



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 Planning Permit (if required).
4. Architectural plans and elevations 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 sample plan). Septic tank and effluent line locations should also be shown (if applicable). Residential lots are to include a minimum for four (4) corner levels plus the proposed floor level of the house.
6. A current copy of Certificate of Title and Title Plan, not more than six (6) months old. Available through [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or through Council's Title Search Service (fee applicable).
7. Payment of the required fees include State Government levy.

*In addition to the above, please refer to one of 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](mailto:shire@corangamite.vic.gov.au)  
[www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au)

If you are constructing a **New Dwelling, Extensions to Dwelling or Additions and Alterations to Dwelling** the following additional information may be required.

1. If completing the works as an Owner-Builder and estimated cost of the works is \$16,000 or more, submit Owner-Builder Certificate of Consent (application available at [www.vba.vic.gov.au](http://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 and a copy of the builder's contract. 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 126). Certificate must be addressed to Council's Municipal Building Surveyor.
5. Soil investigation report.
6. Roof truss layout and design computations prior to first inspection.
7. Six 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 Council's Environmental Health Department. A copy of the approved permit must be submitted along with the Building Permit Application.
9. An assessment of the 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](http://www.vba.vic.gov.au) .
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. 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.

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 works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent (application available at [www.vba.vic.gov.au](http://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/Carport, Verandah, Pergola, Patio or the like** in addition to basic information, please provide the following:

1. If completing works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent (application available at [www.vba.vic.gov.au](http://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 a site-specific Certificate of Compliance (Regulation 126 Certificate addressed to Council's Municipal Building Surveyor).
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 works as an Owner-Builder and estimated cost of works is \$16,000 or more, submit Owner-Builder Certificate of Consent (application available at [www.vba.vic.gov.au](http://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. Swimming pool construction, drawings and specifications.
4. Details of swimming pool/spa fencing details, including footings/postholes, materials and height. Detailed requirements of pool fencing are available at [www.vba.vic.gov.au](http://www.vba.vic.gov.au) .
5. Swimming pools and spas cannot be used or filled with water until they have been approved and a Certificate of Final Inspection issued. Swimming pools/spas **must be registered with Council**. Please contact Council's Building Department on 55 937100 to discuss.

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

1. An outline and description of the building or part thereof 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 the 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.
6. Removal of asbestos (if any) by a licensed asbestos removalist.