



Building Permit Application – Document Checklist (Commercial/Industrial)

The following documentation is required to be submitted with your building permit application. Upon receipt, our registered Building Surveyor will commence the preliminary assessment of your application.

DOCUMENTATION REQUIRED:

- ☐ **Form 1 – Application & Appointment Letter**
Must be fully completed and signed by the owner or authorised agent to formally lodge the building permit application. Copies of these forms can be accessed via our website. Alternatively, you may contact our team to obtain a copy.
- ☐ **Copy of Certificate of Title & Plan of Sub-Division**
A current copy must be provided to verify land ownership, property boundaries, lot dimensions, and any registered encumbrances, easements, or restrictions affecting the site. These can be found at <https://www.landata.online/>
- ☐ **Cost of Works Schedule (if required)**
Required for owner-builder projects and must detail the total estimated cost of works, including materials, concrete, labour and associated expenses.
- ☐ **Building Contract (if required)**
Required for commercial projects where a registered builder is engaged. The contract must clearly define the scope of works, project timelines, the total contract price and terms and conditions.
- ☐ **Builder/Client Specifications List (if required)**
A written schedule prepared by the builder or owner detailing the materials, fixtures, finishes, and construction methods proposed for the building work.
- ☐ **Working Drawings/Architectural Plans**
Detailed construction drawings including site plan, floor plans, elevations, sections and specifications required to guide the building work and demonstrate compliance with the National Construction Code and relevant Australian Standards. For commercial projects, plans must also show the location of essential safety measures such as fire hydrants, fire hose reels, portable fire extinguishers, emergency lighting, illuminated exit signs, etc., where applicable.
- ☐ **Structural Engineering Plans & Structural Computations**
Structural and/or civil engineering drawings detailing footing/slab design, framing design, bracing design, drainage and other technical specifications required to ensure structural stability.
- ☐ **Engineering Certificate of Compliance [Building Regulation 126]**
A signed certification from a registered engineer confirming that the design and engineering calculations comply with the relevant Australian standards and provisions of the National Construction Code (NCC).
- ☐ **Electrical, Hydraulic & Mechanical Engineering Plans (if required)**
Detailed plans prepared by electrical, hydraulic, and/or mechanical engineers, including compliance certificates and supporting computations where necessary, as applicable to the scope of work.
- ☐ **Soil Report**
A geotechnical investigation prepared by a geotechnical engineer or suitably qualified structural engineer, identifying soil classification and site conditions to inform appropriate footing and slab design.
- ☐ **Section J – Energy Efficiency Compliance Report & Endorsed Plans**
A compliance report and supporting plans prepared by a suitably qualified consultant, demonstrating that the proposed building work satisfies the energy efficiency provisions of Section J of the National Construction Code (NCC). The report must address all relevant aspects, including building fabric, glazing performance, sealing, lighting, HVAC systems, etc.
- ☐ **CodeMark or Testing Certificates (if required)**
Certification demonstrating that specific building products or systems (e.g., fire-rated wall systems, cladding, flooring, etc.) comply with relevant Australian Standards and the National Construction Code, as issued by accredited certification bodies.
- ☐ **Product Specifications/Installation Guides (if required)**
Manufacturer-provided documents detailing the technical specifications and correct installation procedures for building products or systems, ensuring compliance with relevant standards and warranties.
- ☐ **Council Property Information Certificate [Building Regulation 51(2)]**
A site-specific certificate that identifies whether the property is subject to termite risk, bushfire hazards, flooding, snowfall, etc. This can be obtained from your relevant Council or by Overview Building Consultants upon request.

- ☐ **Council Stormwater Legal Point of Discharge (LPOD) Certificate [Building Regulation 133]**
A certificate issued by the local council confirming the approved point for stormwater discharge for the property, ensuring compliance with plumbing and drainage regulations.
- ☐ **Property Services/Asset Plans**
Detailed plans showing the location and layout of water supply, stormwater drainage, sewer and gas services on the property. This can be obtained by from your relevant Council and Water Authority, or Overview Building Consultants upon request.
- ☐ **Street Hydrant Flow Test Certificate (if required)**
Certificate confirming the pressure and flow rate of the nearest street hydrant, typically required for fire service design in accordance with AS 2419.1. This only applies where the building's fire protection system relies on a street hydrant to meet performance requirements.
- ☐ **Protection Works Notices (if required)**
Required where proposed building work may impact adjoining properties, such as construction on or near boundaries, significant site excavations or works affecting party walls/shared structures.
- ☐ **Planning Permit (if required)**
A permit issued by the local council to approve the proposed use or development of land under planning or zoning controls. Contact your council to obtain written advice confirming whether a planning permit is required.
- ☐ **Council Community Infrastructure Levy (CIL) Receipt (if required)**
A fee imposed by Council to fund essential infrastructure and services required to support new developments. A receipt confirming payment of the levy must be provided where required by the relevant Council.

Please Note:

This checklist is intended as a general guide only. Some documents listed may not be applicable to your specific project, while additional documentation may be required depending on the circumstances.

In accordance with Regulation 25 of the Building Regulations 2018, the Building Surveyor may request further information based on the nature, scale or complexity of the proposed building work to ensure a thorough and compliant assessment.

If you have any questions regarding the required documentation or the building permit application process, please don't hesitate to contact our team for assistance.