

*Building Surveyors and Consultants*

## Certificate of Construction Compliance Checklist

Classes 2 – 9 Commercial Buildings

Client name: \_\_\_\_\_ Ph No \_\_\_\_\_

Billing address: \_\_\_\_\_

Address to which this Application Applies:

Lot No: \_\_\_\_\_ No: \_\_\_\_\_ Street: \_\_\_\_\_

Local Government area: \_\_\_\_\_

Building Permit No to which this Certificate applies: \_\_\_\_\_

Value of Construction (GST Included): \$ \_\_\_\_\_

### Fees payable

- 0.2% of construction value or minimum of **\$770 incl GST**
- If TBS has issued a fee proposal for both CDC and CCC then fee as per proposal
- Fee includes 1 x final inspection within the metro area.
- If more than 1 inspection is required, an hourly rate of \$220 for each subsequent inspection.
- Buildings in regional areas may be inspected by a competent person under the guidance of TBS and a report submitted inclusive of photographic evidence in lieu of the inspection being carried out by Today's Building Services.

The following checklist indicates the minimum documentation that is required to be submitted and inspection requirements for a Certificate of Construction Compliance to be issued.

REQUIREMENTS	N/A	YES
Copy of Approved Planning Approval plus any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Approved Building Permit plus any conditions of approval	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of all Approved working drawings</b> Including: <ul style="list-style-type: none"> <li>• <b>Site plan</b> showing all structures as well as all relevant setbacks,</li> <li>• <b>Floor plans</b> showing layout, room functions, windows and door openings, clear dimensions,</li> <li>• <b>Elevations</b> showing materials, windows and door openings (including cyclone screens if applicable), ground, floor and ceiling levels</li> <li>• <b>Section View/s</b> showing construction details such as materials and insulation requirements, plaster board as well as dimensions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b> Not required where TBS has issued a CDC. However, If there are amendments to the Approved drawings, then "As Constructed" drawings are required		

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CERTIFICATION REQUIREMENTS	N/A	YES
<p><b>Structural Engineers Certification</b> that all structural elements have been completed in accordance with his/her structural design.</p> <p><b>Note:</b> If design has been amended, structural drawings must be submitted and signed and certified by the certifying structural engineer.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Electrical Engineers Certification</b> that all electrical fire services and equipment comply with the relevant standards (<b>if installed</b>), including:</p> <ul style="list-style-type: none"> <li>• Smoke detection and alarm systems</li> <li>• Emergency lighting systems, including exit signs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Mechanical Engineers Certification</b> that all mechanical services comply with the relevant standards (<b>if installed</b>), Including:</p> <ul style="list-style-type: none"> <li>• Air handling and ventilation systems</li> <li>• Smoke exhaust systems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Hydraulic Engineer Certification</b> that all hydraulic systems comply with the relevant standards (if installed), including:</p> <ul style="list-style-type: none"> <li>• Fire hydrant systems</li> <li>• Sprinkler Systems</li> <li>• Fire hose reel systems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Copies of required test results or inspections</b> (if applicable) of fire safety systems, including</p> <ul style="list-style-type: none"> <li>• Fire hydrant systems</li> <li>• Sprinkler Systems</li> <li>• Fire hose reel systems</li> <li>• Smoke detection and alarm systems</li> <li>• Emergency lighting systems, including exit signs</li> <li>• Smoke exhaust systems</li> <li>• Sound and intercom systems</li> </ul> <p><b>Note:</b> these inspections are required by the <i>Building Regulations 2012</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		
<p><b>Access and Facilities for People with Disabilities</b></p> <p>The inspection will include checking of the following requirements:</p> <ul style="list-style-type: none"> <li>• Widths of doors, egress paths and paths of access</li> <li>• Circulation Space(s)</li> <li>• Ramps/landings/gradients</li> <li>• Tactile ground indicators (where applicable)</li> <li>• Sanitary Facilities – internal elevations and layouts fully dimensioned</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Alternative Solutions</b></p> <p>If the design includes any Alternative Solutions, a report from the person responsible that the building complies with the approved solution and the requirements of the BCA.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Sound proofing (Class 2-3 buildings only)</b></p> <p>Certification from an appropriately qualified person that the sound proof rating for walls and floors separating sole occupancy units comply with the requirements of the BCA.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Termite Barrier</b></p> <p>A copy of a pest control certificate or details of the termite barrier to be provided as per BCA.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Septic Tank Approval</b> (if installed)</p> <p>Copy of the septic tank installation approval.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Heritage Approval</b> (if applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>