

## COMMERCIAL Information Checklist 9

A building permit is required prior to the construction of all commercial buildings and any extension or alteration to an existing building, and the commencement of any structural works or laying out of a site. This checklist is designed to assist you in ensuring all information is provided at the time of your application. Applications can only be assessed if all required information is received at the time of submission. Incomplete applications may be declined or returned.

**ALL applications must be lodged [online](#) via our website.**

When the estimated total value of work is more than \$20,000, a building permit can only be issued to a registered builder or a registered owner-builder. An owner may apply and obtain an owner builder approval from the Building Commission.

| Checklist   |                          |
|---|--------------------------|
| Development approval (if applicable). Refer to <a href="#">Planning</a> to review the planning conditions, particularly those that require to be addressed prior to submitting a Building Permit application. |                          |
| <a href="#">Certified Application for a Building Permit (BA1)</a> completed   | <input type="checkbox"/> |
| Certificate of Design Compliance (BA3) signed by a <a href="#">registered building surveyor</a>   | <input type="checkbox"/> |
| Relevant <a href="#">Building Fees &amp; Charges</a> paid   | <input type="checkbox"/> |
| Health application for the installation of an <a href="#">effluent disposal</a> system for non-sewered areas  | <input type="checkbox"/> |
| Site Plan at a scale of 1:100 or 1:200 or 1:500   | <input type="checkbox"/> |
| Floor Plan at a scale of 1:100 or 1:200   | <input type="checkbox"/> |
| Elevations  | <input type="checkbox"/> |
| Cross Section   | <input type="checkbox"/> |
| Specifications specific to type of construction   | <input type="checkbox"/> |
| Signed Engineers details at a scale of 1:50 or 1:100  | <input type="checkbox"/> |
| Energy efficiency certification in accordance with Part J of the BCA  | <input type="checkbox"/> |
| Termite treatment details   | <input type="checkbox"/> |
| Bushfire Attack Level (BAL) assessment if in <a href="#">Bushfire Prone Area</a>  | <input type="checkbox"/> |

### Non-Sewered Properties

Non-sewered properties require additional site plan information.

| Non-Sewered Site Plan - Scale of 1:100 or 1:200 or 1:500 depicting but not limited to: |                          |  |                          |
|--|--------------------------|--|--------------------------|
| All proposed & existing buildings  | <input type="checkbox"/> | Location of any water bodies including wells, bores & creeks                                 | <input type="checkbox"/> |
| All proposed & existing lot boundaries   | <input type="checkbox"/> |  |                          |
| Contours & finished floor levels   | <input type="checkbox"/> | Location of soak wells, subsoil drains & easements   | <input type="checkbox"/> |
| Proposed effluent disposal system  | <input type="checkbox"/> |  |                          |
| Preferred location of disposal system  | <input type="checkbox"/> | Details of any memorials on Title e.g. requirements for an ATU or effluent disposal envelope | <input type="checkbox"/> |
| Signed maintenance agreement for ATU applications                                      | <input type="checkbox"/> |  |                          |

**Note:** This document is a guide only for most Building Permit Applications. Additional and specific information may be requested upon assessment of your application.