

PERMIT CHECKLIST

PROPERTY DETAILS: PLAN _____ LOT: _____ STREET NO: _____
 STREET/ROAD: _____ SUBURB: _____
 APPLICATION NUMBER: _____ PID _____

Counter Check			
Rec'd	To Come	No. of Copies	NEW BUILDINGS & ADDITIONS (INCLUDING DECKS & VERANDAHS)
		1	Permit Application Forms <input type="checkbox"/> Accreditation Details <input type="checkbox"/> Signature <input type="checkbox"/> Owner Builder <input type="checkbox"/> Plumber
		1	Special Plumbing Permit – <i>NB Special Plumbing Permit (septic tank, trade waste etc)</i>
		1	Certificate of Title, Schedule & Plan
			Cradle Mountain Documentation – <i>To be certified by Cradle Mountain Water</i>
		1	Owner Builder Declaration Form (if applicable) - <i>Obtained from Building Surveyor</i>
		1	Soil Report & Wind Classification details (<i>generally for New Dwellings</i>) - <i>To be certified by Building Surveyor</i>
		1	Five Star Energy Report – (<i>where applicable</i>)
		3	Certificate of Likely Compliance and all documents referred to on this certificate – <i>Obtained from Building Surveyor</i>
		3	Architectural Plans, Including site plan with site levels and setbacks - <i>To be certified by Building Surveyor</i>
		3	Structural Plans – <i>To be certified by Building Surveyor</i>
		3	Structural Certificate (Form 55) - <i>To be certified by Building Surveyor</i>
		3	Drainage Plans
		1	Fees (obtain copy of receipt)
			GARAGES, CARPORTS, SHEDS, RETAINING WALLS, SWIMMING POOLS, FENCES ETC
		1	Permit Application Forms <input type="checkbox"/> Accreditation Details <input type="checkbox"/> Signature <input type="checkbox"/> Owner Builder <input type="checkbox"/> Plumber <input type="checkbox"/>
		1	Special Plumbing Permit – <i>NB Special Plumbing Permit (septic tank, trade waste etc)</i>
		1	Certificate of Title, Schedule & Plan
			Owner Builder Declaration Form (if applicable) - <i>Obtained from Building Surveyor</i>
			Certificate of Likely Compliance and all documents referred to on this certificate – <i>Obtained from Building Surveyor</i>
		1	Soil Report & Wind Classification details (<i>generally for New Dwellings</i>) - <i>To be certified by Building Surveyor</i>
		3	Architectural Plans, Including site plan with site levels and setbacks - <i>To be certified by Building Surveyor</i>
		3	Structural Plans – <i>To be certified by Building Surveyor</i>
		3	Structural Certificate (Form 55) - <i>To be certified by Building Surveyor</i>
		1	Cradle Mountain Documentation – <i>To be certified by Cradle Mountain Water</i>
		3	Drainage Plans
			Fees (obtain copy of receipt)
			DEMOLITIONS
		1	Permit Application Forms <input type="checkbox"/> Accreditation Details <input type="checkbox"/> Signature <input type="checkbox"/> Owner Builder <input type="checkbox"/> Plumber <input type="checkbox"/>
		1	Certificate of Title, Schedule & Plan
		1	Cradle Mountain Documentation – <i>To be certified by Cradle Mountain Water</i>
		1	Owner Builder Declaration Form (if applicable) - <i>Obtained from Building Surveyor</i>
		3	Certificate of Likely Compliance and all documents referred to on this certificate – <i>Obtained from Building Surveyor</i>
		3	Drainage Plans – noting disconnection and sealing of services
			Fees (obtain copy of receipt)