

Residential

DOCUMENTS REQUIRED FOR A BUILDING PERMIT

Please use this as a guide. For project specific advice or any questions, please email us at admin@wilbybc.com.au

What you need ...	Got it!
Application for a building permit	
A current copy of Title and any associated documents such as Covenants, 173 agreements etc.	
A current copy of the Plan of Subdivision	
Planning permit and stamped, endorsed plans (if required)	
Architectural plans, including: <ul style="list-style-type: none"> ○ Scaled site plan showing: <ul style="list-style-type: none"> ▪ site levels ▪ storm water drainage layout ▪ the street ▪ a north point ▪ buildings on adjoining properties (if required) ▪ set back distances from the proposed work to other buildings and property boundaries ▪ the location and dimensions of any easements and/or septic systems ○ Floor plan ○ Elevations ○ Section drawings showing all relevant structural information ○ Window and lighting schedules ○ General construction notation and notes 	
Structural engineering and engineers certificate of compliance	
Energy Efficiency Report	
Bushfire attack level (BAL) assessment report (if required)	
Report and consent approval from the relevant authority (if required)	
Water Authority consent to connect or alter services	
Confirmation of location of legal point of discharge (obtained through relevant authority)	
Property information (obtained through relevant authority)	
Completed Protection Works Notices for works on or near the boundary (if required)	
Certificate of consent to be an Owner Builder issued by the VBA (if required)	
Owner builder declaration and written estimation of cost of proposed works (if required)	
Builder Warranty insurance (if a registered building practitioner has been engaged to carry out the work and the estimated cost of work exceeds \$16,000)	
A completed and signed copy of the domestic contract (if a registered building practitioner has been engaged to carry out the work)	
Confirmation of appointment of Building Surveyor	