



CHECKLIST OF DOCUMENTS REQUIRED WITH BUILDING PERMIT APPLICATION

Verandah / Carport / Garage / Shed

Building Act 1993, Building Regulations 2018

Copies Required	Document	Tick
1	Application Form, Include a detailed use of the building (ie verandah, storage shed, hay shed, farm shed, etc.)	
1	Letter of Appointment (to be signed by owner/s)	
1	Current Certificate of Title and Plan of sub-division (printed within the last 60 days). Evidence of ownership also required.	
1	Proposed Building Work Declaration Form	
1	Working Drawings and Specifications. The following information will be required: <ul style="list-style-type: none">- Location of the proposed works incl. setbacks to boundaries as well as location of existing buildings on the property.- Distance from proposed structure to existing buildings- Calculation of site area and building coverage (if close to 60%)- Indicate permeable parts of the allotment (i.e. grass, garden etc. if these areas equate to less than 30% of the site area)- North position- Stormwater drainage design- Elevation drawings, showing wall height, roller doors, windows etc.- If proposed building is situated on the property boundary, indicate approx. location of buildings on the adjoining property (if neighbour is within 3m of your southern boundary, OR 2m in any other case);- Specify the amount of fall on the property over the length of the structure.	
1	Engineering Drawings, Computations & Certificate of compliance in accordance with Building Regulation 126 (if required). Alternatively, detailed structural drawings specifying structural members and footings	
1	Council or relevant authorities report and consent (If applicable)	
1	Endorsed Town Planning Permit and drawings (if applicable)	
1	Builders Warranty Insurance (registered builder carrying out works over \$16,000) or if owner builder construction , a certificate from the Victorian Building Authority (if cost exceeds \$16,000)	
	Fees (to be paid prior to the issue of the Building Permit). Cash, Cheque, or Direct Deposit.	