

## Where applicable, the following documentation is to be provided with every Building Permit Application.

1. Form 1 Application for a Building Permit.
2. If the estimated cost of building works exceeds \$10,000 and a registered Builder is appointed, provide a copy of the extract of the major domestic building contract showing the names of the parties to the contract in relation to the proposed building work pursuant to Regulation 36A.
3. Builders Warranty Insurance Certificate for the project (only applicable if a Builder is appointed and the estimated cost of building works exceeds \$16,000).
4. Should you intend to carry out the works as owner builders and the estimated cost of building works exceeds \$16,000, please submit a copy of an '**Owner Builder Certificate**', issued by the Victorian Building Authority. Please contact the Victorian Building Authority on 1300 360 320 or refer to their website at [www.vba.vic.gov.au](http://www.vba.vic.gov.au) for more information.
5. Certificate of Title. If ownership details are not shown on the Title, please also provide evidence of ownership (i.e. rates notes, contract of sale).
6. Plan of Subdivision (all pages). Note consent from the relevant authorities will be required if planning to build on and/or over any easements.
7. Covenants and/or Section 173 Agreements listed on the Certificate of Title.
8. Developers Approval together with the endorsed/stamped drawings.
9. Town Planning Permit together with the town planning endorsed/stamped drawings.
10. Architectural drawings issued for construction (dimensioned site plan drawn to scale, floor plan & elevations).
11. Engineer's structural drawings.
12. Engineer's structural computations
13. Engineer's Design Certification Certificate/Documentation.

**Note further information, documentation and/or consents from relevant authorities may be requested once the above information has been assessed.**