



GIPPSLAND BUILDING SURVEYING GROUP

GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR DOMESTIC BUILDING PERMIT APPLICATIONS

No	Document required	✓
1.	Permit application-Form 1	
2.	Appointment Declaration	
3.	Title & plan of subdivision	
4.	Copy of any instruments contained in the title, i.e 173 agreements, covenants	
5.	Property information from council	
6.	Copy of planning permit (if applicable)	
7.	Builder's warranty insurance certificate (Works >16K) or Owner Builders Certificate (Works >16K)	
8.	Legal Point of discharge for Storm Water from council	
9.	Architectural drawings	
10.	Bushfire Attack Level Assessment (BAL)	
11.	Engineering documentation, including drawings, computations and Reg 126 certificate of compliance (if applicable)	
12.	Energy rating report, plans and recommendations	
13.	Geotechnical investigation (soil) report	
14.	Timber design & specification if not covered by architectural plans	
15.	Any siting report & consents from the relevant authority, (including water authority, council)-build over easement or setbacks	
16.	Land surveyor re-establishment survey may be required for some projects	
17.	Septic tank approval from council (if applicable)	
18.	Project specifications (General building specification not included on plans)	
19.	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.	
20.	Development contribution levy receipt from council (if applicable)	
21.	Developer consent (if applicable)	

Please note:

1. Further documentation may be required following an assessment by the building surveyor
2. Permit will not be issued until all relevant documents have been assessed and deemed compliant with the requirements of the Building Act 1993, Building Regulations 2018 and the National construction code.
3. Building permit fees and levies are to be paid prior to the issue of a permit