

Alpine Building Permits

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APPLICATION CHECKLIST - DOMESTIC

The table below sets out the drawings and other documents to be submitted, fees and deposits to be paid with your Application and other approvals necessary before a Building Permit can be issued.

Drawings, Documents, Other Permits and requirements for building approval and terms of appointment.	No. of copies	TYPE OF BUILDING WORKS	
		New Dwellings	Additions and Alterations to Dwellings, Outbldgs, Garages etc.
Building Application Form & Terms of Engagement form completed, signed and dated	1	Yes	Yes
Builders Warranty Insurance (not owner builder)	1	Yes if over \$12,000	Yes if over \$12,000
Owner/Builder Consent from the Building Practitioners' Board	1	Yes if over \$12,000	Yes if over \$12,000
* Copy of Title and Covenants and Certified Plan of Subdivision	1	Yes	Yes
Soil Report: Recommending foundation depths & type, footings type	4	Yes	If works >50m ² in floor area or in poor soil
Floor and/or Roof Truss Design & Layout from Manufacturer	4	Yes (if applicable)	Yes (if applicable)
Structural Computations & Certificate of Compliance from Engineer. Verification of member sizes included in drawings	4	Enquire	Enquire
Structural Drawings: Additional to architectural - structural members size, location & details	4	Enquire	Enquire
Allotment Plan: Showing Boundaries, building setbacks, dimensions, easements, buildings, buildings on adjoining allotments, streets, site levels, drainage to lawful point, & justifying compliance to Res Code. Minimum 1:500 scale	4	Yes	Yes
Architectural Drawings: Floor plans, elevations, sections, size and location of structural members.	4	Yes	Yes
Project Specifications: Describing materials to be used in addition to drawings (to HIA/MBA standard)	4	Yes	Yes, if works > 60m ² in floor area

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6 Star Energy Rating Report and stamped plan from an accredited energy rater or Compliance with Part 3.12 and Glazing Calculations	4	Yes	Enquire
Details of Protection Works to adjoining properties (excavations)	3	Enquire	Enquire
Copy of Plan showing sewer drain location from Water Authority	1	Yes, if in sewer area	Yes, if in sewer area
* Council Property Information-Flooding, Termites, Bushfire	1	Yes	Yes
* Council Stormwater Discharge Point	1	Yes	Yes
Town Planning Permit endorsed stamped plans and Permit conditions	1	Yes (if applicable)	Yes (if applicable)
Septic Tank Permit from Council	1	Yes (if applicable)	Yes (if applicable)
Fees Applicable		Yes	Yes

* This information can be arranged through our office, please enquire.

Legend

Yes Required to be submitted with your application
No Not required to be submitted with your application
Enquire May be required depending on circumstances.
 IF IN DOUBT, PLEASE ASK.

No works are to commence on the allotment prior to the issue of a Building Permit.

Building Applications can be personally lodged between 8.30am-5.30pm Monday to Friday and after hours by appointment.

We are happy to discuss your projects and any other requirements at a preliminary design stage at no cost. Feel free to ring us on 035755 1589 or email at info@alpinebuildingpermits.com.au.

Phil Davern
Building Surveyor

Glenn Lawrence
Building Inspector

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