



APPLICATION CHECKLIST – Commercial / Industrial

The following table sets out the drawings and other documents to be submitted, fees and deposits to be paid with your Application and other approvals necessary before a Building Permit can be issued

Copies Required	Drawings, Documents and other permits and requirements for building approval and terms of appointment	Tick
1	Building Application Form, Terms of Engagement form & Consent to Act completed, signed and dated	
1	Copy of Current Certificate of Title & Certified Plan of Subdivision including Covenants & Section 173 Agreements* printed within the last 60 days.	
1	Check Survey Plans from a licenced land surveyor, (if where warranted) .	
1	Soil Report: from a recognised soil testing company (Recommending foundation depths and type)	
1	Structural Computations and Certificate of Compliance 126 from Engineer.	
1	Structural Drawings: Additional to architectural – Structural members size, location and details	
1	Civil / Drainage Plans and certificate of compliance from engineer (if warranted). Note: The council drainage engineer will need to approve the design when the planning permit conditions specify this requirement.	
1	Architectural Drawing: Site plan, floor plans, elevations, sections, size and location of structural members.	
1	Project Specifications: Detailing materials to be used (in addition to drawings)	
1	Energy Efficiency Compliance Report and Stamped Plans (Section J BCA Volume 1) (Not required on all commercial applications)	
1	Electrical Plans and Certificate of compliance from electrical engineer (if warranted)	
1	Mechanical Plans and Certificate of compliance from Hydraulic engineer (if warranted)	
1	Hydraulic Engineering Plans, including Fire Main Computations, for Fire Service and an engineer's certificate of compliance (if warranted)	
1	Serving of Protection Works Notice to adjoining property owners (excavations / works on boundary) (where warranted)	
1	Town Planning Permit – Conditions & Endorsed Plans	



SMART CHOICE
BUILDING PERMITS & INSPECTIONS



14 HOTHAM STREET TRARALGON VIC



7019 5521



ADMIN@SCBUILDINGPERMITS.COM.AU

1	Fees to be paid before issuing of a Building Permit Cash, Cheque or Direct Deposit	
---	---	--

No Works are to commence on the allotment prior to the issue of a Building Permit.

We are happy to discuss your projects and any other requirements at a preliminary design stage. Feel free to ring me on 0400138778.

Darren Hood

Building Surveyor

Smart Choice Building Permits & Inspections