



GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR DOMESTIC 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 (together with Letter of Authority if Agent engaged)	
2	Copy of the Certificate of Title and plan of subdivision incl. covenants & section 173's	
3	Builder's job specific warranty insurance certificate / Owner Builders Certificate (Works >12K)	
4	A copy of the Planning permit and endorsed plans if applicable	
5	Council information (Termite, flooding Bushfire etc...)	
6	Legal Point of discharge for Storm Water from council	
7	Bushfire Attack Level Assessment (BAL)	
8	4 copies of Architectural drawings	
9	3 copies of Energy rating report, plans and recommendations	
10	4 copies of Geotechnical investigation (soil) report	
11	4 copies of Structural engineer's drawings, computations and Certificate of Compliance	
12	4 copies of Timber specification if not covered by architectural plans	
13	Roof/floor truss computations and layout (or will be made conditional on the permit, to be submitted prior to booking the frame inspection)	
14	3 copies of Project specifications (General building specification, which if required we can add to the approved documentation for your convenience)	
15	Reporting authority consents (Council, Water Authority) to build over an easement if applicable	
16	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.	
17	Siting Report and Consents (Building setbacks etc,) from the relevant Council if applicable	
18	Septic tank approval from council if applicable	

Electronic lodgement requires only one electronic copy of documentation. Limitation - maximum size A3.

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

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