

BUILDING PERMIT CHECKLIST

Commercial Buildings and sheds

Please send all documents via a Dropbox link to reception@rbss.com.au
Note: If plans are scaled bigger than A3 then we also require 1 set of plans to scale

COMPLETED BUILDING APPLICATION FORM

TITLE
INCLUDING FULL SUBDIVISION PLAN
(Provide one copy of all covenants or agreements if listed)

PLANNING PERMIT AND COPY OF ENDORSED PLAN
(If applicable)

PROPERTY INFORMATION Reg. 51 (2)
Needs to be obtained from local council

COMMERCIAL BUILDER'S REGISTRATION DETAILS

ARCHITECTURAL PLANS
(floor, site, elevations, fire service locations and exits)

ENGINEERS STRUCTURAL PLANS AND/OR COMPUTATIONS
Including Certificate of Compliance
(If applicable)

SOIL TEST

SECTION J REPORT

Please contact our office if you have any queries relating to the checklist or application form.

Applications maybe lodged on anticipation of receiving permits from council authorities.

A letter of confirmation will be emailed out upon receipt of application along with an invoice.

All fees must be paid prior to issuing of any building permit.