

Building Permit Application Checklist

We recommend that you discuss your proposed building application with our Planning Unit prior to lodgement 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 Unit.

The following is the minimum information that is required to be submitted for a building permit application.

- Completed application form via online [customer portal](#).
- Payment of the building permit application lodgement fee. Taken at the time of submitting the application online. The building permit fee will be requested once your application has been reviewed by the Building Unit.
- Current Copy of Title (including Plan of Subdivision / Title Plan)
- Site Plan (to scale) showing:
 - Boundaries and dimension 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
- Copy of Plans (to scale) showing:
 - The plan of each floor level
 - Elevations
 - Sections
 - The sizes, stress grades and locations of structural members
- Owner Builders – a Certificate of Consent from the Victorian Building Authority if the value of works exceeds \$16,000 (other than farm sheds).
- Registered Builders – If you choose to enter into a contract with a registered builder for domestic works (other than farm sheds) then please supply:
 - Builders name and registration number
 - Builders warranty insurance for domestic building work exceeding \$16,000 in value.
- Engineer's computations and Engineer's Certificate of Compliance for the design.

The above documents are a minimum requirement for all building applications. Our Building Surveyor may request additional information once your application has been assessed.

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 follow the link below.

[Asset Protection Permits - Murrindindi Shire Council](#)

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