



**Whitehorse City Council**  
379–399 Whitehorse Road  
Nunawading VIC 3131  
Locked Bag 2 Nunawading VIC 3131  
  
ABN: 39549568822

Telephone: (03) 9262 6333  
Fax: (03) 9262 6490  
NRS: 133 677  
TIS: 131 540  
customer.service@whitehorse.vic.gov.au  
www.whitehorse.vic.gov.au

## **BUILDING PERMIT CHECKLIST**

THE ITEMS LISTED BELOW ARE A GUIDE FOR APPLICANTS AS TO WHAT DOCUMENTATION IS NECESSARY FOR A BUILDING PERMIT APPLICATION, FURTHER INFORMATION MAY BE NECESSARY DURING ASSESSMENT.

- 1) Completed Application Form for Building Permit.
- 2) A copy of a Certificate of Title issued within the last three months (can be purchased from [www.land.vic.gov.au](http://www.land.vic.gov.au)) including any covenants, Section 173 agreements, plan of subdivision etc.
- 3) Evidence of ownership of allotment (if not on Certificate of Title). If recently purchased provide a copy of the contract of sale.
- 4) Payment of correct fees.
- 5) If works are over \$16,000 a copy of the following certificates must be submitted to the Council's Building Services Department before a building permit can be issued:
  - a) Certificate of Insurance – if the work is going to be carried out by a registered domestic builder, the builder must take out 'Domestic Building Insurance'.
  - b) Certificate of Consent – If intending to carry out the work as an owner-builder, a certificate of consent must be obtained from the Building Practitioner's Board.
- 6) Architectural drawings showing compliance with relevant building regulations ***prepared by a registered building practitioner in the category of draftsman*** that include the following:
  - a) SITE PLAN – Minimum scale 1:500, showing building work in relation to all boundaries and any existing buildings on the allotment. The distance from boundaries must be clearly shown and any easements must be indicated. The method of drainage must also be nominated showing the size and layout of the drains and the point of connection to the legal point of discharge. In addition, the closest distance that the proposed structure will be from any existing window of any habitable room in any building on the adjoining allotment/s directly opposite where the proposed building works are setback within 1m from the common boundary (including eaves & gutter).
  - b) FLOOR PLAN – Minimum scale 1:100, with dimensions and details of the proposed building works at each level showing the type, size and location of walls and facilities, the layout of structural members, etc.
  - c) ELEVATIONS & SECTIONS – Minimum scale 1:100, showing full construction details, structural members, wall heights and footing system, etc. (Where alterations or additions are proposed the drawings are to be coloured to distinguish between the existing building and the proposed building work).

- 7) Technical specifications describing materials to be used in the construction (this information may be indicated on the plans instead).
- 8) If an engineer has designed any part of the building, a set of engineering design and computations are required, and the engineer is required to complete and provide a 'Certificate of Compliance – Design' (Form 11).
- 9) Building works proposed to be constructed over easements must receive written consent from all relevant reporting authorities including Yarra Valley Water and the City of Whitehorse Engineering Department on 9262 6177.
- 10) Provide a copy of a soil investigation report that classifies the soil type in order to design an acceptable footing system. In the event that large trees are nearby:
  - a) contact Council Planning Department 9262 6303 to enquire whether a planning permit is required
  - b) a soil / geotechnical engineer should provide appropriate recommendations to ensure the satisfactory performance of footings.
  - c) for additions or alterations a soil investigation report may be required at the direction of the building surveyor.
- 11) If a building is to have trusses, provide a set of manufacturer's truss specifications and layout. This can be provided during construction, prior to the frame inspection.
- 12) Town Planning Approval may be required in certain situations eg: Dual Occupancy, Multi Unit Development, Commercial Buildings, or if the site is located within a Planning overlay.

If you have any queries concerning this leaflet please do not hesitate to call the Building Department on 9262 6303.