



## BUILDING PERMIT INFORMATION

### **When is a Building Permit required?**

A Building Permit is required prior to carrying out all building work, including farm sheds, re-stumping, demolition and internal alterations to buildings. There are some exemptions for minor works. To check these exemptions please contact the Building Department.

### **How do I obtain a Building Permit?**

To obtain a Building Permit you must lodge a completed Application for Building Permit and a Certificate of Title together with sufficient documentation, (i.e plans, design details, etc.) to demonstrate that the proposed building works when constructed will comply with the relevant building regulations. The amount and type of documentation required will vary depending on the magnitude and complexity of the building project. Council has produced fact sheets detailing the information required for different types of projects. If you are intending on building, please contact the Building Department to obtain one of these Fact Sheets.

### **Who can prepare plans that would accompany an Application for Building Permit?**

It is recommended that if you wish to carry out building work, particularly for works involving a dwelling house or commercial building, you engage a registered building practitioner – draftsman. They can prepare plans that contain the required information to obtain a Building Permit. Contact the Building Department for names of draftsmen who can assist you.

### **What does a Building Permit cost?**

The cost of the Building Permit varies with the value of the works. Contact Council to determine the appropriate fee.

### **How long does an application take to process?**

6-8 Weeks

### **Do I have to use the Council Building Surveyor to get my permit?**

No you can use a Private Building Surveyor.

### **When can I start the building work?**

You are not permitted to start work until the Building Permit is issued. A Building Permit will not be issued until the required fees and other charges have been paid. With the Building Permit you will receive a stamped copy of the submitted plans together with stamped copies of the other relevant documentation. The building work MUST be carried out in accordance with these approved documents. Any variations will require an amendment to the Building Permit, which could incur an additional fee. It is recommended that you check the Building Permit, its conditions of issue, including inspection requirements and other approved documents prior to commencing work.

### **What are mandatory inspections?**

Mandatory inspections occur at designated stages of the building works. These stages are identified on the Building Permit. The permit holder is responsible to request these inspections. The building work must not proceed beyond these mandatory inspection stages until the work is inspected and approved by Council's Building Department. Council's Building Department must be notified at least **72** hours prior to these stages so that the inspection can be carried out. It is a breach of the Building Regulations to carry out building work without the work being inspected and approved at the mandatory inspection stages. The cost of these mandatory inspections are included in the Building Permit fee, but if additional inspections are required you may be liable for additional charges.

### **How long does a Building Permit last?**

For the majority of Building Permits you have 1 year from the date of issue to commence the building work and 2 years to complete the works. If you do not complete the works within the specified time, you may apply for an extension of time which will incur an additional fee.

### **What do I do when the building work has been completed?**

Notify the Building Department that the works have reached a stage where a final inspection can be carried out. If the building is suitable for occupation, then a Final Certificate/ Occupancy Permit will be issued permitting you to use and occupy the building.

If you have any further questions please contact Council's Building Department on 1300 520 520.