

**BUILDING PERMIT CHECKLIST**  
**Sheds for Domestic use**

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)

PLANNING PERMIT AND ENDORSED PLANS   
(If applicable)

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

BUILDERS INSURANCE (inc letter of eligibility & contract) OR   
OWNER BUILDERS *CERTIFICATE OF CONSENT*  
(Only if work is over \$16,000.00)

STRUCTURAL PLANS   
Including Certificate of Compliance

ELEVATION PLANS   
(Detailing wall cladding, roof pitch, openings)

SITE PLAN   
(Detailing existing buildings and proposed shed, with  
boundary distances and location of down pipes  
connecting to a LPOD)

BAL REPORT -Bushfire Attack Level Report   
(Only if within 6m distance to Dwelling & in bushfire prone area)  
Refer to; [www.vba.vic.gov.au](http://www.vba.vic.gov.au)

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.**