

RESIDENTIAL BUILDING PERMIT CHECKLIST DOCUMENTATION

	Provided	Not Provided	Not applicable
Administrative Documentation			
Completed building permit application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment (At least 50% of fees to be paid prior to assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner's letter of appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of title, plan of subdivision ,173 agreements & covenants listed on the title (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of ownership if owners not listed on title supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builder's registration details & warranty insurance certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the signed Domestic Builders contract entered into between the builder and the owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner builders consent certificate issued by the VBA where the owner will be undertaking the works (only applicable where the cost of works exceeds \$16,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost justification (only applicable where works are being undertaken as an Owner Builder)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection works notices. Adapt will confirm upon review and provide form 6 determination if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council / Authority consents			
Planning Permit and endorsed documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council property information under regulation 51(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal point of discharge information from council under regulation 133	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build over easement consent from the relevant authorities under regulation 130(1) of the Building Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe details from the relevant authorities confirming depth, offset and diameter of pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public protection consent from Council in relation to precautions over the street under regulation 116(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developer's approval letter and endorsed plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 5 siting dispensations from council (if applicable). Adapt will confirm upon review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Council 29a consent for demolition works over 50% of the existing building area and / or demolition to the façade

Council septic tank approval to install or alter under regulation 132(1)

Design Documents

Architectural set of plans (Site plans, Floor plans, Elevations, Sections and Details)

Structural drawings, Computations and Certificate of compliance

Site investigation report

Civil plans, Computations and Certificate of compliance

6 Star energy rating report and stamped plans

Re-establishment and feature survey (If works are to be carried out on the boundary)

Building specifications describing the materials and methods to be used in the construction

Bushfire assessment report (Applicable in bushfire prone areas only)

Note: Some items may not be applicable to the Building Permit application. Adapt will confirm upon a full assessment of the documentation if any further information is required.