

BUILDING PERMIT CHECKLIST
Residential

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 ENDORSED PLANS

(If applicable)

PROPERTY INFORMATION Reg. 51 (2)

Needs to be obtained from council

STORMWATER LEGAL POINT OF DISCHARGE

Needs to be obtained from the relevant Council authority for new building

BUILDERS INSURANCE (inc letter of eligibility & contract) OR

OWNER BUILDERS *CERTIFICATE OF CONSENT*

(Only if work is over \$16,000.00)

ARCHITECTURAL PLANS

(Including floor, site, elevations and sections)

ENERGY RATING REPORT

(Plans provided **MUST** be endorsed)

SOIL TEST

SEPTIC TANK PERMIT TO INSTALL OR ALTER

(If applicable)

BUILDERS SPECIFICATIONS

(If applicable)

ENGINEERS STRUCTURAL

PLANS AND/OR COMPUTATIONS

Including Certificate of Compliance

(If applicable)

RELOCATED DWELLINGS ONLY

(A bond of \$10,000.00 payable to the VBA and an existing condition report of the Dwelling is required)

BAL Report (Bushfire Assessment Level 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 mailed out upon receipt of application along with an invoice.

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