



**Benchmark**  
building consultants

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## **GENERAL INFORMATION REQUIRED TO BE SUBMITTED FOR COMMERCIAL BUILDING PERMIT APPLICATIONS**

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

Project Address .....

Applicant .....

Proposed Development .....

- |   |        |
|---|--------|
| 1. Application Form properly completed and signed   | Yes/No |
| 2. Copy of the Certificate of Title and/or plan of subdivision                            | Yes/No |
| 3. A copy of the Town Planning permit and endorsed plan                                   | Yes/No |
| 4. Reporting authority consents if applicable   | Yes/No |
| 5. Details of storm water and / or sewer pipe services locate in the easement             | Yes/No |
| 6. Four copies of the architectural drawings  | Yes/No |
| 7. Four copies of the structural engineer's drawings                                      | Yes/No |
| 8. Four copies of the civil engineer's drainage drawings                                  | Yes/No |
| 9. Four copies of the Electrical services drawings  | Yes/No |
| 10. Four copies of the Mechanical services drawings                                       | Yes/No |
| 11. Four copies of the Fire Services / Hydraulic services drawings                        | Yes/No |
| 12. Four copies of the geotechnical investigation (soil) report                           | Yes/No |
| 13. Four copies of structural engineer's computations                                     | Yes/No |
| 14. Four copies of civil engineer's computations  | Yes/No |
| 15. Four copies of project specifications   | Yes/No |
| 16. Four copies of mechanical/electrical/fire services specifications                     | Yes/No |
| 17. Four copies of a timber specification   | Yes/No |
| 18. One copy of roof/floor truss computations and layout                                  | Yes/No |
| 19. A Form 11 Certificate of Compliance from the design engineers                         | Yes/No |
| 20. Council information - flooding etc. (we can obtain for a fee of \$55.00 if requested) | Yes/No |

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