* Fully completed Building Permit Application Form (Form 1)
* A copy of plans and elevations to scale not less than 1:100 and specifications describing materials and methods to be used in the construction
* If construction addition existing and proposed must be clearly defined.
* A copy of allotment plans to a scale of no less than 1:500 showing:
	+ Boundaries and dimensions of the allotment and any relevant easements
	+ The distance to the nearest intersecting street
	+ The position and dimensions of the proposed building and its relationship to the site boundaries and any other buildings on the site.
	+ The levels of the allotment, the floors of the building, street drainage channels
	+ The location of Stormwater Drainage on site.
	+ Site coverage in relation to the Building/s, impermeable surfaces, car parking spaces, private open space.
	+ Overlooking diagram
	+ Septic tank location with associated effluent dispersal fields (if applicable)
* A copy of Six Star Energy Rating Report and stamped plans
* A copy of an assessment under AS3959-2009 identifying the appropriate Bushfire Attack Level (BAL) for the proposed building. (if applicable)
* A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Regulations
* A copy of a soil report and appropriate slab/footing design based on soil classification
* Copy of Owner/Builders Certificate of Consent from the Victorian Building Authority (VBA) if the value of the domestic work is greater than $16,000.00 or Owner/Builder Acknowledgement form if the cost is less than $16,000.00.
* Evidence of ownership of the allotment or evidence that a contract has been entered into pursuant to Section 9AA of the Sale of Land Act 1962 and Plan of Subdivision and settlement has taken place
* Full copy of Title including Plan of Subdivision, Covenants and any Section 173 Agreements attached to the Title
* Evidence that each Building Practitioner to be engaged in the building work holds a Building Practitioners Certificate issued by the VBA.
* If using a registered Building Practitioner please provide a copy of the Domestic Builders Warrantee Insurance.
* an extract of the major domestic building contract (if applicable) showing the names of the parties to the contract under which the proposed building work under the permit is to be carried out;
* If in an unsewered area you will need to obtain a septic tank permit and contact must be made with the Environmental Health Department
* Nominate Termite Protection Method
* Nominate either a Rain Water Tank with a minimum capacity of 2000ltrs to be installed connected to all sanitary flushing system as per Plumbing Regulations 2008 or a Solar Hot Water System
* Associated Building fees to be paid.
* Town Planning Permit and endorsed plans. If applicable

(Note – Building and Town Planning applications can be lodged concurrently)