

Building permit application checklist

We recommend that you discuss your proposed building application with our Planning team prior to lodgment to determine whether a planning permit is also required for your works.

If a planning permit is required, our staff will assist you with the process. If you have a planning permit please supply a copy of the plan endorsed by the planning department.

If you require further information or assistance, please call us on (03) 5772 0333.

To enable your building application to be processed as quickly as possible the following information is required:

For all Building permit applications:

All applications can be lodged electronically via email.

A completed Building Application Form (signed and dated) plus applicable fees paid.

One copy of plans (to scale) showing:

the plan at each floor level

elevations

sections

the sizes, stress grades and locations of structural members

A site plan (to scale) showing:

boundaries and dimensions of the property

easements (if any)

distance to the nearest street

position of any existing buildings

position of the proposed building

distance of the proposed building to the allotment boundaries

One (1) current copy of Title (including plan of subdivision I title plan)

Copies of title documents can be obtained from Land Registry:

Level 10, 570 Bourke Street, Melbourne; 03 8636 2010;

www.landata.vic.gov.au – go direct to "titles & property certificates".

Engineer's computations and the Engineer's *Certificate of Compliance* for the design.

If you choose to enter into a contract with a **registered builder** for your domestic works (other than farm sheds) then please supply:

Builder's name and registration number

copy of Builder's Warranty Insurance is also required for works over \$16,000

If you choose the option of **owner builder** for domestic works over \$16,000 (other than farm sheds) then please supply:

Certificate of Consent from the Building Practitioner's Board (must be original copy)

Contact 1300 360 320 or www.vba.vic.gov.au to obtain an application booklet.

In addition to the above information, the following is also required depending on the type of works you are doing:

Building on vacant land:

Attach a completed application form for *Stormwater Discharge Point* along with applicable fees
If you are building a shed on vacant land, attach a completed *Variation to Rescode Standard – Regulation 87*; covering letter supporting your application and applicable fees.

Building a new dwelling:

Soil report recommending foundation depth/design
6-star energy rating report and stamped plan
Copy of Bushfire Attack Level (BAL) assessment
Ensure that the construction details for your BAL are shown on all plans

It is recommended that you contact the Building Technical Officer on 03 5772 0333 during business hours to discuss whether a Septic Tank permit is required for your works. If this permit is required, please supply:

A copy of the Septic Tank permit

Relocated Dwellings:

Description of the building being transported
Copy of the transporting company's insurance policy
A bank guarantee or bond. This amount is the lesser of:

- o The estimated cost to carry work involved to get the dwelling to a stage where an Occupancy Permit can be issued, or;
- o \$5,000.00

Soil report recommending foundation depth/design
Structural report on the dwelling (depicting whether or not the dwelling is suitable for relocation)
Planning Permit application and applicable fees
Septic Tank Permit application and applicable fees

Demolition Work:

All demolition work must be undertaken by a registered demolisher. Please contact the Building Department for information required to accompany a permit to demolish.

Asset Protection:

An asset Protection Permit is required prior to commencement of building works. Please contact the Community Assets department on 03 5772 0333 or visit the link below.
<https://www.murrindindi.vic.gov.au/our-Property/Planning-and-Building/Building-and-Construction/Asset-Protection-Permit>

Building Permit Number (BPN)

A new system has come into effect from 1 July 2019 that requires Council to apply to the VBA for a Building Permit Number on all building applications. The VBA will now calculate the Levy and invoice the applicant directly. The VBA cannot provide Council with a Building Permit Number until it receives the Levy payment from the applicant. Council cannot proceed with the Building Application until the BPN has been issued.

The VBA levy is calculated on 0.128 cents in every dollar of the cost of works. For example if the cost of works is \$100,000 the VBA levy is \$128.00

Payment

Payment can be made over the phone or in person at any Murrindindi Shire Council office.
Any payments via VISA or MasterCard requires a 0.75% merchant fee. If the Building Permit Application fee is not paid at lodgment, an administration officer will call you for payment over the phone once the application has been registered in the system.

For further advice, including appointments and inspections contact the Building Department on:
(03) 5772 0333.