



GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR COMMERCIAL BUILDING PERMIT APPLICATIONS

This document can be submitted with your application as a summary of the documents submitted for approval

Project Address:

Company / Customer Name:

Proposed Development

No	Documents Required	✓
1	Application Form completed and signed	
2	Copy of the Certificate of Title and plan of subdivision incl. covenants & section 173's	
3	Reporting authority consents if applicable	
4	A copy of the Planning permit and endorsed plans if applicable	
5	Council information (Termite, flooding etc...)	
6	Legal Point of discharge for Storm Water from council	
7	4 copies of the architectural drawings	
8	4 copies of the geotechnical investigation (soil) report	
9	4 copies of the structural engineer's drawings and computations	
10	4 copies of the civil engineer's drainage drawings and computations	
11	4 copies of the Electrical services drawings	
12	4 copies of the Mechanical services drawings	
13	4 copies of the Fire Services / Hydraulic services drawings	
14	4 copies of the Energy Efficiency requirements addressing Part J of the BCA	
15	A Certificate of Compliance – Design from the design engineer's	
16	4 copies of project specifications	
17	4 copies of a timber specification if not covered by architectural or engineering	
18	2 copies of roof/floor truss computations and layout	
19	Reporting authority consents (Council, Water Authority) to build over an easement if applicable	
20	Storm water and / or sewer pipe services location around the property if the proposed buildings adjoin any easements. The size, depth and offset of the asset would be required.	

Should you have any queries please contact our office at your convenience.

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