

Daville Building Surveying

74A Main Road, Bakery Hill VIC 3350

Phone: 03 5341 8041

www.daville.com.au

ABN: 12395725606



Application Checklist

Dwelling

Document	Copies	Tick
Building Permit Application (completed and signed)	1	
Letter of Appointment (MUST be signed by Owner)	1	
Certificate of Title & Plan of Subdivision (Please state in writing if you require us to obtain one for you, additional fees will apply)	1	
Architectural Plans (Site Plan) <ul style="list-style-type: none">- Location of proposed works- Measurements of proposed works (width and height)- Setbacks from proposed works to both side boundaries, back boundary and to any existing buildings.- Location of North- Location of existing stormwater and proposed stormwater- Measurement to nearest street corner (intersecting street)- Floor plan- Sections and elevations- Scale can be no less the 1:100	1	
Slab/ Footings Design (including certificate of compliance and design as appropriate)	1	
Structural Engineering Drawings (including certificate of compliance and design)	1	
Endorsed Town Planning Permit and drawings (if applicable)	1	
BAL Assessment Report	1	
6 Star Energy Efficiency Report & endorsed plans.	1	
Soil Report	1	
Council Property Information request	1	
Council Legal Point of Discharge	1	
Builders Warranty Insurance if works are over \$16,000	1	
Fees (to be paid prior to the Building Permit being issued) <ul style="list-style-type: none">- Cash- Cheque- Direct Deposit		

Please note that Electronic Documentation is preferred, you may submit documentation in PDF from via email, Drop box or USB.

If you require further information please contact our office.

Phone – 03) 5341 8041

Email – enquiries@daville.com.au