

OCCUPANCY PERMIT CHECKLIST (DOMESTIC)

- OCCUPANCY APPLICATION FORM (FORM 15) COMPLETED**
- PLUMBING CERTIFICATES- ALL PLUMBING WORKS**
This includes plumbing works associated with roofing, sanitary, septic, sewer and stormwater drainage, hot and cold-water supply, grey or recycled water, gas installation, water tank installation connected to flushing system, solar hot water system, air conditioning installation etc.
- ELECTRICAL CERTIFICATE – PRESCRIBED & NON-PRESCRIBED ELECTRICAL WORKS**
- ENERGY RATING REPORT DECLARATION FROM THE OWNER / BUILDER**
Confirming that the 6 star energy efficiency provisions as nominated by the First Rate Report have been installed in accordance with the report, the endorsed plans and the building elements identified on the Detailed House Data sheet.
- GLAZING CERTIFICATE**
Confirming all glazing (glass) including shower/bath enclosures, glazed doors, side panels and windows have been installed in accordance with AS 1288 – 2006 & AS 2047 2014 as applicable.
- TERMITE PROTECTION CERTIFICATE**
A Certificate of Installation (Part A & Part B) for the installation of a required termite barrier in accordance with AS 3660.1 2014 or any other accredited barrier system (if applicable).
- WATERPROOFING OF WET AREAS**
A letter from the installer or builder certifying that the wet areas have been waterproofed in accordance with AS 3740 2010.
- PARTYWALL / FIRE RATED BOUNDARY WALL INSTALLATION DECLARATION**
A Letter from the Builder certifying that the party wall / boundary fire rated wall system has been installed in accordance with the building permit plans in respect to the required fire-resistant levels, acoustic levels and manufactures party wall system specifications.
- LIGHTWEIGHT CLADDING SYSTEM DECLARATION**
A statement confirming that the cladding system has been installed as per the relevant Codemark Certificates and system specifications.
- ENGINEERS INSPECTION REPORTS AND CERTIFICATES**
Required when any structural inspections were not carried out by Adapt (if applicable).
- BUSHFIRE PRONE AREAS - ADDITIONAL CONSTRUCTION MEASURES**
A letter from the builder certifying that the specified BAL construction requirements have been installed in accordance with the building permit plans and the relevant BAL construction requirements specified under AS 3959-2018.
- COUNCIL SEPTIC TANK INSTALLATION APPROVAL (PERMIT TO USE)**
- BUILDING PERMIT CONDITIONS**
Specific condition on the Building Permit have been addressed and confirmation has been provided in writing. Refer to Building Permit conditions for **specific additional** conditions which apply to the project.
- OUTSTANDING FEES**
All outstanding fees which may include additional site inspections, building notice/order costs, amendment/ variations to permit costs, etc. need to be paid before the Occupancy Permit/ Final Certificate can be issued.