

# Information to accompany permit applications

Documentation Required	New Dwelling	Dwelling extension	Commercial fitout	New commercial building	Demolition
Building Permit Application Form including all building practitioner registration details and cost of works	✓	✓	✓	✓	✓
4 x Locality Plan/Site Plan	✓	✓		✓	✓
4 x Architectural plans and specifications	✓	✓	✓	✓	✓
4 x Siting information including: <ul style="list-style-type: none"> <li>• Habitable room/windows on adjoining allotments</li> <li>• Overshadowing diagrams</li> <li>• Site permeability</li> <li>• Overlooking diagrams</li> </ul>	✓	✓			
4 x Services plans including: <ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Electrical</li> <li>• Fire</li> <li>• Lifts</li> <li>• Hydraulic</li> <li>• Specifications</li> </ul>			✓	✓	
4 x Door schedule			✓	✓	
4 x Finishes schedule			✓	✓	
3 x Soil report	✓	*		✓	
Structural details including: <ul style="list-style-type: none"> <li>• 4 x Plans</li> <li>• 3 x Computations</li> <li>• Certificate of Compliance – Design</li> </ul>	*	*	*	✓	
4 x Civil drawings of excavation and site works	*	*		*	
Kitchen exhaust canopy shop drawings			*		
Copy of title and associated plan of subdivision	✓	*		✓	
Re-establishment survey	*	*		*	
Planning Permit and approved plans	*	*	*	*	*
Form 3 and 4 protection works notices	*	*	*	*	*
Owner builders certificate of consent	*	*			
Domestic insurance policy	*	*			
Photometric data for emergency lighting			✓	✓	
Early fire hazard indices test reports for new floor coverings			✓	✓	
Council property information (termites, flood prone land, etc)					
Council confirmation of storm water discharge location	*	*		✓	
Details of public protection methods	*	*		*	*
5 star energy rating report	✓				
Engineers report for Part J of BCA and Certificate of Compliance – Design			*	✓	
Heritage Victoria approval	*	*	*	*	*
Council approval under Section 29A		*			✓
Disabled consultants report			*	*	
Certificate of Final Inspection/Occupancy Permit for base building works			*		
MFB/CFA consents			*	*	
Fire Engineering report			*	*	

\* Information/details may be required subject to scope of works

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