

Occupancy Permits and Final Inspection Certificates

You must have an Occupancy Permit before you move into a new building. This permit establishes that the building is suitable to occupy but not necessarily that all building works are complete.

If you have renovated or extended an existing building you will need a Final Inspection Certificate to sign off on the building works.

These permits may also establish the start date for your builder's warranty and possibly when you make your final payment to your builder.

An application form for an Occupancy Permit is included with your Building Permit. If you need another copy please contact our Building Unit on 5772 0333 or building@murrindindi.vic.gov.au.

Applications can be lodged

By Mail

Murrindindi Shire Council
PO Box 138
ALEXANDRA VIC 3714

Email building@murrindindi.vic.gov.au

In Person

Alexandra 28 Perkins Street	Kinglake 19 Whittlesea-Kinglake Road	Yea 15 The Semi Circle
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When applying for an Occupancy Permit or a Final Inspection Certificate you will need to include the following certificates:

- Plumbing
- Electrical
- Insulation
- Termite
- Glazing
- Wet area waterproofing

For a Final Inspection Certificate please contact us on 5772 0333 to arrange an inspection.

This fact sheet is to be used as a general guide only. Council has made all reasonable efforts to ensure the information provided in this sheet is true and accurate. However we recommend that you seek professional advice before acting or making decisions on the basis of this information.