



**GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR
OFFICE & SHOP FITOUT 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	Owners / Agents Consent	
4	4 copies of the architectural drawings	
5	4 copies of the structural engineer's drawings, computations and Certificate of Compliance Design (if applicable ie compactus unit)	
6	4 copies of the services drawings	
7	4 copies of project specifications	

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