



Office Building

Complete this form & return it with the building permit application

The following is the minimum information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to “mark-up” plans or accept notes on plans that are too general.

Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning or Septic approval? (Note; where required, a building permit cannot be issued until they have been approved).

REQUIRED DOCUMENTATION

- Completed application form (Form 1) signed & dated
- Copy of Certificate of Title
- Property ownership evidence (copy of contract of sale, Council rates notice)
- **1 copy** Engineered buildings, Certificate of Compliance - Design, in accordance with Regulation 1507 and associated computations for timber components outside of the design limits of recognised span tables and for steel structures.
- **1 copy** Full set civil and drainage engineer drawings, computations (where applicable and Reg 1507) Certificate of Compliance Design
- **1 copy** Hydraulics designs and computations, computations (where applicable) and Reg 1507 Certificate of Compliance Design
- **1 copy** Mechanical Ventilation System designs, computations (where applicable) and Reg 1507 Certificate of compliance Design
- The BCA Section J energy efficiency report addressing all parts

GENERAL PLANS

- A statement of the use or intended use of all buildings shown on the site plan
- **1 copy** of specifications describing materials and methods to be used in the construction

- **1 copy** of drawings (**minimum size of A3**) showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below: □

- **Floor plan** - fully dimensioned and labelled floor plan including room sizes, total floor areas, window & door sizes, locations of fittings and fixtures and smoke alarms.
- **Sectional plan** - indicating roof cladding, pitch, floor, wall, ceiling and roof construction details including framework size and type, floor to ceiling height, finished floor level and the type and level of insulation for dwellings.
- **Elevations** - of each side of the building; which clearly indicate the building height in relation to existing and proposed ground levels and the sill heights of any windows in relation to finished floor levels.
- **Structural** - Fully dimensioned and labelled footing construction plan including reinforcement and cross referenced to the soil report (ie minimum foundling depth).
- **Bracing and tie down**- Specific connection details, a bracing layout and tie-down details for framework.
- **Steps & stairs** - Details of any steps, handrails, balustrades or the like.

- **1 copy** of site plan (**minimum size of A3**) to a scale of not less than 1:500 or other appropriate scale showing the following information: □

- the boundaries and dimensions of the allotment and any relevant easements
- the position and dimensions of the proposed building and its relationship to—
 - a. the boundaries of the allotment; and
 - b. any existing building on the allotment; and
 - c. any part of a building or land on an adjoining allotment, including the locations of their windows. (Note if the proposed building is greater than 9m and the adjoining building is greater than 3m from the allotment boundary, this information (in point c.) is not required)
- The levels of the allotment, the floors of the building, street drainage channel and stormwater drain;
- the layout of the proposed storm water drains to the point of discharge on the allotment
- the location, dimensions and area of impermeable surfaces covering the allotment (ie concrete, paving swimming pools etc)
- The location and dimensions of carparking spaces (minimum 2 spaces)
- the location and dimensions and area of private open space