

Building Surveyors and Consultants

Certificate of Building Compliance Checklist

Residential Class 10 – non-habitable buildings and structures

Client name: _____ Ph No _____

Billing address: _____

Email: _____ Mob: _____

Address to which this Application Applies:

Lot No: _____ No: _____ Street: _____

Local Government area: _____

Fees payable

Min Fees – Class 10a structures (sheds, carports, patios etc) \$770 incl GST
Class 10b retaining walls, screen walls etc \$550 incl GST

- The above Class 10a fee includes 1 x site inspection of the work. However, can be inspected by a competent person and photographic evidence submitted in which case the fee would be as per Class 10b.
- Class 10b structures such as retaining walls and screens require photographic evidence, however, may require inspection at \$220 per inspection.

CHECKLIST

The following checklist indicates the minimum documentation that is required to be submitted as part of the Application for Certificate of Building Compliance.

REQUIREMENTS		N/A	YES
1	Is Planning Approval required? If yes and approval already obtained, please provide approval letter with any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the Permit Authority (local government) carried out an inspection? If yes please submit a copy of any correspondence recieved	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND DOCUMENTS – hard or PDF copies of the following			
3	Site Plan to a minimum scale of 1:200 must be provided showing all existing structures and clearly identifying the un-authorized structures as well as all relevant setbacks.	<input type="checkbox"/>	<input type="checkbox"/>

Building Surveyors and Consultants

4	Floor Plan to a minimum scale of 1:100 must be provided showing layout, clear dimensions and the location of any doors windows, etc.	<input type="checkbox"/>	<input type="checkbox"/>
5	External Elevations to a minimum scale of 1:100 must be provided showing any solid walls and openings, all ground, floor and ceiling levels, height to the underside of beams, roof cover material and pitch.	<input type="checkbox"/>	<input type="checkbox"/>
6	Section View/s to a minimum scale of 1:20 showing construction details such as footings and roof beams connections etc.	<input type="checkbox"/>	<input type="checkbox"/>
7	Structural Drawings - All structural elements of the building or structure including size of footings, slab, wall framing, roof framing, floor framing, connections and the like must be provided Note: Structural elements such as retaining walls, load bearing columns and beams carrying upper floor frames or concrete slabs are required to be certified by a practicing structural engineer.	<input type="checkbox"/>	<input type="checkbox"/>
8	Copies of Consent or Court Order for building work adversely affecting or encroaching on other land (if required)	<input type="checkbox"/>	<input type="checkbox"/>
9	Energy Efficiency If the building is to be air-conditioned or affects the thermal performance of an existing building, compliance is required with BCA Vol 2- Part 3.12.	<input type="checkbox"/>	<input type="checkbox"/>
10	Termite Barrier If structure is attached to a class 1 house and affects the existing termite barriers, details of new termite barrier are to be provided as per BCA Vol 2 Part 3.1.3.	<input type="checkbox"/>	<input type="checkbox"/>
OTHER			
11	Water corporation approval Note: this may be required if the building work is in close proximity to the ministers sewer line.	<input type="checkbox"/>	<input type="checkbox"/>
13	Is a septic tank approval required?	<input type="checkbox"/>	<input type="checkbox"/>
14	Are there any other statutory approvals required?	<input type="checkbox"/>	<input type="checkbox"/>