



P.O. Box 889  
Bairnsdale  
VIC 3875

## INFORMATION TO ACCOMPANY BUILDING PERMIT APPLICATION (Dwelling)

Thank you for selecting East Gippsland Building Surveyors as your building permit provider. We aim to deliver superior friendly service, based on a one to one relationship.

- 1 completed East Gippsland Building Surveyors Application Form, signed and dated.
- 1 copy of Title, including Plan of Subdivision, covenants and 137 agreements.
- 1 copy of Builders Warranty Insurance or Owner-builder Certificate of Consent issued by the Building Practitioners Board (for any work over \$15,000 in value)
- 1 copy of Planning Permit, and endorsed plans, as issued by local council.
- 4 copies of Architectural plans drawn to scale detailing,
  - Site Plan** - showing allotment dimensions, location of proposed building works, easements, any existing buildings on site, location of adjoining buildings, habitable windows, offset from front boundary, fence details, and distance to intersecting street.

**Floor Plans** – dimensioned, (scale 1:100) clearly showing each floor level, (and differentiating between new and existing conditions, for alterations and additions) the size and location of any structural members.

**Elevations** – wall and ceiling heights (scale 1: 100) proposed floor levels,

**Sections** – showing detail of the structure, including timber framing schedule.

**Overshadowing Plans** – showing impact on the adjoining properties private open space.

**Stormwater Drainage Layout** – location of downpipes, connection to legal point of discharge, stormwater pits, levels of the allotment.

**Concrete Slab or Footing Layout.** (if applicable)

- 4 copies of Geo technical or soil report.
- 4 copies of general building specifications, describing materials and methods to be used in construction.
- 4 copies of endorsed 6 Star Energy Report, from accredited energy rater.
- 4 copies of any Engineers Design and computations (if applicable) together with a Certificate of Compliance – Regulation 126.
- 4 copies of a Soil Percolation Test and Permit to Install a Septic System (if applicable)