

Small Business

Property Address: \_\_\_\_\_

CERTIFIED Building Permit Application – (BA1) -The City can now accept applications in electronic PDF format	YES	NO	N/A
<b>Completed and signed BA1 application form</b> (all elements to be completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owner Builder approval certificate</b> (for residential building work over \$20,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of Home Indemnity Insurance Certificate</b> (required for works over \$20,000) Exemptions: Excludes pools, Carports, Fence, Pergola, Landscaping Owner/Builder applications within 6 months Multi-storey multi-unit development with a rise in storeys of more than 3; or more than one basement storey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed CTF Levy Form (or receipt as proof for payment)</b> (required for works over \$20,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment of the required building permit application fees</b> (refer current fees & charges in building/planning calculator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 x BA3 – Certificate of Design Compliance (CDC)</b> This form is to be supplied and signed by a registered Building Surveying Contractor. <i>Check all supporting documents listed on page 2 of the CDC – this is a really important step</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 x Set of plans (drawn &amp; printed to scale) architectural, structural, all documents and specifications which have been referenced on the signed BA3 form.</b> If plans are Larger than A3 an electronic copy is required (CD, USB, Dropbox or OneDrive). Some applications can be emailed by prior arrangement. Please supply a digital PDF set of plans separately as referenced in the associated CDC. eg, Working drawings, Specifications, Engineering, Energy Report, etc.(as noted below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UNCERTIFIED Building Permit Application – (BA2) The City can now accept applications in electronic PDF format	YES	NO	N/A
<b>Completed and signed BA2 application form</b> (all elements to be completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Owner Builder approval certificate</b> (if required -for works over \$20,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of Home Indemnity Insurance Certificate</b> (for works over \$20,000) (Not required for minor structures such as, sheds, patios, pergolas, retaining wall, swimming pools and spas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed CTF Levy Form (or receipt as proof of prepayment)</b> (for works over \$20,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment of the required building permit application fees</b> (refer current fees & charges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 Full set of plans (drawn &amp; printed to scale),</b> if plans are Larger than A3 an electronic copy is required (CD, USB). Applications can be emailed by prior arrangement. Please supply each document as a separate PDF file, eg Working drawings, Specifications, Engineering, Soil classification, Energy Report, etc. (as noted above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED DOCUMENTS	
<b>Site Plan (1:200)</b>	<b>Floor Plan (1:100)</b>
<b>Elevations (1:100)</b>	<b>Electrical Plan (1:100)</b>
<b>BA20 Notice</b>	<b>Cross section details (1:50)</b>
<b>Building Specifications</b>	<b>Termite Management</b>
<b>Energy Efficiency Report</b>	<b>Site and wind classification report</b>
<b>Site Classification Report</b>	<b>Geotechnical report</b> (for buildings with proposed basements)
<b>Structural Engineers details (signed drawings)</b>	<b>Copy of Planning Approval</b> (if applicable)

**OFFICE USE:** Application No. \_\_\_\_\_

Planning approval Yes/No If yes, update envelope - Planning Approval No. \_\_\_\_\_, Approved date & Planner name

Home Indemnity required Yes/No If provided, update Authority – Insurance details, HI provided or N/A

Recipient Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<b>BA1</b>	Application for building permit - certified	<p><b>BA1</b> must be accompanied with <b>BA3</b> – Certificate of design compliance.</p> <p>All BA1s need a builder and applicant signature.</p> <p>Owner doesn't need to sign for a class 1a or class 10 development.</p> <p>Only class 2-9 developments must have signatures for owners.</p>
<b>BA2</b>	Application for building permit - uncertified	
<b>BA5</b>	Application for demolition permit	
<b>BA9</b>	Application for occupancy permit	Commercial - BA9 needs to be accompanied with a BA17 or BA18 depending on what they're doing
<b>BA13</b>	Application for building approval certificate	Residential - BA13 can also require a BA18 if it is a residential development
<b>BA19</b>	Request to amend building permit or builders' details	
<b>BA22</b>	Application to extend time - Building or demolition permit	
<b>BA23</b>	Application to extend time - Occupancy permit or building approval certificate	
<b>BA24</b>	Application for modification or non-application of building standard	
<b>BA24A</b>	Application for modification or non-application of bush fire building standard	
<b>Notices</b>		
BA7 – Notice of completion		
BA8 – Notice of cessation		
BA8A – Notice of cessation – Multiple properties (building work)		
BA20 – Notice and request for consent to encroach or adversely affect		
BA20A – Notice and request for consent (response notice): Protection structures, party walls, removal of fences, access to land		