

BUILDING PERMIT CHECKLIST
Residential

8 Garsed Street
Bendigo 3550

www.rbss.com.au

COMPLETED BUILDING APPLICATION FORM	<input type="checkbox"/>
COPY OF TITLE INCLUDING FULL SUBDIVISION PLAN (provide all covenants or agreements if listed) (provide proof of ownership if not shown on title)	<input type="checkbox"/>
PLANNING PERMIT AND ENDORSED PLANS (if applicable)	<input type="checkbox"/>
PLANNING AND PROPERTY INFORMATION needs to be obtained from council if property is outside of City of Greater Bendigo or Macedon Ranges Shire	<input type="checkbox"/>
BUILDERS INSURANCE <u>OR</u> OWNER BUILDERS <i>CERTIFICATE OF CONSENT</i> (only if work is over 12,000.00)	<input type="checkbox"/>
FOUR COPIES OF ARCHITECTURAL PLANS (including floor, site, elevations and sections)	<input type="checkbox"/>
FOUR COPIES OF ENERGY RATING REPORT (new dwellings only) (one copy of plans provided MUST be endorsed)	<input type="checkbox"/>
FOUR COPIES OF SOIL TEST	<input type="checkbox"/>
SEPTIC TANK PERMIT TO INSTALL <u>OR</u> ALTER (if applicable)	<input type="checkbox"/>
THREE COPIES OF BUILDERS SPECIFICATIONS (if applicable)	<input type="checkbox"/>
FOUR COPIES OF ENGINEERS STRUCTURAL PLANS AND/OR COMPUTATIONS Including Certificate of Compliance (if applicable)	<input type="checkbox"/>
RELOCATED DWELLINGS ONLY (A bond of \$5000.00 payable to the Building Commission and an existing condition report of the dwelling is required)	<input type="checkbox"/>

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.