies	
Site Plans	2 copies	
Floor Plans	2 copies	
Elevations	2 copies	
Cross Sections	2 copies	
Engineer's Detail	2 copies	
Engineer's site classification and inspection report	2 copies	
Application for Installation of an Effluent Disposal System	1 copy	
Energy Efficiency and 5 Star Plus	2 copies	
Home Indemnity Insurance	1 copy	
Termite Treatment Details	2 copies	
Planning and Codes Approval Application	1 copy	
Water Corporation Approval	1 copy	
Neighbour Comment	1 copy	

Specific details required relating to the above list but not limited to, are detailed overleaf.

Finalisation of form and payment of fees

Application form completed as required and signed by the Builder or Builder's representative.

Statutory fees paid:

- A minimum fee \$105.00 or 0.32% (uncertified) of the value of the works exclusive of GST
- A minimum fee of \$105.00 or 0.19% (certified) of the value of the works exclusive of GST
- Building Services (BSL) Levy - \$61.65 per application (0.137% if value > \$45,000)

Building Construction Industry Training Fund (BCITF) – The fee is calculated at 0.2% of the estimated value including GST where the estimated value is greater than \$20,000.

Details for plans and other documentation to be submitted

Specifications specific to the type of construction (2 copies)

Site Plan (2 copies) at a scale of 1:100 or 1:200 or 1:500

Plans depict but not limited to:

Lot boundaries; Site dimensions; Proposed building and all existing structures; Building/pool setback dimensions from lot boundaries; Street name/s; North point; Position of any easements; (if applicable); Contours and finished floor levels in relation to an assumed datum; Proposed retaining wall heights in relation to natural ground level; Vehicle crossover; Verge and street tree details; and Location of effluent disposal system e.g. septic tanks and leach drains if applicable.

Floor plans (2 copies) at a scale of 1:50 or 1:100

Plans depict but not limited to:

Intended use of the room/space/structure; Wall dimensions; Window/door dimensions; Roofline; Roof drainage; Smoke alarm locations (not applicable for swimming pools/spas, sheds, non habitable outbuildings, patios, carports, alfresco, porches, garages, fences).

Elevations (2 copies) at a scale of 1:50 or 1:100

Plans depict the external appearance and include:

Window/door dimensions; Roof pitch; Ceiling height; Eave height; Natural ground levels, Pool shape.

Sectional Elevations (2 copies) at a scale of 1:20 or 1:50 or 1:100

Plans are to depict but not limited to the following:

Footing/slab details; Wall structural details: Eave height; Ceiling height; Roof structural details; Structural details – (Pools); Structural Engineers Certification of the plans.

BCA Energy Efficiency Check List – Part 3.12 including 5 Star Plus

Water Efficiency Checklist. (Required for any habitable room or habitable room addition

to the residence or outbuilding).

NOTE: This document is a guide only to the information that is required to be submitted for most minor Building Permit Applications including those in non-sewered areas. Additional and specific information may be requested upon assessment of your application.

DECLARATION BY APPLICANT

I HAVE READ THE Checklist and provide documentation required for this application. I acknowledge that applications can only be assessed if I provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Please print name _____ Signed _____ Date _____

Office use only: AOT Checked : _____ Date: _____

THIS INFORMATION SHEET IS DESIGNED TO GIVE YOU BASIC INFORMATION AND IS NOT A SUBSTITUTE FOR PROFESSIONAL ADVICE. SOME PROVISIONS HAVE EXCEPTIONS OR IMPORTANT QUALIFICATIONS.