Construction Certificate Checklist

Environmental Planning and Assessment Act 1979

This checklist must be completed and submitted with all Construction Certificate (CC) applications.

Site Address:

Applicant:

Owner:

Office Use Only

Application Number

Date Lodged

General Information

	Yes	n/a	Checked
Completed **CC Application Form**	☐		☐
BASIX Certificate	☐		☐
Compliance Certificates	☐		☐
Completed **Principal Certifying Authority Agreement**	☐		☐
Insurance under Home Building Compensation Fund, or	☐	☐	☐
Previously known as Home Owners Warranty Insurance			
Owner Builder Permit	☐	☐	☐
Payment of **CC Fees**	☐	☐	☐
Payment of **Long Service Levy Fees**	☐	☐	☐
only required for developments involving construction costs of $25,000 or more			
Payment of **S94A Contribution**	☐	☐	☐
only required for developments involving construction costs of $100,001 or more			
Compliance with **DA Consent**	☐	☐	☐

Plans & Information

	Yes	n/a	Checked
Three (3) sets of plans showing all proposed work to be carried out and to include the following: Title of plan, Name of applicant, Development Address, Position of true north, Drawing numbers and revisions, Drawing scales, Name of draftsperson/architect and date of plan, All BASIX commitments are required to be shown on plans.			
Detailed Building Specifications	☐	☐	☐
Describe the construction (including the standards that will be met), the materials which will be used to construct the building and the methods of drainage, sewerage and water supply.			
ABSA Certificate *(if applicable)*	☐	☐	☐
Structural Engineer Plan and Details	☐	☐	☐
Structural, Mechanical, Electrical (where applicable)			
Geotechnical Report	☐	☐	☐
Schedule of **colours and materials**	☐	☐	☐
Compliance with the **Building Code of Australia**	☐	☐	☐
Full written details provided/indicated on the submitted plans			
Fire Safety details	☐	☐	☐
Floor plan showing location of smoke detectors, essential services details and location.			

For buildings (other than dwelling houses or an ancillary structure to a dwelling house)

Fire Safety Statement (BCA Classes 2 to 9)	☐	☐	☐

FURTHER INFORMATION

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