

Residential Checklist

Required Documentation	New Dwelling		Multiple Dwelling		Dwelling Ext		Internal Alts		Garage/Shed/ Carport/Fence		Pool/Spa Barrier		Deck/ Veranda		Demo		Ret Wall		Change of Use	
	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Building Permit Application Form	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Full copy of Title, Plan of Subdivision and all associated MCP, Covenants and 173 Agreements	✓		✓		✓		✓		✓		✓		✓		✓		✓		*	
Owners Appointment (<i>external jobs only</i>)	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Bushfire Attack Level (BAL) Assessment (<i>via land.vic.gov.au</i>) – if applicable	✓		✓		✓		*		✓		*		✓		*		*		*	
Owner Builder Certificate of Consent (project >\$16,000)	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Domestic Warranty Insurance Policy (project >\$16,000) - <i>Registered Builder only</i>	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Architectural Plans (incl Site Plan, Floor Plan & Elevations)	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	
Structural Plans, Computations and Cert. of Compliance – Design – if applicable	✓		✓		✓		✓		✓		✓		✓		BS		*		✓	
Sewer (YVW) & Stormwater information POD	✓		✓		✓		*		*		✓		*		*		✓		*	
Civil Plan – Excavation/Site Work (m/units only)	✓		✓		✓		✓		*		*		*		*		*		*	
Energy Efficiency Report	✓		✓		✓		*		*		*		*		*		*		✓	
Re-Establishment Survey Plan (site)	✓		✓		*		*		BS		*		*		*		BS		*	
Planning Permit & Endorsed Drawings- if app.	BS		BS		BS		*		BS		BS		BS		BS		*		BS	
Engineering Drainage Approval	*		BS		*		*		*		*		*		*		*		*	
Protection Works Notices (Forms 3 & 4)	BS		BS		BS		*		BS		BS		*		BS		BS		*	
Details of Public Protection (ie., wall on boundary)	*		BS		*		*		*		*		*		✓		*		*	
Heritage Approval	BS		BS		BS		*		*		*		*		BS		*		BS	
Council Approval (Section 29A/Form B)	*		*		*		*		*		*		*		✓		*		*	
Soil Report (if >40m)	✓		✓		✓		*		✓		✓		*		*		✓		*	
Developers Approval – if applicable	BS		*		✓		*		*		*		✓		*		BS		*	
Indemnity Insurance	*		*		*		*		*		*		✓		✓		*		*	
Method of Demolition	*		*		*		*		*		*		*		✓		*		*	
Fees	✓		✓		✓		✓		✓		✓		✓		✓		✓		✓	

Note:

* indicates information may be required subject to scope of project

BS Building Surveyor to determine on assessment of application