

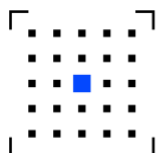
Client Document Checklist: Domestic Building Permit Application

This checklist has been created to assist you in preparing your Building Permit Application by outlining the common documents and information required, along with where to find them. We recognise that the application process can involve a substantial amount of documentation, so our goal is to clearly explain the requirements and help you understand what is needed to support your application.

Providing the required documentation as early as possible will help minimise delays and allow your application to progress through assessment and approval as efficiently as possible. If you have any questions or need assistance obtaining any required documentation, please contact our office.

Note: This checklist serves as a general guide. Not all listed documents are required for every project, and additional documentation may be needed based on the scope and location of the work.

Required Documentation	Description / Requirements	Where to Obtain	Provided
Letter of Appointment	Provide a letter of appointment signed by the owner / by the applicant with a letter of authorisation from the owner.	Criterion Fee Proposal	☐
Building Permit Application (Form 1)	Provide a completed and signed copy of the building permit application form	Criterion (Provided after appointment)	☐
Cost of Works Declaration	Provide a total estimated project cost. For owner builder projects complete the Cost of Works Declaration template provided by Criterion. For projects with registered builders provide a copy of the domestic building contract.	Criterion (for Owner Builders) or Registered Builder	☐
Title Documents	Certificate of Title, Plan of Subdivision and any instruments of Covenant or Section 173 agreements less than 3 months old.	www.landata.online	☐
Property Information	Provide the Regulation 51(2) Property Information Certificate.	Local Council Building Department OR Landata	☐
Planning Permit Documents (If required)	Letter of Planning Advice or Council Planning Permit and a copy of the Endorsed Plans. (If required)	Local Council Planning Department	☐
Structural Engineering Documentation	Engineering Structural design, Computations and Regulation 126 Certificate of Compliance.	Civil or Structural Engineer	☐
Site Plan	Siting, setbacks, levels, drainage and site details. In accordance with Building Regulation 25 or 26 as applicable.	Registered Building Designer OR Architect OR Licensed Land Surveyor	☐
Architectural Working Drawings	Plans, elevations, sections, dimensions.	Registered Building Designer OR Architect	☐
Energy Rating Report	7 Star NatHERS Report, DtS Elemental Provisions Report or Performance Solution.	Certified Thermal Assessor	☐



CRITERION

BUILDING SURVEYORS

Building Specifications	Materials and methods of construction including framing, window and door schedules. Specific (not typical) waterproofing details for all wet areas including internal elevations/sections.	Registered Building Designer OR Architect	☐
Owner Builder Certificate of Consent	Required for owner builder projects with a total cost of works greater than \$16,000.	Building and Plumbing Commission	☐
Home Warranty Insurance	Required for all domestic projects undertaken by a registered builder with a cost of works greater than \$20,000.	Registered Builder	☐
BAL Assessment Report (If required)	Bushfire Attack Level assessment.	Registered Building Designer, Geotechnical Engineer OR Bushfire Consultant	☐
Soil Report (If Required)	Geotechnical report.	Geotechnical Engineer	☐
Septic Onsite Wastewater Management System Documents (If required)	Land Capability Report, Regulation 132 Permit to Install.	Geotechnical Engineer and the Environmental Health Department of your Local Council	☐
Protection Works Documentation (If required)	Forms 7 & 8 where protection works apply.	Criterion (Provided after appointment)	☐
Legal Point of Discharge	Regulation 133 Legal Point of Discharge for all new buildings on empty allotments, or the first class 1-9 building on an allotment.	Building or Assets Department of your Local Council	☐
Feature & Level and/or Site Re-establishment Survey	Required for building works directly adjacent to a title boundary or for sites with complex slopes or otherwise as required by our office.	Licensed Land Surveyor	☐
Rural and Off-grid Homes	Details of your proposed water supply, likely including a performance solution for a charged stormwater system. Details of your proposed electricity supply.	Owner-Builder or Registered Builder	☐