

BUILDING PERMIT CHECKLIST
Retaining walls

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	<input type="checkbox"/>
TITLE INCLUDING FULL SUBDIVISION PLAN (Provide one copy of all covenants or agreements if listed) (Provide proof of ownership if not shown on title)	<input type="checkbox"/>
PLANNING PERMIT AND ENDORSED PLANS (If applicable)	<input type="checkbox"/>
PROPERTY INFORMATION Reg. 51 (2) Needs to be obtained from council if outside of COGB	<input type="checkbox"/>
BUILDERS INSURANCE (inc letter of eligibility & contract) <u>OR</u> OWNER BUILDERS <i>CERTIFICATE OF CONSENT</i> (Only if works are over 16,000.00)	<input type="checkbox"/>
ARCHITECTURAL PLANS (Site plan showing location on the site distanced to boundaries and buildings on the site, including natural and finished surface levels, elevations showing heights and sections)	<input type="checkbox"/>
ENGINEERING DETAILS & CERTIFICATION	<input type="checkbox"/>

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.