



CORANGAMITE
SHIRE

BUILDING PERMIT APPLICATION CHECKLIST

Information to be submitted with Building Application Your Building Application cannot be processed unless this information is submitted. Applicants are encouraged to seek advice from a Registered Building Practitioner for preparation of the documentation and construction of the project.

1. A completed, dated and signed Building Application Form (Form 1).
2. Written estimate of the cost of works that itemises the total materials and labour for the project. This could be the builder's or supplier's quote.
3. A copy of the relevant planning permit (if required).
4. Architectural plans and elevations (3 copies) drawn to scale of not less than 1:100.
5. A site plan of the property drawn to a scale not less than 1:500 that clearly indicates the proposed building, distances to property boundaries and location of existing buildings on the adjoining allotments (refer to Council's example plan). Septic tank and effluent line locations should also be shown (if applicable). Residential lots are to include a minimum of four (4) corner levels plus the proposed floor level of the house.
6. A full copy of Certificate of Title that should not be more than six (6) months old. You can obtain a copy of title either through a solicitor, the on-line service at www.land.vic.gov.au, or through Council's Title Search Service.
7. Payment of the required fees including State Government levies.

In addition to the above, please refer to the following checklists that relate directly to your project for extra information to be submitted.

CORANGAMITE SHIRE COUNCIL

Civic Centre, 181 Manifold Street, Camperdown VIC 3260
Telephone 03 5593 7100 Facsimile 03 5593 2695 Email shire@corangamite.vic.gov.au
www.corangamite.vic.gov.au

*If you are constructing a **New Dwelling, Extension, or Additions and Alterations**, in addition to the basic information please provide the following:*

1. If completing the works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent from the Building Practitioners Board (application available at www.vba.vic.gov.au).
2. If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the engaged registered builder.
3. Building plans and project specifications. Plans must include elevations, sections, dimensions, the sizes and locations of structural members, together with any details that are necessary to show compliance with the relevant regulations.
4. Engineer's design drawings, computations and a site specific Certificate of Compliance (Regulation 217).
5. Soil Investigation Report.
6. Roof truss layout and design computations prior to first inspection.
7. 6 Star Energy Rating certification and report. Plans must be stamped by the accredited energy consultant who undertakes the rating of your proposed dwelling.
8. If land is unsewered, a Septic Permit to Install must be obtained from the Council's Environmental Health Department. A copy of the approved permit must be submitted along with the Building Permit Application.
9. Dispensation from Council is required if proposed building is to be constructed over an easement or varies from the siting requirements outlined in the Building Regulations 2018.
10. Stormwater drainage details and location of downpipes, water tanks/solar hot water unit and legal point of discharge. This can be shown on the elevation or section plans.
11. An assessment of property to determine the Bushfire Attack Level (BAL). Refer to the Guide to Assessing your Property's Bushfire Attack Level (BAL) by the Victorian Building Authority at www.vba.vic.gov.au.

*If you are **Re-erecting or Relocating a Dwelling** in addition to the basic information please provide the following:*

1. Soil investigation report.
2. If completing the works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent from the Building Practitioners Board (application available at www.vba.vic.gov.au).
3. If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the engaged registered builder.
4. Payment of a Security Deposit of \$5,000 (Council can charge up to \$10,000). The deposit will be refunded upon satisfactory completion of the project.

*If you are constructing a **Garage, Shed or Carport, Verandah, Pergola, Patio or the like** in addition to the basic information please provide the following:*

1. If completing the works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent from the Building Practitioners Board (application available at www.vba.vic.gov.au).
2. If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the engaged registered builder.
3. Engineer's design drawings, computations and a site specific Certificate of Compliance.
4. Building plans and project specifications. Plans must include elevations, sections, dimensions, the sizes and locations of structural members, together with any details that are necessary to show compliance with the relevant regulations.
5. Dispensation from Council is required if proposed building is to be constructed over an easement or varies from the requirements outlined in the Building Regulations 2018.
6. Stormwater drainage details and location of downpipes, water tanks/solar hot water unit and legal point of discharge. This can be shown on the elevation or section plans.

*If you are constructing a **Swimming Pool, Spa & Barrier Fencing** in addition to the basic information please provide the following:*

1. If completing the works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent from the Building Practitioners Board (application available at www.vba.vic.gov.au). If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the engaged registered builder.
2. Swimming pool construction drawings and specifications.
3. Details of swimming pool fencing details, including footings/postholes, materials and height. Brochures of requirements regarding pool fencing are available at www.vba.vic.gov.au.
4. Swimming Pools and Spas cannot be used or filled with water until they have been approved and a Certificate of Final Inspection issued.

*If you are wanting to **Demolish a Building** in addition to the basic information please provide the following:*

An application to demolish a building must be accompanied by three (3) copies of the following documents.

1. An outline and a description of the building or part of the building to be demolished;
2. If a part only of the building is to be demolished or removed, computations or other information to show that the remainder of the building will comply with the provisions of these Regulations either as it remains after the demolition or removal takes place or after other works are undertaken.
3. Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers.
4. A written description of the demolition or removal procedure.
5. Evidence that the demolisher is a registered building practitioner and has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations.
6. Removal of asbestos (if any) by a licensed asbestos removalist.

NOTE: A Building Permit is valid for two years only. Building works must commence within 12 months after the issue date of the Building Permit (except in the case of swimming pools). After 12 months if your works have not commenced, the Building Permit will become invalid & you will be required to apply for a new permit. Building Permit fees must be paid prior to your application being processed. The above document is a basic guide only and in some cases additional information may be required. Applicants must check to see if a Planning Permit is required prior to building.