



SMART CHOICE
BUILDING PERMITS & INSPECTIONS



29 HOTHAM STREET TRARALGON VIC



7 0 1 9 5 5 2 1



ADMIN@SCBUILDINGPERMITS.COM.AU

CHECKLIST OF DOCUMENTS REQUIRED WITH BUILDING PERMIT APPLICATION

Dwelling, Dwelling Alteration or Extension

Documents required for building approval and terms of appointment	Supplied	Not Supplied	Not Applicable
Application for Building Permit Form and Appointment letter / Consent to Act Form			
Current Certificate of Title, Plan of Subdivision (including allotment plans)* printed within the last 60 days.			
Storm Water Legal Point of Discharge from Council (New Dwelling Only)*			
Property Information from Council (New Dwelling Only)*			
Report & Consent documents from Council (where applicable)			
Planning Permit copies from Council (where applicable)			
Site Plan showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, site cuts and retention systems, details of building on adjoining allotments etc. Minimum scale 1:500			
Fully dimensioned Architectural Plans and Elevations showing floor levels, dimensions, heights, construction details, sectional elevations, light & ventilation analysis, sanitary facilities, etc. Including analysis for determining Part 5 of Building Regulations 2018 matters such as setbacks, site coverage, building heights, siting, car parking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report, etc. Minimum scale 1:100			
Engineering Designs, structural designs, drawings, details, computations, footing systems, retention systems, drainage system, tanking systems.			
Energy Rating reports and stamped plans (All new dwellings require a minimum 6-Star report, including either a Solar HWS or 2000lt Rain water Tank for toilet flushing to form part of the design).			
Geotechnical Soil Report			
Building regulation 126, Certificate of Compliance (from all design engineers)			
Domestic Builders Insurance Certificate where the cost exceeds \$16,000 (not applicable to owner builders)			



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Owners Builders Certificate of consent where the cost exceeds \$16,000 (if applicable)			
Building Specifications for the building works including materials, framing schedule, door & window schedule Etc.			
Protection Works Notice (Forms 6, 7, 8 & 9) (where required)			
Septic Tank Permit from Council Health department. (if town sewer is not available)			
Fees (to be paid prior to a Building Permit being issued) Cash, Cheque or Direct Deposit			

*This information can be arranged through our office, please enquire.

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

Darren Hood
Director