

Building Surveyors and Consultants

Certificate of Building Compliance Checklist

Commercial Class 2 – 9 buildings (existing)

Client name: _____ Ph No _____

Billing address: _____

Address to which this Application Applies:

Lot No: _____ No: _____ Address: _____

Local Government area: _____

Fees payable

Value of Construction (GST Included): \$ _____ X 0.5% = Fee \$ _____
(See item 2 below)

Min Fees – \$900 + GST

Where construction value is unknown or buildings with a construction value >\$1m – as per quote

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? YES - Please provide approval number: _____ NO - Proposal discussed with Planning Officer: Name of officer: _____	<input type="checkbox"/>	<input type="checkbox"/>
2	Estimated Cost of building work (contract value) \$ _____ <i>"Where the estimated value of the constructed work cannot be determined, it shall be calculated by the current m2 rate as advertised in cost guide journals."</i>	<input type="checkbox"/>	<input type="checkbox"/>
PLANS AND DOCUMENTS – 2 x hard copies of the following			
3	Site Plan to a minimum scale of 1:200 or 1:500 must be provided showing all proposed and existing structures as well as all relevant setbacks, street furniture i.e. light poles, north point, cross over, driveway, site datum, spot levels, contours levels and finished floor levels.	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plan to a minimum scale of 1:100 must be provided showing layout, north point, room functions, windows and door openings, clear dimensions, disabled access and electrical fixtures such as hard wired smoke detectors, exit signage, emergency lighting, fire services i.e. hose reels, extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>
5	External Elevations to a minimum scale of 1:100 must be provided showing materials, windows and door openings (including cyclone screens if applicable), ground, floor and ceiling levels and details of disabled access.	<input type="checkbox"/>	<input type="checkbox"/>

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6	Section View/s to a minimum scale of 1:20 showing construction details such as materials and insulation requirements, plaster board as well as dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
7	Structural Drawings - All structural elements of the building including size of footings, slab, wall framing, roof framing, floor framing, connections and the like must be provided where possible	<input type="checkbox"/>	<input type="checkbox"/>
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			
8	Certificate of Site Classification (Only required for whole buildings or substantial ground floor additions)	<input type="checkbox"/>	<input type="checkbox"/>
9	Copies of Consent or Court Order for building work adversely affecting or encroaching onto other land (if required)	<input type="checkbox"/>	<input type="checkbox"/>
OTHER			
10	Specifications for the building work	<input type="checkbox"/>	<input type="checkbox"/>
11	Access and Facilities for People with Disabilities Access and facilities for people with disabilities may be required dependent upon the specific classification and size of building. Please find below a list of common requirements which must be shown in the document submitted for Building Licence Approval. <ul style="list-style-type: none"> • Sanitary Facilities – internal elevations and layouts fully dimensioned • Widths of doors, egress paths and paths of access • Circulation Space(s) • Ramps/landings/gradients • Tactile ground indicators (where applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
12	Fire Services Certification from appropriately qualified person that any require fire services comply with the requirements of the applicable standards. Type of systems required will dependent upon the specific classification and size of the building. Please find below a list of common systems that may be required. <ul style="list-style-type: none"> • Smoke hazard management system, including smoke alarm systems • Emergency lighting systems • Hydrant system - single or dual fire hydrant • Fire hose reel system • Fire extinguishers 	<input type="checkbox"/>	<input type="checkbox"/>
13	Alternative Solutions If an Alternative Solution has been used to demonstrate compliance, copies of reports from a suitably qualified person must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
14	Energy Efficiency For buildings that contain conditioned spaces as defined by the Building Code of Australia, an energy efficiency report is required to demonstrate compliance with BCA Vol 1 Part J.	<input type="checkbox"/>	<input type="checkbox"/>
15	Sound proofing (Class 2-4 buildings only) Details of sound proof rating for walls and floors separating sole occupancy units as required by the BCA	<input type="checkbox"/>	<input type="checkbox"/>
16	Termite Barrier A copy of the nominated termite barrier details are to be provided as per BCA Vol 2 Part 3.1.3 (if applicable). It is however recommended by the council that a termite barrier be provided.	<input type="checkbox"/>	<input type="checkbox"/>

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17	Septic Tank Approval Septic tank approval may be required dependant on if the proposed works can or cannot be connected to deep sewer. A check can be made by calling the Water Corporation on 13 13 95.	<input type="checkbox"/>	<input type="checkbox"/>
18	Water corporation approval (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
19	Heritage Approval (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Please Note:

The fee includes 1 x site inspection within the Metro area. Buildings in regional areas can be inspected by a competent person, e.g. a builder or supervisor for the work in lieu of an inspection being carried out by Today's Building Services. Photographic evidence is required of the completed works.