

## **BUILDING PERMIT CHECKLIST**

### **Farm Buildings**

Please send all documents via a Dropbox link to [reception@rbss.com.au](mailto: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)  
(provide proof of ownership if not shown on title)

PLANNING PERMIT AND ENDORSED PLANS  
(if applicable)

PROPERTY INFORMATION Reg. 51 (2)  
Needs to be obtained from council if outside of COGB

STRUCTURAL PLANS  
Including Certificate of Compliance

SITE PLAN  
(detailing existing buildings and proposed shed)

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.