

## Checklist for a Building Permit

- Completed **Application Form** signed by the owner builder
- Payment of the required **Building Permit Fee**
- Copies of any required **Planning Approval**
- Copies of any required approval from other authorities

The following working drawings are required to be submitted for assessment. Generally the building surveyor requires two sets of the following;

- Site Plans**, drawn to scale of not less than 1:200, showing:
  - The north point;
  - proposed contours, finished floor levels, finished ground levels;
  - location and height of any existing buildings and structures;
  - location of new building and distances from all boundaries and any proposed buildings or existing buildings to be retained;
  - location and height of any proposed and existing retaining walls;
  - location of driveways and crossovers;
  - Engineers certification of site classification and wind region.

Strata titled applications for two or more dwellings should include indicative strata lot boundaries and sizes, including any common property.

- Floor plans** drawn to scale of not less than 1:100 (for all floors) showing:
  - Internal layout and size of all rooms including WIR and built in furniture.
  - Location of all doorways, windows
  - Location of all plumbing fixtures such as, bath, shower, WC, kitchen and laundry sinks

- Elevation plans** drawn to scale of not less than 1:100 (for all orientations) showing:
  - External height of all walls and height of roof ridgeline from natural ground levels;
  - Location and size of all external windows, doors and other openings;
  - Sectional drawing showing the floor to ceiling heights;



**Engineering details** drawn to scale of not less than 1:50, certified by the Engineer showing:

- All concrete footing and slab on ground sizes and location of steel reinforcing;
- Any concrete suspended floors showing size and span and location of all steel reinforcing;
- Any suspended framed floor systems showing size and span of framing members;
- Details of any prefabricated framing systems showing size of members and bracing;
- Size and span of any roof strutting beams.



**Electrical plans** showing:

- Location of all light fittings (details of fittings not required on these drawings);
- Location of required smoke alarms;
- Location of all electrical appliances (detail of appliance not required).



**Specifications** detailing:

- The type of materials to be used;
- Compliance with relevant standards.

**Note:** *Standard specifications can usually be purchased from building associations and/or institutes.*