

GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR DOMESTIC BUILDING PERMIT APPLICATIONS (Small Structures)

This document can be submitted with your application as a summary of the documents submitted for approval

Project Address:

Company / Customer Name:

Proposed Development

No	Documents Required	✓
1	Application Form completed and signed	
2	Copy of the Certificate of Title and/or plan of subdivision	
3	Builder's job specific warranty insurance certificate / Owner Builders Certificate (Works >12K) (Call our office for an application kit or refer to www.buildingcommission.com.au)	
4	A copy of the Town Planning permit and endorsed plans if applicable	
5	3 copies of the site plan	
6	3 copies of the engineering design and computations for the structure or 3 copies of the timber framing schedule and construction details.	

Note: Town Planning permits are only required in some cases. (Call our office for clarification if needed)

Should you have any queries please contact our office at your convenience.



Benchmark
building consultants

Suite 4, Level 1
Rear of 49 High Street
PO Box 757
Berwick Vic 3806
Phone: 03 9769 4711
Fax: 03 9769 4722
E-mail: info@benchmarkbc.com.au
Web: www.benchmarkbc.com.au