



CORANGAMITE
SHIRE

BUILDING PERMIT APPLICATION CHECKLIST

For Commercial/Industrial Buildings

Information to be submitted with Building Application Your Building Application cannot be processed unless this information is submitted. Applicants are encouraged to seek advice from a Registered Building Practitioner for preparation of the documentation and construction of the project.

1. Completed Application Form.
2. A copy of the Certificate of Title (not generally required for additions (if applicable)).
3. Three (3) copies of fully dimensioned drawings at 1:100 to show:
 - a) Plans at each floor level;
 - b) Elevations;
 - c) Sections;
 - d) Location of structural members;
 - e) Mechanical vent plans;
 - f) Hydraulic plans showing hydrants, sprinklers layouts, etc;
 - g) Electrical plans showing switchboard, emergency lighting, exit signs, etc;
 - h) Location of portable fire extinguishers.
4. Three (3) copies of an Allotment Plan at 1:500 to show:
 - a) Boundaries and dimensions of the site;
 - b) Any easements on the site or any adjoining properties;
 - c) The location of the site to the nearest street or corner;
 - d) The position of the proposed building and its relationship to the site boundaries and any other buildings on the site. Also, the near side and front setback positions of any building that exists on all adjoining properties;
 - e) The levels of the site and floors of the building in relation to the adjoining street channel;
 - f) The location of stormwater drainage on site.

5. Three (3) copies of specifications for the building, or fully detailed notation on plans.
6. Three (3) copies of computations and drawings for all suspended floors, retaining walls over 600mm in height, and all structural members including connection details and accompanying reports (if applicable).
7. A Structural Engineer Certification Certificate.
8. Three (3) copies of site soil report.
9. If a building is over an easement, one (1) copy of consent.
10. Copy of approved drainage plan from Drainage Engineers.
11. Report and endorsed plan from the Chief Fire Officer of the CFA (if applicable).
12. Shop drawings for tilt up slabs to come prior to steel inspections.
13. Statement of number of employees, patrons or students for Class 9b and 9c buildings.

For specific requirements on Commercial/Industrial Buildings please contact Council on 55 937100.