City of Darebin
PO Box 91
Preston VIC 3072 Tel: 8470 8899 Fax: 9261 4833
Email: building@darebin.vic.gov.au

CHECKLIST FOR BUILDING PERMIT APPLICATION

Preliminary assessment lodgement

Address: _____ **Date:** _____

Type of Works: _____

MINIMUM REQUIREMENTS FOR A BUILDING PERMIT APPLICATION

Building permit **fees** (indication only) Total: $…… Paid. Yes No Application No…….

Three (3) copies of working drawing (Drawn to a scale and fully dimensioned)

Required	Received	
		Elevations
		Floor Plan

Requ.	Rec.	
		Site Plan (incl. storm water drainage)
		Section through

Requ.	Rec.	
		Footing/ Framing Schedule
		Three (3) copies of specifications
		Three (3) copies of engineers drawings/ computations
		Clear and recent copy of the Certificate of Title or contract of sale.
		Three (3) copies of Soil Report
		Sewer plan (Yarra Valley Water)

Your building surveyor will advise which of the following your application also requires:

		Three (3) copies of **storm water drainage** design/ details showing layout and connection to legal point of discharge. Legal Point of Discharge: Council's Engineering Services on 8470 8672.
		Council Consent flooding
		Council Consent siting
		Planning permit & stamped plans
		Section 29A certificate
		Energy Rating Report
		A **survey plan** of existing site conditions & title boundaries prepared by a licensed land surveyor.
		Copy of consent from relevant authority (i.e. Y.V. Water & Council) to build over an **easement**.
		Protection of adjoining property and buildings required. Applicant to detail method of protection and serve relevant **Form 7 & 8 & 9** to adjoining properties and 1 x copy to Council
		Builder's indemnity/ **warranty insurance** or **Owner-Builder Certificate.**
		Fully detailed documentation addressing **Part 5 – Siting of the Building Regulations**
		Details of works to ensure **public safety** during construction. Separate application for Council Consent to erect precautions over any footpath / roadway / R.O.W. where required.
		Asset Protection is required
		Other: ……

Receiving Officer: …… Date: ……

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