

Commercial Building Documentation Checklist



1 set required if emailed

- Building Permit Fees** (Have they been paid)
- Application form**
(Complete all relevant sections)
- Signed copy of Builders/Client contract**
(If builder used)
- Copy of title**
(this includes the front pages of title, plan of subdivision and any relevant covenants or section 173 agreements)
- Proof of ownership**
(copy of the rates notice, solicitors letter confirming settlement or a current title search)
- Land Surveyors Check Survey**
(this is required where the proposed building works are to be built to the title boundary in established areas)
- Architectural/Working Drawings (including all requirements as per Regulation 25)**
(3 sets minimum required)
- Structural Drawings, computations and certification**
(3 sets minimum required)
- Soil Report**
(3 sets minimum required)
- Project Specifications**
(3 sets minimum require)
- Storm water Drawings**
(3 sets minimum required) (Council approval may be required)
- Part J Energy rating report and endorsed plans**
(3 sets minimum required)
- Town Planning Permit and Endorsed plans**
(only required if the proposal requires a town planning permit. Check with your local council (3 sets minimum required))
- Fire Engineers Report**
(Subject to Assessment)
- Protection Notices**
(only required if the proposed building is abutting an adjoining building (3 sets minimum required))
- Council Property information**
(contact your local council for an application) (3 sets minimum required)
- Council Storm water information - LPOD**
(contact your local council for an application) (3 sets minimum required)
- Building Over Easement Consent**
(only required if the structure is over the easement &/or within 1000mm of asset. Council and water authority consent may be required) (3 sets minimum required)
- Service pipe depth information**
(only required if the building is within 4m of any service pipes within the subject or adjoining properties) (3 sets minimum required)
- A statement of the use or intended use of all buildings shown on allotment plans**