



Construction and Extension of Commercial/Industrial Buildings - Class 2-9

Information Required With Application For A Building Permit:

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 Approval?** (Note: where a planning approval is required, a building permit cannot be issued until the **planning approval** has been received).

Has the designer of the building confirmed your properties **Bushfire Attack Level (BAL)**, which is now required for every site in a designated Bush Fire prone area.

Required Documentation:

1. Fully completed application form (Form 1)

Including:

- Estimated cost of Building Work including labour and materials.
- Owner details
- Builders – Name and VBA Commercial Registration Number (if applicable)
- Name, address and registration number of Building Designers or Engineers
- Cost of Works (including labour)
- Signed and dated
- Description of the proposed use of Building including any existing buildings.

2. Copy of Certificate of Title including the Title Plan or Plan of Sub-Division

3. Set of plans drawn to a scale of not less than 1:100

Including:

- Building Floor Plan
- Elevations
- Sections
- Footing Design
- All framing components dimensioned and showing full structural details including all cladding materials.

- 4 Site plan drawn to a scale of not less than 1:500 showing**
 - a) the distance to nearest intersecting street; and
 - b) the position and dimensions of the proposed building and its relationship to
 - Storm water drainage plans including the legal point of discharge
 - The boundaries of the allotment
 - Any existing buildings on the allotment
 - Any part of a building on an adjoining allotment
 - All existing buildings and any that are proposed to be demolished
 - c) Any required fire hydrant or fire hose reel details
 - d) Any required Mechanical Ventilation design
 - e) Electrical plan.
- 5. Certificate of Compliance (Form r126 Engineering) and one set of computations (if applicable).**
- 6. Evidence that the design will comply with the Disability (access to premises, buildings) standards and AS1428.1**
- 7. Soil test for new buildings and major renovations – may be necessary depending on design requirements of building.**
- 8. Copy of the Planning Permit and endorsed plans (if applicable).**
- 9. Payment of Building fees (with lodgement of application) (The VBA will invoice you directly for payment of the State Government Levy (0.00128% of Costs of Works over \$10,000.00)).**
- 10. Copy of any Septic Tank Permit to install in any unsewered areas where new plumbing fixtures are proposed.**
- 11. A Section 29A Report and Consent where the building work includes demolition work as outlined in Section 29A of the Building Act (and payment of applicable fees).**
- 12. Completed Agent Authority Form (where the applicant is not the owner of the property).**