

PRONTO BUILDING PERMITS

1 Humber Road Croydon North 3136

Tel: (03) 9727 4308 Email: prontobuildingpermits@hotmail.com

Building Permit Application Checklist – domestic works

- [] **Permit fees** (based on contact price. If owner builder include cost of material costs & labour)
- [] **Completed application form – Form 1**
- [] **Written consent to act as agent by the Owner of the land** (if applicable)
- [] **Architectural drawings** (4 copies)
- [] **Structural Drawings, Computations & Compliance Certificate by Engineer** (4 copies)
- [] **Soil report** (4 copies)
- [] **Builders Insurance certificate for domestic building work**
- [] **Owner Builder Certificate**
- [] **Copy of Title and Approved Plan of Subdivision (plan of title)** including copy of covenants & section 173 agreements where listed on the title. Available online at www.landata.vic.gov.au
- [] **Planning Permit and Endorsed Planning Plans** (2 copies) If planning permit is required
- [] **Energy Efficiency Report & endorsed plans by energy rater** (4 copies)
- [] **Bushfire Attack Level (BAL) Report** (4 copies) If building is in a designated bushfire prone area
- [] **Property Information Regulation 326(2)** Application form available from relevant council website
- [] **Legal Point of Discharge** Application form available from relevant council website
- [] **Protection Works Notices From 3 and Form 4** If building works/excavations on or adjacent to the boundary or another building and this will be determined by the Relevant Building Surveyor
- [] **Title Re-Establishment Survey Plan** If building on or adjacent to the title boundaries and/or fence line to establish the location of the actual title boundaries to avoid encroachments
- [] **Siting Report & Consent (Dispensation)** from relevant Council
- [] **Easement Details** if proposed work is to be located adjacent to an easement to determine the footing depths according to the angle of repose – sewer pipe/drainage pipe depth & offset details

Note: The above information is a guide only; Additional information may be required after application is assessed depending on the nature, size and or complexity of the building work. It may not be possible at the time of the application to determine if an item listed above is relevant to your application, i.e planning permit, report and consent, protection of adjoining property, etc.