



## Commercial / Industrial Building – Permit Application Guideline

Every application to undertake building work must be accompanied by sufficient documentation and information of a suitable standard to demonstrate the work will comply with all relevant Acts, Regulations, Codes and Standards. Failure to provide the minimum standard of information will result in a request for further information to be supplied or refusal of your application.

The following is a guide to the minimum documentation and information to be supplied for an application for a building permit for a new building:

- Completed Building application form and payment of application fees including government levy and lodgement fees. Including an accurate estimate of the cost of proposed building work including labour and materials or the contract price.
- Three (3) copies of drawings to a scale of not less than 1:100 showing:
  - Floor area and volume of the proposed work.
  - Fully dimensioned floor plans.
  - Elevations.
  - Describe the function and use of each room and show all doors and windows.
  - Accessibility details to and within the building.
  - Details and elevations of the accessible and ambulant toilet facilities.
  - Details on all existing and proposed sanitary facilities.
  - Details of paths of travel and width of exits.
  - Sectional elevations and structural details showing size and location of structural members complying with the Building Code of Australia, and relevant Australian Standards.
  - Sufficient details to establish the adequacy of natural and/or artificial light and ventilation to every room.
  - Details on how the required fire ratings will be achieved (if applicable).
- Three (3) copies of site plans to a scale of not less than 1:500 showing:
  - Boundaries and dimensions of the allotment and any relevant easements.
  - The position and dimensions of the proposed building and its relationship to the boundaries of the allotment, and any existing buildings on the allotment.
  - Existing and proposed new building work is to be clearly defined.

- Any part of a building on an adjoining allotment.
- Levels of the allotment and floor level of the building in relation to street drainage channel.
- Layout and details of stormwater drains and design including calculations from an engineer to the point of discharge.
- Location of septic tank and dispersal lines (Unsewered areas).
- Three (3) copies of a fire service layout for the building showing:
  - Location and design of any Fire Hydrant and Fire Hose Reels.
  - Location and details of Emergency Lighting and Exit Signs.
  - Type and location of Portable Fire Extinguishers satisfying AS 2444.
  - Details of all other facilities and services provided to the building.
- Three (3) copies of the project specifications describing materials and methods to be used in construction.
- Three (3) copies of the structural drawings and computations for the proposed building.
- Three (3) copies of the engineered footing design and include a Certificate of Compliance - Design from the engineer.
- Three (3) copies of Bushfire Attack Level Report for Class 2, 3 and attached 10a buildings only.
- Three (3) copies of the architectural roof drainage plan, locating/indicating all down pipes, sumps/heads, gutters and roof cladding pitch.
- One copy of the Certificate of Title including PS, Covenant or Section 173 Agreement.
- Copy of Planning Permit & endorsed drawings (If applicable).
- Provide evidence that Council has approved the Legal Point of Discharge.
- Written statement from owner detailing the proposed use of the building.
- Written statement from owner indicating proposed occupant numbers for the building.
- Three (3) copies of the Soil Test Report.
- Three (3) copies of the Energy Rating Report complying with the Building Code of Australia and Part J Energy Efficiency.
- Septic Tank Permit (Unsewered areas).
- Adjoining Property Protection Works (Forms 3 & 4) (if applicable).
- Consent and Reports from all relevant authorities (If applicable).
- Details on the fire hazard indices of any floor coverings (If applicable).
- Builders Registration details.
- Three (3) copies of Build over easement consent (If Applicable).
- Three (3) copies of Property Sewer Service Plan. (If Applicable).
- Three (3) copies of Sewer Details – Size, Depth, & offset of sewer (If Applicable).

- Three (3) copies of Check Survey plan prepared by a licensed land surveyor (If Applicable).

The above list of information is not to be considered exhaustive; the Municipal Building Surveyor may request additional information to satisfy the requirements of the Building Act 1993, Building Regulations 2006, the Building Code of Australia and any other relevant standards and codes.

Further information can be obtained from the Victorian Building Authority (VBA). They have issued a Practice Note, *2014-62 Documentation required for applications for building permits* further clarifying these requirements. The Practice Note is available from the VBA website: [www.vba.vic.gov.au](http://www.vba.vic.gov.au)

After the issue of the building permit any changes or amendments proposed or not shown on the building permit will incur additional fees and may require the submission of additional documents, drawings or information. It is the owner's responsibility to ensure the application accurately reflects to proposed work to be undertaken.