THE BUILDING PERMIT PROCESS EXPLAINED

(STAGE 2)

*Please note this process may vary slightly according to each individual application

Sub-Divide

An application to sub divide can be arranged through a *Licensed Land Surveyor* who will apply to Council for the subdivision on your behalf. Please note: The subdivision can only be approved provided a planning permit has been issued and *all* conditions of that permit have been *completed*. For further information about the subdivision process, please contact your local Licensed Land Surveyor or refer to the link below, and click on the *Subdivision Process information sheet* (This example is from Murrindindi Shire Council but is standard Council procedure) http://www.murrindindi.vic.gov.au/Your_Property/Planning_and_Development/Subdivision

Planning Permit/Endorsed Plans Issued

Once a Planning Permit has been issued and all plans required as part of the permit have been endorsed/stamped, we can now start on the next stage. The Planning Permit only gives permission for the use, development or subdivision on a particular piece of land. A Building Permit is required to start the construction. The Building Permit, issued by a *Registered Building Surveyor*, is a document signifying that the plans and documentation for the proposed building work meets the requirement of Building Regulations.

Sub-Divide (Without Developing the land)

For a variety of reasons, you may prefer to subdivide the land without commencing development on the site. The application can be arranged through a *Licensed Land Surveyor* and will involve applying to Council for a Subdivision Permit. A Permit Condition will then require the owner to enter into a Section 173 Agreement with the Council which requires that only the approved development will be built on the land once the separate titles are created. This agreement will be registered on the title to the land to bind any future owners of the land to the agreement.

Energy Report

A minimum 6 star energy rating is now a mandatory requirement for all new residential buildings in Australia. A report prepared by a *Licensed Energy Rater* will nominate the minimum requirements to achieve 6 stars. (Including minimum insulation and window glazing requirements) The report will also include a set of stamped working drawings verifying that the plans comply.

Working Drawings

These are essentially a more detailed set of drawings which we prepare to provide the builder with information he needs to build. Please note that specific information, such as the manufacturer of construction materials, plumbing & internal fixtures, detailed kitchen/laundry layouts and internal colour schemes are generally selected and agreed upon between yourself and your nominated Builder.

Soil Report

This is required by both the Builder and Engineer to determine the type of soil on the site and to recommend the depth of footings. As the Engineer will require this to complete the computations, we recommend to undertake the soil test before engaging the Engineer.

Structural Engineering

A Structural Engineer will determine the type and size of footings, floor structure, the location and size of major structural beams and any wind bracing that may be required.

Lodge Plans to Building Surveyor

To issue the building permit, the Building Surveyor will require the following documentation:

- Architectural Plans (Working Drawings)
- Structural Engineer's plans and Certificate of Compliance
 - Copy of Planning Permit & all Endorsed Plans
 - Energy Report & Stamped Plans
 - Copy of title
 - Soil report
- *Builder's Details and Builders Warrantee Insurance
- *The Building Surveyor can be advised of this at a later date however these details will be required before a building permit can be issued.

Building Surveyor - Further Information

On some occasions the Building Surveyor may request further information which will need to be addressed before a Building Permit can be issued.

Building Permit Issued

Start Construction

