



APPLICATION CHECKLIST – COMMERCIAL / INDUSTRIAL

The table below sets out the drawings and other documents to be submitted, fees and deposits to be paid with your Application and other approvals necessary before a Building Permit can be issued.

Drawings, Documents, Other Permits and requirements for building approval and terms of appointment.	No. of copies
Building Application Form & Terms of Engagement form completed, signed and dated	1
Copy of Title & Certified Plan of Subdivision including Covenants & Section 173 Agreements *	1
Check Survey Plans from a licensed land surveyor, where warranted.	1
Soil Report: from a recognised soil testing company (Recommending foundation depths & type)	1
Structural Computations and Certificate of Compliance from Engineer. Plus an independent cert of compliance (where warranted.) (Over 2 storeys or complex design, etc.)	1
Structural Drawings: Additional to architectural - structural members size, location & details	1
Civil / Drainage Plans and certificate of compliance from engineer (if warranted). Note: The council drainage engineer will need to approve the design when the planning permit conditions specify this requirement.	1
Architectural Drawings: Site plan, floor plans, elevations, sections, size and location of structural members.	1
Project Specifications: Detailing materials to be used (in addition to drawings).	1
Energy Efficiency Compliance Reports & Stamped Plans (Section J BCA Volume 1)	1
Electrical Plans and Certificate of compliance from Electrical engineer (if warranted)	1

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Mechanical Plans and Certificate of compliance from Hydraulic engineer, (if warranted)	1
Hydraulic Engineering Plans, including Fire Main Computations, for Fire Service and an engineer's certificate of compliance. (if warranted)	1
Serving of Protection Works Notices to adjoining property owners (excavations / works on boundary) (where warranted)	1
A copy of Council Property Information Certificate – flooding termites, bushfire etc * (within 6 months)	1
Town Planning Permit- Conditions & Endorsed Plans	1
Septic Tank Permit from the Council Health department. (If no sewer is available.)	1
The sewer main location from the relevant sewerage authority that shows the offset/depth of the pipe and the property connection point.	1
Fees To Be Advised	1

* This information can be arranged through our office, please enquire.

Nepean Building Permits is now able to issue Building Permits & Endorsed Documents in an electronic format. However some hard copies are still required to assist in the assessment, inspection & construction stages of a project. Nepean Building Permits request that only one copy of documentation be submitted to our office for assessment. Prior to issue of the Building Permit the amount of hard copies required will be determined and the printing costs will be included on our invoice to you.

No works are to commence on the allotment prior to the issue of a Building Permit.

Building Applications can be personally lodged between 8.30am-4.30pm weekdays at the Rosebud Office and between 9.00am – 4.00pm weekdays at the Mornington Office.

We are happy to discuss your projects and any other requirements at a preliminary design stage. Feel free to ring us on (03) 5986.2466 or call into our office located at Shop 1-5 / 1283 Point Nepean Road, Rosebud or 364 Main Street, Mornington.

James Sheedy Director

Robert Holmes Director

Danny Rea Director

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