

BUILDING ADVISORY SERVICES BRANCH

BUILDING NOTE

Contact Officer: Peter Zagorski

Edition Number: 58 Date: 31/01/2007

PERMIT DOCUMENTATION REQUIRED TO BE SUBMITTED TO DIRECTOR

This building note is to clarify the documentation that must be submitted to the Director Building Control (Director) with each building permit and occupancy permit.

Section 42(1)(c) of the *Building Act* requires the building certifier who grants a building permit or occupancy permit shall provide to the Director within 7 days after the permit is granted or subsequently amended, a copy of the permit, or the permit as amended, together with such documents, if any, as are prescribed.

Regulations 16A and 18A prescribe the documents which must be provided with these permits.

Accordingly, the required documentation to be lodged with the Director is as follows;

Building permit

1. The fully completed building permit application form (signed and dated).
2. The building permit granted (signed and dated).
3. Signed, dated, and stamped approved drawings that form part of the building permit (refer to regulation 6 and Building Note 57).
4. The schedule of inspections the building certifier requires under section 63 of the Act, including the inspection stages prescribed by regulation 15A.
5. A copy of any certificate relied upon by the building certifier for issuing the building permit in accordance with section 40 of the Act.
6. Evidence of any contract required under section 48B of the Act in the approved form (s59(1A) of the Act).
7. Any owner builder certificate required under section 48D of the Act (refer regulation 16A).
8. Evidence provided to the building certifier under section 59(1B) of the Act of any policy of insurance required for prescribed building works under the Act.
9. Any relevant planning consents or approvals referred to in section 59(1)(b)(c) of the Act (refer regulation 11).



10. Any consent from a relevant authority in respect of an easement section 59(1)(b) of the Act (refer regulation 11).
11. Evidence of compliance with any condition imposed by a covenant or encumbrance on the title section 59(1)(b) of the Act (refer regulation 11).
12. Any modifications issued by the Building Appeals Board.
13. Plumbing certification including stamped approved drawings (if applicable).
14. For alternative or performance based solutions. A statement as to how the performance requirement/s of the Building Code of Australia are to be complied with (refer Building Note 25).
15. Any other approvals, certificates or other documents relied on by the building certifier in issuing the building permit (BCA Part A2.2 or Part 1.2.2)

Occupancy permit

1. The occupancy permit issued (signed and dated).
2. A declaration from the builder or owner builder under section 69 of the Act.
3. A copy of any certificate relied upon by the building certifier for issuing the occupancy permit in accordance with section 40 of the Act.
4. A copy of each inspection certificate issued following inspections carried out under section 63 of the Act (signed and dated).
5. Any certificate of compliance required to be completed under the *Electricity Reform Act*.
6. Final plumbing certificate with final plumbing layout drawings (if applicable).
7. Evidence of compliance with any relevant planning consents and approvals referred to in section 69A(1)(d) of the Act.
8. Evidence of compliance with reporting authorities requirements referred to in clause 5 of the Schedule 3 of the Act (section 69A(1)(d) of the Act).
9. Signed and dated copies of any prescribed documents referred to in regulation 18C.
10. Where an alternative or performance based solution has been used - A statement as to how compliance with the performance requirement/s has been achieved and any on going compliance/maintenance requirements (refer Building Note 25).
11. Any other approvals, certificates or other documents relied on by the building certifier in issuing the occupancy permit (BCA Part A2.2 or Part 1.2.2)

Prescribed Building works in Tier 2

1. Building permit documentation as outlined above.
2. Builders declaration provided to the certifier under regulation 20A.


Fabio Finocchiaro
Director Building Control

31st January 2007