

COMMERCIAL BUILDING PERMIT GUIDE

To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit. Please note this guide is not comprehensive and further information may be requested upon review of the application.

- Building Permit Application; Appointment Declaration; Owner builder declaration (where applicable).
- A Permit application fee, GST, the Government Levy and Lodgement fee are required at the time of lodgement unless otherwise agreed.
- Provide certificate of title and plan of subdivision in the owner's name or equivalent document. Where owner is not shown on the Title a letter confirming the transfer from your solicitor is acceptable. Details of restrictions on Title (covenants, etc) are also to be provided. Your Certificate of Title can be ordered on-line from the Titles Office website at www.land.vic.gov.au
- Provide a property information certificate from the relevant Councils Building Department.
- Where planning approval is applicable a copy of the planning permit and endorsed drawings are required or alternatively if no permit is required provide written confirmation from the relevant Council's Planning Department.
- Approval for a septic/sullage system installation from the Council's Health Department where the proposal is not within the Sewerage District.
- Provide architectural plans and specification to scale including a site plan, floor plan, elevations and section details.
- Provide Project Specifications describing materials and methods to be used in the construction demonstrating compliance with the Building Code of Australia and relevant Australian Standards.
- Provide geotechnical (soil) report prepared by a licensed geotechnical engineer.
- Provide Structural drawings and computations together with a Certificate of Compliance (regulation 126) from the design engineer.
- Provide civil (drainage) drawings indicating the proposed method of storm water disposal / retention to the legal point of discharge.
- Provide services drawings and specifications including electrical, mechanical, hydraulic and fire service.
- Site levels and finished floor levels to AHD (Australian Height Datum)
- Energy Efficiency Report complying with Section J, Building Code of Australia (Assessment to be by an appropriately qualified Building Practitioner) including details on artificial lighting and air-conditioning and ventilation systems.