

Building Permit Application Checklist

Item	Copies to be provided	Notes
Standard Info		
Application Form	1	
Current copy of title, plan of subdivision and a copy of any section 173 agreements or covenants	1	
Builders Insurance Certificate or Owner Builder Consent if required	1	
Architectural Plans	4	Provide 5 copies if you require 2 stamped copies to be returned
Engineers Design Plans	4	
Soil Report	4	
Engineers Design Certificate	1	
Engineers Computations	2	
5-Star Report	4	
General Specifications	1	
Additional Info Sometimes Required		
Developers Endorsement	1	
A copy of any planning permits including endorsed plans	1	
Council endorsed storm water design	1	
Re-establishment Survey	2	Only if in an older area
Septic Tank Permit to Install	1	
Protection of Adjoining Property Notices	1	
Council Report and Consent	1	
Sewer Authority Consent (Build over easement, build over asset, etc)	1	
Evidence of Infrastructure Levy Payment	1	
Council Property information	1	We can apply for this
Legal Point of Discharge	1	We can apply for this
Sewer Information	1	We can apply for this

Note that this is not an exhaustive list. Other documents may be requested to be submitted at the time of assessing the permit application.