

# Internal Fit-Out Checklist

1. Completed Application Form.
2. Written consent from owner if leased or consent from Centre Management (Shopping Centre).
3. Three (3) copies of fully dimensioned drawings at 1:100 to show:
  - a) plan at each floor level;
  - b) elevations;
  - c) sections;
  
  - d) location of structural members;
  
  - e) Location of exit signs, emergency lighting and portable fire extinguishers.

(Note: for additions, colours shall be used on drawings to differentiate between altered and unaltered areas).

4. Three (3) copies of an Locality Plan at 1:500 to show:
  - a) boundaries and dimensions of the site;
  - b) the position of the proposed building and its relationship to the site boundaries and any other buildings on the site. Also, the near side and front setback positions of any building that exists on all adjoining properties. If applicable.
5. Three (3) copies of specifications for the building, or fully detailed notation on plans (eg. Timber sizes, steel sizes, finishing material).
6. Three (3) copies of Engineering computations and drawings for structural designed members. If applicable.
7. A Structural Engineer Certification Certificate. If applicable.

*note: We require 4 copies of all supplied documentation for Council, Owner, Builder and Our Records.*