

DOCUMENT CHECKLIST ALTERATIONS AND ADDITIONS TO DWELLING



NOTE: Some items on this list may not apply to all projects

Document description	Notes	Document Received
Appointment form / Fee acceptance	To be signed by the owner or the applicant	<input type="checkbox"/>
Application for Building Permit	Fully completed application including ownership details, site details, practitioners involved and project cost.	<input type="checkbox"/>
Architectural / Working Drawings	Fully dimensioned site plan, floor plan, elevations, cross sections and details describing the layout and construction of the building.	<input type="checkbox"/>
Project Specifications	Detailing the standards of materials and the method of construction. To be appropriate to the project type. For smaller projects these might be detail on the drawings.	<input type="checkbox"/>
Project schedule/s	Specifying the type of building materials. For smaller projects these might be detail on the drawings.	<input type="checkbox"/>
Part 4 / Res code compliance information	Eg: overlooking & overshadowing etc	<input type="checkbox"/>
Council consents/ Res code	Where compliance with the 'deemed to satisfy' standards cannot be achieved	<input type="checkbox"/>
Survey / Features Plan or Site levels on the site plan	Eg: showing FFL, NGL & FGLs, AHD / reduced levels	<input type="checkbox"/>
Structural Drawings	Usually from a structural engineer however can be detailed by the designer on the working drawings for smaller projects	<input type="checkbox"/>
Structural Computations	Supporting the Engineering / Structural design	<input type="checkbox"/>
Reg 126 Certificate of compliance design	Provided by the design engineer or for larger project from an independent structural engineer	<input type="checkbox"/>
Certificate of Title	Current copy of title. Max 3 months old	<input type="checkbox"/>
Plan of Subdivision	Title plans as referenced by the Certificate of Title	<input type="checkbox"/>
Proof of ownership	Contract of sale where the title has not been updated	<input type="checkbox"/>
Geotechnical Soil Report	To enable the footing system to be appropriately designed	<input type="checkbox"/>
Planning Permit	Issued town planning permit or Council's statement confirming that the building work is exempt from a town planning permit.	<input type="checkbox"/>

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	Where a town planning permit is issued, all relevant conditions of the town planning permit are to be satisfied and verification provided to the RBS.	
Planning Permit endorsed plans	Where a planning permit is issued, the town planning endorsed designs are to be provided with designer's statement that the endorsed designs are consistent with the designs issued as part of the building permit application.	<input type="checkbox"/>
Heritage Victoria Approval	Approval of the Executive Director under the Heritage Act 2017 to be obtained for proposed building work pursuant to Regulation 28(4) of the Building Regulations 2018.	<input type="checkbox"/>
Regulation 60 Application - Combined allotment state application	Application to treat adjacent properties as one allotment for the purpose of the Building Regulations.	<input type="checkbox"/>
Council Property Information	Designer to obtain the Council property report pursuant to Regulation 51 identifying flood prone land, termite zone, alpine zone, designated overflow land	<input type="checkbox"/>
Owner Builder Consent	As applicable and where the project cost exceeds \$16,000	<input type="checkbox"/>
Building Warranty Insurance		<input type="checkbox"/>
Builders contract – names / signature page	To confirm names involved are identical over the permit	<input type="checkbox"/>
6 Star Energy efficiency assessment	Computer aided report or BCA DTS report and glazing calculator describing energy efficiency measures	<input type="checkbox"/>
6 star Energy - endorsed plans	Site Plan, floor plan and elevations of the building being the subject of the Energy Report and detailing all requirements	<input type="checkbox"/>
Lighting power table (watt / m ²)	A table showing light power ratings comply. Can be ABCB lighting calculator NCC Volume Two.	<input type="checkbox"/>
Solar hot water or rainwater tank option	Specifications and location & SHWS panel orientation for new houses and additions > 50% volume	<input type="checkbox"/>
Council Consent/s - other	Eg: If site is unsewered or flooding applies	<input type="checkbox"/>
Building Over Easement consents	From the relevant authority	<input type="checkbox"/>
Septic / waste water approval	From Councils Environmental Health Department	<input type="checkbox"/>
Bushfire attack Level assessment	Specifying the BAL level for the site	<input type="checkbox"/>
Performance Solution submission	Outlining how the alternative construction method meets the applicable BCA performance requirements	<input type="checkbox"/>
Partial compliance request	Containing a supportive argument describing why it would be reasonable to allow a requirement to partially comply	<input type="checkbox"/>

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Transition request	Request, argument and evidence to permit older regulations to be applied to a current approval	<input type="checkbox"/>
Demolition practitioners details and procedures	Practitioner details, Insurances, work method statements etc	<input type="checkbox"/>
Section 29A demolition consent	Council pre permit demolition consent. Determines if the building is significant and needs to be protected	<input type="checkbox"/>
Public Protection Methods	Site fencing, hoarding, signage details	<input type="checkbox"/>
Regulation 116 Council Report & Consent – Precautions over Street	Where public protection precautions project beyond the street alignment, Council consent to be obtained.	<input type="checkbox"/>
Building Appeals Board Determinations	Building Appeals Board determinations for non-compliant matters assessed and approved by the Board.	<input type="checkbox"/>
Protection of adjoining property notices – Forms 7 & 8	Protection notices and responses from adjoining owners for building work where the RBS determined the necessity to serve the notices.	<input type="checkbox"/>
Payment of Building Permit Levy	Building permits issued after 30 June 2019 will require the levy to be paid through the Victorian Building Authority's BAMS portal. Once the application for a building permit is completed in full, BSA will enter the necessary information on the portal which will automate an invoice for the building permit levy to be emailed to the nominated person.	<input type="checkbox"/>