



Alterations and / or additions – Permit Application Guidelines

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 alterations or additions to an existing dwelling:

- 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:
 - Plans at each floor level showing all dimensions. Describe the function of each room and show all doors, windows, ventilation, cooking, laundry and sanitary facilities, any fire place or solid fuel heater.
 - Elevations.
 - Footing details.
 - Sectional elevations and structural details showing size and location of structural members complying with the Building Code of Australia, and relevant Australian Standards.
 - Drawings and site plans must clearly differentiate between the existing building and the proposed new building work.
- 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 addition and its relationship to the boundaries of the allotment, and any existing building on the allotment.
 - Layout and details of stormwater drains to the Legal Point of Discharge and location of septic tank and dispersal lines (unsewered areas).
 - Details of location of buildings on adjoining allotments, including location of windows.
- Three (3) copies of specifications describing materials and methods to be used in construction.

- Copy of the Certificate of Title including PS, Covenant and/or Section 173 Agreement.
- Three (3) copies of the Soil Test Report (If applicable).
- Legal Point of Stormwater Discharge (If applicable).
- Planning Permit & endorsed drawings / Planning application (If applicable).
- Builders Registration details if work is over \$5,000 (Registered builders).
- Copy of the Domestic Building Insurance if work is over \$16,000 (Registered builders).
- Owner Builder Certificate of Consent if work is over \$16,000 (Owner builders)
- Engineers computations and Certificate of Compliance for the design (where required).
- Permit to Install a Septic Tank (Unsewered areas).
- Method of Termite Treatment.
- Three (3) copies of the 6 Star Energy Efficiency Report & endorsed plans.
- Three (3) copies of the Bushfire Attack Level report (If in a bushfire prone area and the existing dwelling is protected from bushfire).
- Copy of Build over easement consent (If Applicable).
- Copy of Property Sewer Service Plan. (If Applicable).
- Copy of Sewer Details – Size, Depth, & offset of sewer (If Applicable).
- Copy of Check Survey Plan prepared by a licensed land surveyor for buildings on boundaries (If Applicable).
- Copy of Developers / Estate Approval & endorsed drawings. (If Applicable).
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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

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.