

Building Permit Document Checklist

What you'll typically need to build, across all Australian states and territories

Also known as a Building Permit, Building Certificate or Construction Certificate depending on your state. Requirements vary by council/certifier. Always confirm specifics before lodging.

APPLICATION FORM & FEE

- ☐ Completed building permit application form
- ☐ Application/lodgement fee
- ☐ Prior planning approval reference number, if one was required and issued

OWNERSHIP & TITLE

- ☐ Current title / land ownership documents
- ☐ Owner's authorisation, if applicant isn't the landowner
- ☐ Owner-builder approval, if not using a licensed builder (where applicable)

PLANS & SPECIFICATIONS

- ☐ Site plan (boundaries, setbacks, levels & drainage)
- ☐ Full building/working drawings (floor plans, elevations, sections)
- ☐ Specifications prepared by a registered building practitioner
- ☐ Compliance with the Building Code of Australia & relevant Australian Standards

ENGINEERING & TECHNICAL REPORTS

- ☐ Structural engineering calculations and certification
- ☐ Soil test / site classification report
- ☐ Energy efficiency report (e.g. NatHERS/BASIX rating)
- ☐ Bushfire Attack Level (BAL) or Bushfire Management Overlay (BMO) report, if applicable
- ☐ Additional reports as required (stormwater, termite, geotechnical)

CERTIFICATION & INSURANCE

- ☐ Appointed building surveyor / certifier / private certifying authority
- ☐ Certificate of insurance (home warranty / owner-builder insurance)
- ☐ Any conditions carried through from the planning approval

ADMINISTRATIVE

- ☐ Current mailing address and phone number
- ☐ Confirm the issuing authority for your state (council, private certifier or building surveyor)

GOOD TO KNOW

- Planning approval (if required) is usually a prerequisite before a building permit can be issued, and may be approved with conditions attached.
- Never start work, pour footings or close up walls before your certifier has signed off each stage.
- Most permits trigger mandatory inspections (footings, frame, lock-up, final). Book them early.
- Terms vary: Building Permit (most states) • Building Certificate / Construction Certificate (NSW) • Building Approval (ACT).

General information only. Always verify current requirements with your council/authority.