

## Domestic Dwelling Documentation Checklist



- Building Permit Fees (Have they been paid)
- Application form  
(Complete all relevant sections)
- Owner Builder Certificate  
(if the project is carried out by the owner of the land)
- Builders Warranty Insurance Certificate  
(if the project is carried out by a registered domestic builder)
- Copy of title  
(this includes the front pages of title, plan of subdivision and any relevant covenants or section 173 agreements)
- Proof of ownership  
(copy of the rates notice, solicitors letter confirming settlement or a current title search)
- Land Surveyors Check Survey  
(this is required where the proposed building works are to be built to the title boundary in established areas)
- Architectural/Working Drawings  
(3 sets minimum required)
- Structural Drawings, computations and certification  
(3 sets minimum required)
- Soil Report  
(3 sets minimum required)
- Specifications  
(3 sets minimum required)
- Stormwater Drawings  
(3 sets minimum required) (Council approval may be required)
- Energy rating report and endorsed plans  
(NEW OR EXISTING HOMES (3 sets minimum required))
- Town Planning Permit and Endorsed plans  
(only required if the proposal requires a town planning permit. Check with your local council (3 sets minimum required))
- Developer Consent  
(only required in select new estates. Check with your local council (3 sets minimum required))
- Protection Notices  
(only required if the proposed building is built to the boundary or abutting an adjoining building (3 sets minimum required))
- Septic Permit  
(only required if the property is not serviced by a sewerage system. (3 sets minimum required))
- Council Property information  
(contact your local council for an application) (3 sets minimum required)
- Council Stormwater information  
(contact your local council for an application) (3 sets minimum required)
- Building Over Easement Consent  
(only required if the structure is over the easement. Council and water authority consent is required) (3 sets minimum required)
- Service pipe depth information  
(only required if the building is within 4m of any service pipes within the subject or adjoining properties) (3 sets minimum required)