

**BUILDING PERMIT CHECKLIST**  
Commercial Buildings and sheds

8 Garsed Street  
Bendigo 3550

[www.rbss.com.au](http://www.rbss.com.au)

COMPLETED BUILDING APPLICATION FORM

COPY OF TITLE INCLUDING FULL SUBDIVISION PLAN  
(provide all covenants or agreements if listed)  
(provide proof of ownership if not shown on title)

PLANNING PERMIT AND COPY OF ENDORSED PLAN  
(if applicable)

PLANNING AND PROPERTY INFORMATION  
needs to be obtained from Council if property is outside of  
the City of Greater Bendigo or Macedon Ranges Shire  
Council

COMMERCIAL BUILDER'S REGISTRATION DETAILS

FOUR COPIES OF ARCHITECTURAL PLANS  
(floor, site, elevations, fire service locations and exits)

FOUR COPIES OF ENGINEERS STRUCTURAL PLANS AND/OR  
COMPUTATIONS  
Including Certificate of Compliance  
(if applicable)

FOUR COPIES OF SOIL TEST

Please contact our office if you have any queries relating to the checklist or application form.

Applications maybe lodged on anticipation of receiving permits from council authorities.

A letter of confirmation will be mailed out upon receipt of application along with an invoice.

All fees must be paid prior to issuing of any building permit.

If all relevant copies are not provided, an additional photocopying fee will apply.