

Construction of Dwellings and Garages Building Permit Application Checklist



The below listed information has been provided as a guide to submitting a building permit application to the City of Greater Dandenong.

The checklist is to be used as a guide to the minimum documentation required and additional documentation/information may be required to be submitted for further assessment.

For further information please see the [City of Greater Dandenong – Building Information](#) webpage.

Documentation and information required:	Included in application/ Comments:
<p>Building Permit Application (Building Permits webpage) Where an estimated cost of works is noted on the form, provide a cost estimation breakdown (materials and labour). When nominating as an owner builder, an owner builders consent will need to be obtained from the Victorian Building Authority where the cost of works exceeds prescribed amount of \$16,000.00.</p>	
<p>Report and Consent Application (Report and Consent webpage) Note, upon review of the building permit application a report and consent may be required to be obtained regarding building in a flood prone area, asset protection, hoarding over the street alignment etc.</p>	
<p>Certificate of Title and Relevant Title Referenced Documents A current Certificate of Title (dated within 90 days of the building permit application) and relevant title referenced documents such as: Title Plan, Lot Plan, Plan of Subdivision and Title encumbrances such as covenants, s173 agreement's or memorandum of common provisions.</p>	
<p>Working Drawings & Specifications: Relevant architectural drawings drawn to an appropriate scale such as existing and proposed Site Plans, Floor Plans, Elevations, Sections and Details showing levels to AHD (Australian Height Datum). Architectural drawings are required to document compliance with the Building Regulatory framework, including the National Construction Code and Australian Standards.</p>	
<p>Structural Engineering Certification, Drawings and Computations Where outside the scope of the Australian Standards.</p>	
<p>Geotechnical (Soil) Engineers – Soil Report: Nominating site soil classification and footing design recommendations (if required).</p>	
<p>Planning Permit (Do I need a planning permit webpage) Where a planning permit, secondary consent or amendment is required to be obtained, a copy of the planning permit and endorsed planning permit drawings is required to be submitted for review.</p>	
<p>Applicant's declaration that the relevant documentation has been submitted with the building permit application.</p>	
<p>Note that an insufficient building permit application may be refused in accordance with Section 24 of the Building Act 1993.</p>	

Applicant Signature: _____ **Date:** _____

Front Fence Building Permit Application Checklist



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Documentation and information required:	Included in application/ comments:
<p>Building Permit Application (Building Permits webpage) <i>Where an estimated cost of works is noted on the form, provide a cost estimation breakdown (materials and labour).</i> <i>When nominating as an owner builder, an owner builders consent will need to be obtained from the Victorian Building Authority where the cost of works exceeds prescribed amount of \$16,000.00.</i></p>	
<p>Report and Consent Application (Report and Consent webpage) Note, upon review of the building permit application a report and consent may be required to be obtained regarding building in a flood prone area, asset protection, hoarding over the street alignment etc.</p>	
<p>Certificate of Title and Relevant Title Referenced Documents A current Certificate of Title (dated within 90 days of the building permit application) and relevant title referenced documents such as: Title Plan, Lot Plan, Plan of Subdivision and Title encumbrances such as covenants, s173 agreement's or memorandum of common provisions.</p>	
<p>Working Drawings & Specifications: Relevant architectural drawings drawn to an appropriate scale such as existing and proposed Site Plans, Floor Plans, Elevations, Sections and Details showing levels to AHD (Australian Height Datum). Architectural drawings are required to document compliance with the Building Regulatory framework, including the National Construction Code and Australian Standards.</p>	
<p>Structural Engineering Certification, Drawings and Computations Where outside the scope of the Australian Standards.</p>	
<p>Geotechnical (Soil) Engineers – Soil Report: Nominating site soil classification and footing design recommendations (If required).</p>	
<p>Planning Permit (Do I need a planning permit webpage) Where a planning permit, secondary consent or amendment is required to be obtained, a copy of the planning permit and endorsed planning permit drawings is required to be submitted for review.</p>	
<p>Applicant's declaration that the relevant documentation has been submitted with the building permit application.</p> <p>Note that an insufficient building permit application may be refused in accordance with Section 24 of the Building Act 1993.</p>	

Applicant Signature: _____ **Date:** _____

Retaining Wall Building Permit Application Checklist

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Documentation and information required:	Included in application/ comments:
<p>Building Permit Application (Building Permits webpage) Where an estimated cost of works is noted on the form, provide a cost estimation breakdown (materials and labour). When nominating as an owner builder, an owner builders consent will need to be obtained from the Victorian Building Authority where the cost of works exceeds prescribed amount of \$16,000.00.</p>	
<p>Report and Consent Application (Report and Consent webpage) Note that upon review of the building permit application a report and consent may be required to be obtained regarding siting, building in a flood prone area, asset protection, hoarding over the street alignment etc.</p>	
<p>Certificate of Title and Relevant Title Referenced Documents A current Certificate of Title (dated within 90 days of the building permit application) and relevant title referenced documents such as: Title Plan, Lot Plan, Plan of Subdivision and Title encumbrances such as covenants, s173 agreement's or memorandum of common provisions. Re-establishment survey plan to be obtained from a licensed land surveyor for work in the title boundaries.</p>	
<p>Working Drawings & Specifications: Relevant architectural drawings drawn to an appropriate scale such as existing and proposed Site Plans, Floor/Fence Plans, Elevations, Sections and Details showing levels to AHD (Australian Height Datum). Architectural drawings are required to document compliance with the Building Regulatory framework, including the National Construction Code and Australian Standards.</p>	
<p>Structural Engineering Certification, Drawings and Computations Where outside of the scope of the Australian Standards. Structural engineering documentation for retaining walls is to include agricultural drains and relevant tanking details, tanking product manufacturer specifications to be submitted for review.</p>	
<p>Geotechnical (Soil) Engineers – Soil Report: Nominating site soil classification and footing design recommendations.</p>	
<p>Planning Permit (Do I need a planning permit webpage) Where a planning permit, secondary consent or amendment is required to be obtained, a copy of the planning permit and endorsed planning permit drawings is required to be submitted for review.</p>	
<p>Applicant's declaration that the relevant documentation has been submitted with the building permit application.</p> <p>Note that an insufficient building permit application may be refused in accordance with Section 24 of the Building Act 1993.</p>	

Applicant Signature: _____

Date: _____

Demolition Building Permit Application Checklist



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Documentation and information required:	Included in application/ Comments:
<p>Building Permit Application (Building Permits webpage) Where an estimated cost of works is noted on the form, provide a cost estimation breakdown (materials and labour).</p>	
<p>Written consent for Demolition from Owner Owner to give written consent for Demolition and supply Demolishers details.</p>	
<p>Section 29A Report & Consent Application (Building Services Forms webpage) Where the proposed demolition works (or proposed to occur within the next last three years) exceed more than half of the existing building or are in relation to the demolition of the façade s29A report and consent will be required to be obtained.</p>	
<p>Report and Consent Application (Report and Consent webpage) Note, upon review of the building permit application a report and consent may be required to be obtained regarding building in a flood prone area, asset protection, hoarding over the street alignment etc.</p>	
<p>Certificate of Title and Relevant Title Referenced Documents A current Certificate of Title (dated within 90 days of the building permit application) and relevant title referenced documents such as: Title Plan, Lot Plan, Plan of Subdivision and Title encumbrances such as covenants, s173 agreement's or memorandum of common provisions.</p>	
<p>Working Drawings & Specifications: Relevant architectural drawings drawn to an appropriate scale showing existing and proposed Site Plans, Floor/Fence Plans, Elevations, Sections and Details showing levels to AHD (Australian Height Datum). Architectural drawings are required to document compliance with the Building Regulatory framework, including the National Construction Code and Australian Standards. The following is required by Building Regulation 26: Application for permit to demolish or remove building. States that the following are required, an allotment plan showing the location of:</p> <ul style="list-style-type: none"> • The building in relation to the boundaries of the allotment and adjoining buildings. • Other buildings on the allotment. • Streets, footpaths or crossings adjoining the allotment. • Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers. • A written description of the demolition or removal procedure. 	
<p>Demolition Works Method Statement Providing necessary processes and procedures for demolition at sites obtained from a registered demolisher.</p>	
<p>Demolishers Details Relevant details such as Name, Registration Number, Postal address, Phone number, Email and Copy of Public Liability Insurance.</p>	

Demolition Building Permit Application Checklist



Planning Permit (Do I need a planning permit webpage) Where a planning permit, secondary consent or amendment is required to be obtained a copy of the planning permit and endorsed planning permit drawings is required to be submitted for review.	
Applicant's declaration that the relevant documentation has been submitted with the building permit application. Note that an insufficient building permit application may be refused in accordance with Section 24 of the Building Act 1993.	

Applicant Signature: _____ **Date:** _____

Swimming Pool and Associated Swimming Pool Safety Barrier Building Permit Application Checklist



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Documentation and information required:	Included in application/ Comments:
<p>Building Permit Application (Building Permits webpage) Where an estimated cost of works is noted on the form, provide a cost estimation breakdown (materials and labour). When nominating as an owner builder, an owner builders consent will need to be obtained from the Victorian Building Authority where the cost of works exceeds prescribed amount of \$16,000.00.</p>	
<p>Report and Consent Application (Report and Consent webpage) Note, upon review of the building permit application a report and consent may be required to be obtained regarding building in a flood prone area, asset protection, hoarding over the street alignment etc.</p>	
<p>Certificate of Title and Relevant Title Referenced Documents A current Certificate of Title (dated within 90 days of the building permit application) and relevant title referenced documents such as: Title Plan, Lot Plan, Plan of Subdivision and Title encumbrances such as covenants, s173 agreement's or memorandum of common provisions.</p>	
<p>Working Drawings & Specifications: Relevant architectural drawings drawn to an appropriate scale such as existing and proposed Site Plans, Floor Plans, Fence Plans, Elevations, Sections and Details showing levels to AHD (Australian Height Datum). Pool safety barrier details and waterproofing/tanking details. Architectural drawings are required to document compliance with the Building Regulatory framework, including the National Construction Code and Australian Standards.</p>	
<p>Structural Engineering Certification, Drawings and Computations Where outside the scope of the Australian Standards.</p>	
<p>Geotechnical (Soil) Engineers – Soil Report: Nominating site soil classification and footing design recommendations. (If required).</p>	
<p>Planning Permit (Do I need a planning permit webpage) Where a planning permit, secondary consent or amendment is required to be obtained, a copy of the planning permit and endorsed planning permit drawings is required to be submitted for review.</p>	
<p>Applicant's declaration that the relevant documentation has been submitted with the building permit application.</p> <p>Note that an insufficient building permit application may be refused in accordance with Section 24 of the Building Act 1993.</p>	

Applicant Signature: _____

Date: _____

Commercial Building Permit Application Checklist



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Documentation and information required:	Included in application/ Comments:
Building Permit Application (Building Permits webpage) <i>Where an estimated cost of works is noted on the form, provide a cost estimation breakdown (materials and labour).</i>	
Report and Consent Application (Report and Consent webpage) Note, upon review of the building permit application a report and consent may be required to be obtained regarding building in a flood prone area, asset protection, hoarding over the street alignment etc.	
Certificate of Title and Relevant Title Referenced Documents A current Certificate of Title (dated within 90 days of the building permit application) and relevant title referenced documents such as: Title Plan, Lot Plan, Plan of Subdivision, Title encumbrances such as covenants, s173 agreement's or memorandum of common provisions.	
Working Drawings & Specifications: Relevant architectural drawings drawn to an appropriate scale such as existing and proposed Site Plans, Floor Plans, Elevations, Sections and Details showing levels to AHD (Australian Height Datum). Architectural drawings are required to document compliance with the Building Regulatory framework, including the National Construction Code and Australian Standards. Drawings for a commercial building are required to document existing, altered and proposed essential safety measures.	
Structural Engineering Documentation: A copy of relevant Structural Engineers Certification, Drawings and Computations.	
Geotechnical (Soil) Engineers – Soil Report: Nominating site soil classification and footing design recommendations.	
Planning Permit (Do I need a planning permit webpage) Where a planning permit, secondary consent or amendment is required to be obtained, a copy of the planning permit and endorsed planning permit drawings is required to be submitted for review.	
Owner's declaration that all the above required documentation has been submitted with the building permit application package.	
Note that an insufficient building permit application may be refused in accordance with Section 24 of the Building Act 1993.	

Applicant Signature: _____ **Date:** _____