

## **INFORMATION REQUIRED FOR COMMERCIAL BUILDING PERMIT APPLICATION (DOCUMENTS REQUIRED IF APPLICABLE TO THE PROJECT)**

1. Application Form properly filled out and signed;
2. A copy of the Appointment of Relevant Building Surveyor form from the owner of the subject property (section 78 of the act);
3. Copy of the Certificate of Title, plan of subdivision, and if applicable restrictive covenants or section 173 agreements;
4. Builder's job specific warranty insurance certificate;
5. A copy of the Town Planning permit and endorsed plans;
6. Builder's name, address, phone number and practitioners' number;
7. Location of existing buildings on the adjoining property;
8. Reporting authority consents (Council and/or Melbourne Water) to build over an easement;
9. Details of stormwater and / or sewer pipe services located in the easement;
10. Owner's name, address and phone number;
11. A copy of the Architectural Drawings;
12. A copy of the Structural Engineer's Drawings;
13. A copy of Structural Engineer's Computations;
14. A Certificate of Compliance from the Design Engineer (Regulation 1507);
15. A copy of the Civil Engineer's Drainage Drawings;
16. A copy of the Drainage Approval from the Relevant Council;
17. A copy of the Geotechnical Investigation Report (Soil Report);
18. A copy of Civil Engineer's Computation;
19. A copy of Project Specifications;
20. A copy of Mechanical/Electrical/Fire/Hydraulic Services Specifications and Drawings;
21. A copy of a Timber Specification;
22. Part J Energy Efficiency Report;
23. 6 Star Energy Rating Report and Stamped Plans;
24. Re-establishment Survey Plan.