

### 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](mailto: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"> <li>○ Scaled site plan showing: <ul style="list-style-type: none"> <li>▪ site levels</li> <li>▪ storm water drainage layout</li> <li>▪ the street</li> <li>▪ a north point</li> <li>▪ buildings on adjoining properties (if required)</li> <li>▪ set back distances from the proposed work to other buildings and property boundaries</li> <li>▪ the location and dimensions of any easements and/or septic systems</li> </ul> </li> <li>○ Floor plan</li> <li>○ Elevations</li> <li>○ Section drawings showing all relevant structural information</li> <li>○ Window and lighting schedules</li> <li>○ General construction notation and notes</li> <li>○ Internal elevations for accessible WC facilities, stairs, ramps, handrails etc</li> </ul>	
Structural engineering and engineers certificate of compliance	
Fire suppression layout design and certificate of compliance (if required)	
Mechanical ventilation layout design and certificate of compliance (if required)	
Water supply pressure and flow test report (if required)	
Energy Efficiency Report (Section J report)	
Emergency lighting and exit lighting layout	
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)	
Written estimation of cost of proposed works	
Confirmation of appointment of Building Surveyor	
Specifications – wall cladding, flooring, roof cladding	