**City of Darebin**
PO Box 91
Preston VIC 3072 Tel: 8470 8899
Email: building@darebin.vic.gov.au

City of DAREBIN — the place to live

# CHECKLIST FOR BUILDING PERMIT APPLICATION

Preliminary assessment lodgement

**Address:** _____ **Date:** _____

**Type of Works:** _____

## MINIMUM REQUIREMENTS FOR A BUILDING PERMIT APPLICATION

Building permit **fees** (indication only) Total: $…… Paid. Yes No Application No…….

**Three (3) copies of working drawing** (Drawn to a scale and fully dimensioned)

| Required | Received | |
|---|---|---|
| | | Elevations |
| | | Floor Plan |

| Requ. | Rec. | |
|---|---|---|
| | | Site Plan (incl. storm water drainage) |
| | | Section through |

| Requ. | Rec. | |
|---|---|---|
| | | Footing/ Framing Schedule |
| | | Three (3) copies of specifications |
| | | Three (3) copies of engineers drawings/ computations |
| | | Clear and recent copy of the Certificate of Title or contract of sale. |
| | | Three (3) copies of Soil Report |
| | | Sewer plan (Yarra Valley Water) |

## Your building surveyor will advise which of the following your application also requires:

| | | |
|---|---|---|
| | | Three (3) copies of **storm water drainage** design/ details showing layout and connection to legal point of discharge. Legal Point of Discharge: Council's Engineering Services on 8470 8672. |
| | | Council Consent flooding |
| | | Council Consent siting |
| | | Planning permit & stamped plans |
| | | Section 29A certificate |
| | | Energy Rating Report |
| | | A **survey plan** of existing site conditions & title boundaries prepared by a licensed land surveyor. |
| | | Copy of consent from relevant authority (i.e. Y.V. Water & Council) to build over an **easement**. |
| | | **Protection of adjoining property** and buildings required. Applicant to detail method of protection and serve relevant **Form 7 & 8 & 9** to adjoining properties and 1 x copy to Council |
| | | Builder's indemnity/ **warranty insurance** or **Owner-Builder Certificate.** |
| | | Fully detailed documentation addressing **Part 5 – Siting of the Building Regulations** |
| | | Details of works to ensure **public safety** during construction. Separate application for Council Consent to erect precautions over any footpath / roadway / R.O.W. where required. |
| | | **Asset Protection is required** |
| | | Other: …… |

Receiving Officer: …… Date: ……

**PRIVACY STATEMENT** "The collection and handling of personal information is accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s"