



Documents required for Building Permit applications.

Documentation	Tick if applicable	N ^o of Copies (minimum)
Application form (Form 1)	✓	1
Certificate of title (including any covenants or 173 agreements which may be referenced on the title)	✓	2
Plan of subdivision (May be the allotment diagram on older titles)	✓	2
Architectural plans	✓	5
Builders Warranty insurance policy OR Owner Builder certificate (O.B. certificate obtainable through the building commission – Ph: 9285 6400)	✓	2
Building permit fees & statutory charges to paid	✓	
Property Information from council & sewer plan* (includes info from councils planning & building departments, legal point of discharge & sewer plan)	✓	1
Soil report	✓	5
Footing Design /Slab Layout	✓	5
Engineers Computations & Design Certification from engineer (Design certification formally known as Form 13 or Form 11)	✓	5
Drainage Design and layout *	✓	5
Timber framing schedule (timber framing schedule included on drawings in some instances)	✓	5
Project specifications	✓	5
5 Star Energy Report	✓	2
Roof Truss computations * (prior to frame stage)	□	5
Posi Floor joists layout & specifications *	□	5
Endorsed drainage approval from council *	□	2
Planning permit & Endorsed Planning Drawings *	□	2
Building over easement Consent from council and relevant authority *	□	2
Land Liable to Flooding Consent from council and relevant authority *	□	2

* If applicable * ABS can retrieve the property info on the clients behalf for a service fee

- 5 copies are required if you require 2 stamped copies returned or 4 copies are required if you just require the 1.
 - 1 copy goes to council
 - 1 copy is retained by ABS
 - 1 copy gets forwarded to the relevant building inspector
 - 1 or 2 copies are returned to the builder/client