



INFORMATION TO BE LODGED FOR BUILDING PERMITS

COMMERCIAL & INDUSTRIAL PROJECTS

1. Application form for Building Permit to be completed and signed showing all building practitioners and relevant registrations numbers.
2. Evidence of ownership as indicated on Copy of Title of land, contract of Sale or Solicitor's letter.
3. Copy of Title of Land and/or Titles Office approved Plan of Subdivision, Covenants or Agreements.
Note: (Online Covenants and Agreements are called "Instruments") For any enquiries re copy of title, contact Land Titles Office, 570 Bourke Street, Melbourne. Phone: 8636 2010 – or website: www.landata.vic.gov.au
4. Evidence as to the issue of a Town Planning Permit and one (1) copy of endorsed plans.
5. Power Authority endorsed plans.
6. Three (3) copies of site and soil investigation reports.
7. Three (3) copies of architectural and site plans.
8. Three (3) copies of energy efficiency reports and endorsed plans.
9. Three (3) copies of structural drawings and structural computations together with a Certificate of Compliance – Design by a registered engineer.
10. Three (3) copies of mechanical drawings and specifications, if applicable.
11. Three (3) copies of electrical drawings and specifications, if applicable.
12. Three (3) copies of civil drawings and relevant hydraulic computations.
13. Three (3) copies of general specifications.
14. Three (3) copies of fire service plans and relevant fire service calculations, if applicable.
15. Building Permit fees and State Government levy to be paid with each application.
16. An Infrastructure Recovery Charge for works located in a declared area if applicable.
17. Consents from relevant authorities to build over any easements, if applicable. Note: The above document list is a basic guide only and in some cases additional information may be required.