



SMART CHOICE
BUILDING PERMITS & INSPECTIONS



29 HOTHAM STREET TRARALGON VIC



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APPLICATION CHECKLIST – Dwelling Extension

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

Drawings, Documents, other Permits and requirements 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.			
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 4 matters such as setbacks, site coverage, building heights and siting, car parking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report, etc. Minimum scale 1:100			
Engineering Designs, geotechnical reports, structural designs, drawings, details, computations, footing systems, retention systems, drainage system, tanking systems.			
Energy Rating reports and stamped plans or Regulation 608 Energy Dispensation (For all new dwellings and dwelling additions and alterations. 6-Star report. Solar HWS or 2000lt Rain water Tank for toilet flushing is required for all new dwellings)			
Certificate of Compliance (from all design engineers)			
Domestic Builders Insurance Certificate where the cost exceeds \$16,000 (not applicable to owner builders)			
OR			



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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 3 & 4) (where required)			
Septic Tank Permit from Council Health department. (if no sewer is available)			
Fees (to be paid prior to a Building Permit Cash, Cheque or Direct Deposit			

Regards

Darren Hood