**Minimum Documents:**

[ ]  Building Permit Application Form

[ ]  Full Copy of Title (no older than 3 months)

[ ]  Plan of Subdivision and all associated MCP, Covenants, and 173 Agreements (no older than 3 months)

[ ]  Builders Contract (for any project over the value of $10K)

[ ]  Architectural Plans to include:

1. Site plan (*Complete Allotment & Existing and proposed locations of all buildings within the allotment*)
2. Floor plans (*The birds eye view of the proposed/existing works*)
3. Elevations (*What you see when you stand next to the building*)

**(See overleaf for more detailed information about architectural plans)**

*\*must be prepared by registered Draftsperson/Architect*

[ ]  Building Permit Fees

**And - If owner builder:**

[ ]  Owner Builders Certificate of Consent (for any project over the value of $16K)

**Or - If registered builder:**

[ ]  Domestic Warranty Insurance Policy (for any project over the value of $16K)

**Additional Information that may be requested:**

[ ]  Soil Report

[ ]  Engineering

1. Structural Plans
2. Computations
3. Certificate of Compliance

\*must be prepared by registered Engineer

[ ]  Bushfire Attack level

[ ]  Report and Consent Approval/s

[ ]  Protection Works Notices

[ ]  Details of public protection (i.e. wall on boundary)

[ ]  Heritage Approval

[ ]  Developers Approval

[ ]  Sewer details (YVW)

[ ]  Planning Permit & Endorsed Documents

[ ]  Re-Establishment & Feature Survey Plan (of the site)

**This is not an exhaustive list – upon assessment, additional information may be required**

Each complete set of drawings is to include:

1. A copy of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or other approved scales:
2. ii. A copy of allotment plan to a scale of not less than 1:500 or other approved scale, showing the matters set out below: (a to h).
	1. The boundaries and dimensions of the allotment and any relevant easements; and
	2. The distance to the nearest intersecting street; and
	3. The position and dimensions of the proposed building and its relationship to –
		1. the boundaries of the allotment; and
		2. any existing building on the allotment; and
		3. any part of a building or land on an adjoining allotment where necessary to show compliance with the Act and these Regulations; and
	4. The levels of the allotment, the floors of the building, street drainage channel and stormwater drain; and
	5. The layout of drains to the point of discharge on the allotment together with details necessary to show compliance with the Act and these Regulations; and
	6. The location, dimensions and area of impermeable surfaces covering the allotment; and
	7. The location and dimensions of car parking spaces; and
	8. The location, dimensions and area of private open space.
3. A copy of specifications describing materials and methods to be used in the construction: and
4. A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Building Regulations together with a Certificate of Compliance-Design.

If you have any queries contact the Building Services Department on 9217-2170