

# DOCUMENT CHECKLIST COMMERCIAL PROJECTS



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"/>
Certificate of Title	Current copy of title	<input type="checkbox"/>
Plan of Subdivision	Title plans as referenced by the Certificate of Title	<input type="checkbox"/>
Regulation 60 Application	Application to treat multiple properties as one allotment for the purposes of the Building Regulations.	<input type="checkbox"/>
Maintenance Schedule	Current copy of the subject building's Maintenance Schedule under Regulation 222 of the Building Regulations 2018	<input type="checkbox"/>
Occupancy Permit	Current copy of the building's Occupancy Permit	<input type="checkbox"/>
Council Property Information	Council property report pursuant to Regulation 51 (e.g. flooding prone land, termite zone, alpine zone, designated overflow land)	<input type="checkbox"/>
LPOD	Council confirmation of the legal point of discharge for the stormwater system.	<input type="checkbox"/>
Architectural/Working Drawings	Construction issue addressing all compliance matters raised	<input type="checkbox"/>
Structural Drawings	Structural drawings that have been certified	<input type="checkbox"/>
Civil Drawings	Construction issue addressing all compliance matters raised	<input type="checkbox"/>
Electrical Services Drawings	Construction issue addressing all compliance matters raised	<input type="checkbox"/>
Mechanical Services Drawings	Construction issue addressing all compliance matters raised	<input type="checkbox"/>
Hydraulic Services Drawings	Construction issue addressing all compliance matters raised	<input type="checkbox"/>
Fire Systems Drawings	Construction issue addressing all compliance matters raised	<input type="checkbox"/>
Architectural Specifications	Specifications describing materials and methods to be used in the construction.	<input type="checkbox"/>
Schedules	Finishes, fixtures, doors, windows etc.	<input type="checkbox"/>

## BSA Building Surveyors

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Electrical Services Specifications	Construction issue	<input type="checkbox"/>
Mechanical Services Specifications	Construction issue	<input type="checkbox"/>
Hydraulic Services Specifications	Construction issue	<input type="checkbox"/>
Fire Services Specifications	Construction issue	<input type="checkbox"/>
Structural Computations	Certified copy of computations	<input type="checkbox"/>
Geotechnical Report	Soil report used for design of foundation systems	<input type="checkbox"/>
Hydraulic stormwater computations	Certified copy of stormwater computations	<input type="checkbox"/>
Hydraulic fire services computations	Fire services calculations and summary of water supply outcomes relative to regulatory requirements	<input type="checkbox"/>
Reg. 126 Certificate of Compliance	Structural design certificate	<input type="checkbox"/>
Reg. 126 Certificate of Compliance	Civil design certificate	<input type="checkbox"/>
Reg. 126 Certificate of Compliance	Electrical design	<input type="checkbox"/>
Reg. 126 Certificate of Compliance	Mechanical design	<input type="checkbox"/>
Energy efficiency reports	Section J assessment report verifying compliance with energy efficiency requirements of the BCA	<input type="checkbox"/>
Lift designs and specifications		<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. 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.	<input type="checkbox"/>
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"/>

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Public Protection Methods	Site fencing and hoarding details (including engineering designs and certification for overhead gantries where required).	<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"/>
Fire engineering report	Final issue of the fire engineering report for any deemed-to-satisfy non-compliant fire safety matters.	<input type="checkbox"/>
Performance Based Assessment	Any other non-fire related performance solution reports for Deemed-to-Satisfy non-compliant matters.	<input type="checkbox"/>
Survey Plan Prepared	Survey of site boundaries and other features	<input type="checkbox"/>
Chief Officer's Report	Regulation 129 fire brigade consent for any non-compliant fire services matters identified in the design.	<input type="checkbox"/>
Power Supply Statement	Report from the Power supply authority approving the size and location of the proposed substation.	<input type="checkbox"/>
Water Authority Statement	Water authority verification of water supply for fire services.	<input type="checkbox"/>
Fire Hazard Property Details	Fire hazard test reports for all combustible floor, wall and ceiling linings.	<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"/>
BAB Determinations	Building Appeals Board determinations for non-compliant matters assessed and approved by the Board.	<input type="checkbox"/>
Demolition Details	Details of buildings or parts of buildings being demolished or removed from site.	<input type="checkbox"/>
Council Consents	<p>Any other council consents required for the proposed building work. These include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Siting variation</li> <li>• Installation or variation to on-site waste water system (septic tank)</li> <li>• Section 29A consent for demolition</li> <li>• Building over an Easement</li> <li>• Building projections over the street alignment</li> <li>• Building on land subject to flooding</li> </ul> <p>Building on designated land (land subject to inundated flows)</p>	<input type="checkbox"/>
Other Authority Consents	Consents from other relevant authorities where deemed necessary (ie. Heritage Victoria, Owner Builder, Authorities that have a vested interest in an easement proposed to be built on, etc)	<input type="checkbox"/>

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Document description	Notes	Document Received
Bond for demolition, removal or relocation	A bond or guarantee in accordance with Section 22 of the Building Act 1993 and Regulation 48 of the Building Regulations 2018	<input type="checkbox"/>
Infrastructure Levy – Section 24	Where property is in an urban growth area that has an infrastructure levy applicable, confirmation that the levy has been paid is to be provided.	<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"/>