



# Building Permit Application



CITY

OF VINCENT

## Development

Lot(s)	Unit	St.	Street	Suburb
App.	Staff	<b>CERTIFIED Building Permit Application – (BA1)</b> The City can now accept applications in electronic PDF format		
<input type="checkbox"/>	<input type="checkbox"/>	Completed BA1 application form (all elements to be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	Owner Builder approval certificate (if required - for works over \$20,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Home Indemnity Insurance Certificate</b> (required for works over \$20,000) <i>Exemptions:</i> Works (Excludes pools, Carports, Fence, Pergola, Landscaping) Owner/Builder applications. 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"/>	Completed BCITF Levy Form (or proof of prepayment) (required for works over \$20,000)		
<input type="checkbox"/>	<input type="checkbox"/>	Payment of the required building permit application fees (refer current fees & charges)		
<input type="checkbox"/>	<input type="checkbox"/>	<b>1 x BA3 – Certificate of Design Compliance</b> This form is to be signed by a private practicing, registered Building Surveying contractor		
<input type="checkbox"/>	<input type="checkbox"/>	<b>BA20 Notice and Request for Consent to Encroach or Adversely Affect</b> (if required) <b>BA20A Notice and Request for Consent – Protection Structures, Party walls, Removal of Fences, Access to Land</b> (if required)		
<input type="checkbox"/>	<input type="checkbox"/>	<b>1 Sets 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). 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.		
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Planning Approval (if applicable) or approval noted on Certificate of Design Compliance		
<input type="checkbox"/>	<input type="checkbox"/>	DFES – Details of Fire and Emergency Services commissioner's advice (if required) (1 Sets)		
<input type="checkbox"/>	<input type="checkbox"/>	1 set of Performance Solutions (if required)		

App.	Staff	<b>UNCERTIFIED Building Permit Application – (BA2)</b> The City can now accept applications in electronic PDF format		
<input type="checkbox"/>	<input type="checkbox"/>	Completed BA2 application form (all elements to be completed)		
<input type="checkbox"/>	<input type="checkbox"/>	Owner Builder approval certificate (if required -for works over \$20,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of Home Indemnity Insurance Certificate</b> (for works over \$20,000) <i>Exemptions:</i> - Works (Excludes pools, Carports, Fence, Pergola, Landscaping) - Owner/Builder applications		
<input type="checkbox"/>	<input type="checkbox"/>	Completed BCITF Levy Form (or proof of prepayment) (for works over \$20,000)		
<input type="checkbox"/>	<input type="checkbox"/>	Payment of the required building permit application fees (refer current fees & charges)		
<input type="checkbox"/>	<input type="checkbox"/>	<b>BA20 Notice and Request for Consent to Encroach or Adversely Affect</b> (if required) <b>BA20A Notice and Request for Consent – Protection Structures, Party walls, Removal of Fences, Access to Land</b> (if required)		
<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.		
			App	Staff
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (1:200)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elevations (1:100)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cross Sectional View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Building Specifications	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Energy Efficiency Report	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Structural Engineers details (signed drawings)		
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Planning Approval (if applicable) or approval noted on Certificate of Design Compliance		

**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: \_\_\_\_\_

