

**Building Checklist for Garages, Carports, Sheds,  
Verandahs and Pergolas**  
Information to be provided to apply for a Building Permit



- 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
- A copy of an allotment plan to a scale of no less than 1:500 showing:
  - Boundaries and dimensions of the allotment and any relevant easements
  - The position and dimensions of the proposed building and its relationship to the site boundaries and any other buildings on the site.
  - The location of Stormwater Drainage on site.
  - Septic tank location with associated effluent dispersal fields (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 appropriate slab/footing design based on soil classification and soil report if necessary
- 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.
- If using a registered Building Practitioner please provide a copy of the Domestic Builders Warrantee Insurance. (if total cost of works is greater than \$16000)
- 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.
- Associated Building fees to be paid.
- Town Planning Permit and endorsed plans. (If applicable)  
(Note – Building and Town Planning applications can be lodged concurrently)