



FINAL CHECKLIST – COMMERCIAL – PAPERWORK

Dear Client,

Below we have prepared for you a checklist of paperwork that is likely to be required as a part of your building project. This checklist is not definitive and should be used as a guide only. It is possible that further paperwork maybe required once a final inspection has been completed.

It is preferred that all paperwork is lodged with our office in one submission. This will ensure that all paperwork is assessed quickly and efficiently. Thank you and please do not hesitate to contact our office on 5986 2466 should you have any queries in relation to any aspect of this documentation.

Property Address: _____

	Received Initials	Approved Initials
Application For Occupancy Permit (Provided by NBP with your Building Permit)		
Permit conditions complied with		
Plumbing Compliance Certificates -		
Roof (including above ground stormwater drainage)		
Sanitary Plumbing		
Septic Tank Installation		
Drainage (Below Ground Sewer)		
Drainage (Below Ground Stormwater)		
Cold Water Plumbing		
Hot Water Plumbing		
Mechanical Services (includes Duct Fixing & Refrigeration)		
Gas fitting (Natural Gas Type A Installation)		
Fire Mains, Hose Reels, Hydrants		
Hose Reel, Hydrant or Sprinkler installers commissioning test report		
CFA/MFB Chief Officers Consent Required		
Electrical Compliance Certificates		
Termite Protection - Certificate of Installation (if applicable)		
Glazing Compliance Certificates		
Energy Efficiency Statement of Compliance Report (Section J BCA)		
Fire Hazard Indice Test Reports (internal linings & materials)		
Tilt Panel Certification		