

# PRONTO BUILDING PERMITS

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## Building Permit Application Checklist – domestic works

Regulations 24(1), 25 & 29 Building regulations 2018

- Form 1 – Application for a building permit
- Letter of Appointment
  
- Builder’s contact details and contract amount
- Builders Insurance certificate for domestic building work
- Signed contract page of building contract, confirming builder’s details and contract cost
- OR
- \*Owner Builder Certificate of Consent (issued by the Victorian Building Authority)
  
- Architectural drawings/Building plans
- Copy of Title and Plan of Title including copy of covenants & section 173 agreements where listed on the title. Available online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au)
  
- Soil investigation report
- Property Information Regulation 51(2) - apply online at relevant council
  
- \*Legal Point of Discharge - apply online at relevant council
- \*Engineering Design - Structural Drawings, Computations & Certificate of Compliance by Engineer
  
- \*Planning Permit and Endorsed Planning Plans
- OR
- Confirmation in writing that a planning permit is not required – apply for information at relevant council
  
- \*Energy Rating Report & endorsed plans by energy rater
- \*Bushfire Attack Level (BAL) Report
- \*Re-Establishment and Level Survey

\*If applicable

Note: The above information is a guide only. A checklist specific to your application will be provided after the plan checking is completed.