

Building Permits Applications

Below we have attempted to provide a detailed summary of requirements and processes obligatory to be completed to obtain a Building Permit. The facts are that obtaining a building permit can be a long and at times a frustrating experience for experienced and inexperienced applications alike.

There are many requirements required by law need to be complied with for a Building Permit to be issued. We hope this provides an insight to those requirements.

We suggest if you're applying directly for your permit you contact your building surveyor for their specific requirements.

Base Building Permit Fees

Building Permit Fee's do vary between Building Surveyor's. At The Project Centre, we have arrangements in place to confirm a base level relevant to small project's generally within the Class 10 Building Code segment.

All prices contained herein were relevant at time of preparing this document and therefore can be subject to variation.

Note: *Government and Council Fees can vary between councils and are subject to variation and review from 1st July each year)*

Applicable as at 1st July 2016

Do you need a building Permit

This [link](#) should assist somewhat with understand when a building permit is required. Your council may have also site constraints they therefore mean regardless of building code you may need a permit. Consult with your council planning and building departments to clarify what you require.

Small Project Building Permit Fee

*\$750 Incl. GST. **Plus**, any government, council fees and taxes or other fee's or costs as accessed by Building Surveyor (see below for fee indications). *Payment of applicable building permit fee and any council fees or levies are payable upon application.*

Listed below are the normal requirements to have your project fully permitted.

Process and approvals required to obtain a building permit for a small project are no different than those required for a dwelling for example.

Many owners and builders do find the requirements detailed and extensive. It is a fact that many issues can arise for a simple verandah project. These issues are always site-specific so required attention to the details for each and every property is needed.

- Plan of Proposed Building Structure to includes
 - site plan,
 - plan view (top) elevation and
 - side elevations
 - plus relevant details including adjoining property information and general notes relating to project. All copies should be in A3 and to appropriate scale as required by government and councils for Building plans.
- Specification Sheet, Engineering, Manufacturers details and specifications.

- Permit Application Completed, Signed and Payment of Fee.
- Statement as to value for Permit estimate including details on materials and costs relating to project.
- **Bush Fire Assessment Report** as Victoria is classified as a Bush Fire Zone. Refer to your council to establish if your property is in a designated Bush Fire Zone. If it is in a designated zone, then a Bush Fire Assessment Report must be completed. Plans submitted for Building permits should take into account the rating of the bush Fire Assessment report.
- Council & Government specific approval for items such as
 - Works near easements,
 - Town planning,
 - Design panel approvals – Refer property developer such as Delfin or Jennings,
 - Other variations to the ResCode under Report & Consent – Part 4 of Building Code,
 - Building Modifications Variation Appeals etc., etc., that may be required for your project

“**NOTE: Council Approvals** - Often it's very difficult for any professional or consumer to know all the matters relating to your property and what approvals will be required. We are often asked to make assessments, often with little information supplied, and certainly often the information we receive is misleading, incorrect, or simply council change their mind and process once actual applications are submitted. So, if further approvals are required be prepared for minimum 3 to 4-month time frame for any council approval.”

How Long will it take to process permit?

Time frame to process the Building Permit application once lodged is approx. 3 weeks if all from when all required information is provided.

Certainty often surveyors will often request further information as they have access to further private information that Drafting companies cannot access.



What does a Building Surveyor do and his role?

A building surveyor is a professional trained in understanding the building control process.

There are two types of building surveyor:

- private building surveyors
- municipal building surveyors

He or she is authorised to assess building plans with a view to ensuring they comply with the *Building Act 1993*, the *Building Regulations 2006* and the *Building Code of Australia*.

Building surveyors are responsible for ensuring buildings are safe, accessible and energy efficient and therefore have an impact on the design, planning and functionality of buildings.

A building surveyor remains involved for the duration of the building project. They carry out inspections – or have a building inspector carry out inspections on their behalf – to sign off each stage of construction.

You can only appoint one building surveyor to a building project.

Once building work is complete, the building surveyor is responsible for issuing the occupancy permit or certificate of final inspection.

A registered building surveyor is authorised to:

- assess building permit applications for compliance with the *Building Regulations 2006*
- issue building, occupancy permits and certificate of final inspection
- conduct building inspections
- serve building notices and orders under the *Building Act 1993*

What's included in Building Permit?

Below is a list of commonly required items for a building permit. This will relate specifically to the project under consideration.

This will include the following:

- Plans as provided both for compliance with National and Local Building codes
 - Other relevant items include, Existing buildings, Site levels, Private open space, permeable areas, Car Parking, Smoke Detectors and more relevant to ResCode and compliance to Reg. 302.
 - Project Specifications
 - Council overlays
 - Covenants
 - Design panels
 - Section 173 agreements
 - Consultants reports such as Soil Report, Engineering, Energy Report, Manufactures Details and Specifications etc.,
 - Review Estimated Project Cost including authorities from owners, agents and builders.
 - Other information as required by Building Surveyor
- Site inspections by Building Surveyor as noted on Building Permit (within small project package a maximum of two (2) site inspections are included. If more inspections required either at time of issue of permit or due to issues arising during building process then these will be charged at a minimum of \$166 per site visit.). Builder as nominated on signed building permit applications is required to arrange inspections as per requirement contained in Building Permit.
 - Notification and Lodgment of plans and other permit details with appropriate local council.
- Authorities accompanying Building permit application:
- Building Surveyor will require written confirmation that the owner / builder have provided their authority for a building permit to be applied for.

Permit and on-site design service is not restricted to the South-Eastern Side of Melbourne. Other outer area's permit fee may vary dependent upon location.

COUNCIL & GOVERNMENT FEE'S

New Title details are needed to obtain a building or council permit.

Current title documentation (less than 30 days old) is required for all council town planning or building report and consent application.

Council & Government Applications:

If, The Project Centre is making applications for town planning, Report and Consent, Easement, Building Modification application then a minimum fee of \$75.00 is charged to obtain Title and sub-divisional plans, council property report and point of discharge report. Title and Council fees are extra to our service fee.

Other site information required from council include: *(all these items include fees to access information)*

- Point of Discharge – if a roofed project
- Property Report

Building Permit Applications:

Building Permits also require a new copy of all title information when reviewing your permit application. Building Surveyor is required to assess in full all documents related to your property (some noted above). These must be assessed directly to ensure all applicable information is received and assessed.

Value (Cost) of Building Works:

When applying for a building permit we are required to provide an accurate estimate for the value (or cost) of Building Works.

This will include all material, labor and any associated costs to project. You will be required to provide written confirmation.

Any project exceeding \$10,000

Victorian Building Authority levy of 0.128% is added to permit fee.

Any project exceeding \$16,000

Owner Builder – will require consent from Victorian Building Authority. VBA web site can confirm current requirements you need to consider. [Link](#)

Registered Builders – will require Home Owner Insurance certificate to accompany application.

Below you will note that dependent upon cost various requirements, fees and levies are introduced into the Permit process

Owner Builder Applications:

The value of building work must be determined by calculating the cost of all materials and the cost a licensed contractor would charge you for the work as if they were performing the work including GST.

Builder Application:

The value of building work via providing a copy of the contract between owner and builder. This must be determined for the work they are performing under the contract including GST.

All Fees are payable in advance and non-refundable regardless of the outcome of any submission.

Disclaimer: This document is to provide general information relating to Building Permits. We highly recommend that you seek direct advice and information relating to your project from a Registered Practitioner, Building Surveyor or your local council. We suggest if you seeking clarification on any building matter any response should be in writing from your Local Council. This includes if you do or don't need a Building permit for you