

LIGHTHOUSE BUILDING PERMITS



Domestic Checklist

All plans must be prepared by a registered building practitioner in the appropriate category.

These documents must be provided for us to accept your Application Form	Attached - Tick
1. Application for Building Permit (Form 1) – fully complete as per guide to filling in your Application Form	
2. Site Plan/s showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, Site Cuts and Retention Systems, details of buildings on adjoining Allotments etc. Minimum Scale 1:500	
3. Fully dimensioned Architectural Plans and Elevations showing floor levels, dimensions, heights, construction details, sectional elevations, light & ventilation analysis, sanitary facilities etc. Including analysis for determining Part 5 matters such as setbacks, site coverage, building heights and siting, carparking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report etc. Minimum Scale 1:100.	
4. Engineering Designs, structural designs, drawings, details, computations, footings systems, retention systems, drainage systems, tanking systems, mechanical systems, hydraulics systems, etc.	
5. Engineer's Certificate of Compliance – Design.	
6. Certificate of Title, Plan of subdivision (allotment plans) & other relevant title documents – or tick on Application Form for us to obtain them	
7. Soil Report (for new building works)	
8. Appointment of building surveyor (only required when a registered builder is applying for a domestic building permit)	
Can be supplied after Application accepted.	
9. Domestic Contracts Insurance Certificate where cost exceeds \$16,000 (Not applicable to Owner builders or Commercial Building Works)	
10. Owner Builder certificate of consent – applicable for domestic building work over \$16,000	
11. Septic Tank Permit (where applicable)	
12. Energy Rating Reports and designs, 6 Star for new dwellings.	
13. Storm Water Legal Point of Discharge (where applicable).	
14. Property & Planning Information Certificates from Council (where applicable).	
15. Council Report & Consent documents (where applicable).	
16. Planning Permit and endorsed planning drawings (where applicable). Please check your proposed use on our application form against any Planning Permits.	
17. Building Specifications for the Building Works including Retention Tanking and Drainage systems, Framing Schedule, Door & Window Schedule etc.	
18. Protection Works Notices (Forms 7 & 8), where applicable.	