

Documentation Checklist - Commercial

1. Signed letter of appointment from the Owner and application form.
2. Proof of ownership being copy of title and plan of subdivision, this is also required to include any encumbrances, covenants or agreements referenced on title. A title search can be provided at an additional cost.
3. Copy of town planning permit and endorsed plans. Any conditions on the planning permit such as drainage designs, construction management plans or carparking / civil designs that are worded to be satisfied prior to development commencing will be required to provide this office proof of these being satisfied.
4. Architectural plans shall have draftspersons registration and
 - include plans at each floor level
 - elevations, sections dimensions with any detail necessary to show compliance
 - specification describing materials and methods to be used in construction
 - section detail showing insulation, waterproofing, weatherproofing, entry showing how FFL relates to the site stairs and or ceilings being installed.
5. Part J energy rating assessment including glazing calculations, lighting calculation and details of the proposed mechanical equipment to be installed.
6. Site plan at not less than 1:500 to include
 - Location of proposed works
 - Dimensions of the proposed works
 - Setbacks of proposed works to allotment boundaries and any existing buildings
 - Location of north
 - Site and floor levels, particularly on sloping sites where site survey may be required and where carparks are proposed to be constructed. If site is affected by flooding the required AHD level.
 - access to the building from accessible car parking space and from allotment boundary
 - location existing stormwater if applicable and proposed stormwater
 - Measurement to the nearest intersecting street corner.
7. Soil test if required by the structural design engineer for the development.
8. Engineers design for the footing system, wall framing including bracing layout and roof framing, this shall include computations and a certification for the design at the designated address in the format of Victorian Building Regulation 126. The 126 certification is required to be addressed to relevant building surveyor;

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Permission to Build
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