

Building Checklist for Commercial/Industrial Buildings

Information to be provided to apply for a Building Permit

1. Completed Application Form.
2. A copy of the Certificate of Title, (not generally required for additions (if applicable)).
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) Mechanical vent plans
 - f) Hydraulic plans showing hydrants, sprinklers layouts, etc
 - g) Electrical plans showing switchboard, emergency lighting, exit signs, etc
 - h) Location of 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 Allotment Plan at 1:500 to show:
 - a) Boundaries and dimensions of the site;
 - b) Any easements on the site or any adjoining properties (footing - angle of repose details if applicable);
 - c) The location of the site to the nearest street or corner;
 - d) 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.
 - e) The levels of the site and floors of the building in relation to the adjoining street channel;
 - f) The location of stormwater drainage on site.
5. Three (3) copies of specifications for the building, or fully detailed notation on plans.
6. Three (3) copies of computations and drawings for all suspended floors, retaining walls over 600 mm in height, and all structural members including connection details and accompanying reports (if applicable).
7. A Structural Engineer Certification Certificate.
8. Three (3) copies of site soil report.
9. If a building is over an easement, one (1) copy of consent from the relevant council and other relevant authority (if applicable).
10. Copy of approved drainage plan from Drainage Engineers.
11. Town Planning permit and endorsed plans (if applicable).
(Note - Building & Town Planning applications can be lodged concurrently).
12. Report and endorsed plan from the Chief Fire Officer of the CFA (if applicable).
13. A certificate from the Electricity Supply Authority stating whether or not an electricity supply station is required (if applicable).
14. One copy of relevant test reports on flammability and smoke indices for finishing materials and fixtures.
15. Shop drawings for tilt up slabs to come prior to steel inspections.
16. Statement for number of employees, patrons or students for Class 9b & 9c.
17. Details of termite barrier to be installed.