

BUILDING PERMIT APPLICATION CHECKLIST
(DWELLINGS & ADDITIONS/ALTERATIONS)

- Completed Building Permit application form
- Septic Tank Permit (required for dwellings and some additions in non- sewerred areas)
- 3 Copies of Site Plans (Dimensioned plan of land with existing and proposed buildings shown and distances from other buildings and boundaries. And all other information as listed in VBA Practice note 2014-62)
- 3 copies of Floor Plans & Elevation Drawings
- 3 copies of Engineering design drawings and calculations including a Regulation 1507 Certificate of Compliance – Design
- Builders Warranty Insurance (for Registered Builders doing domestic work with value exceeding \$16,000)
- OR
- Owner Builder Consent Form (for Owner Builders doing domestic work value exceeding \$16,000)
- 2 copies of Soil Test Report
- 6 Star Energy Assessment (for new dwellings and additions to dwellings over 25% of total floor area)
- Set of plans endorsed by Central Highlands Water (if in sewerred area)
- Copy of Certificate of Title & Title Plan drawing (including copy of plan of subdivision & any covenants, if applicable)
- Fees
- Bushfire Attack Level Assessment Report(BAL)
- Copy of Planning Permit And Endorsed Drawings (if applicable)
- Legal Point Of Discharge