

Commercial/industrial buildings

What information do I need to submit with my application?

- Completed Application Form
- Permit Application Fee
- A copy of the Certificate of Title and Title Plan and any encumbrances
- Builders Commercial Registration (if applicable)

- Building plans, one (1) copy of fully dimensioned drawings at 1:100 to show:
 - Plan at each floor level
 - Elevations
 - Sections
 - Location of structural members
 - Mechanical ventilation plans
 - Hydraulic plans showing hydrants, sprinklers layouts, etc.
 - Electrical plans showing switchboard, emergency lighting, exit signs, etc.
 - Location of existing and new portable fire extinguishers

- Allotment Plan, one (1) copy) at 1:500 to show:
 - Boundaries and dimensions of the site
 - Easements on the site or any adjoining properties (footing - angle of repose details if applicable)
 - Location of the site to the nearest street or corner
 - Position of the proposed building and its relationship to the site boundaries and any other buildings on the site. Also, the near side and front setback positions of any building that exists on all adjoining properties
 - Levels of the site and floors of the building in relation to the adjoining street channel
 - Location of stormwater drainage on site
- Specifications, one (1) copy of specifications for the building, or fully detailed notation on plans
- Structural Engineer, one (1) copy of certificate of compliance and design, and
- One (1) copy of computations and drawings for all suspended floors, retaining walls over 600 mm in height, and all structural members including connection details and accompanying reports (if applicable)

- Documents, please provide one (1) copy of each of the following:
 - Consent from Knox City Council and South East Water or other relevant authority (if applicable)
 - Drainage Engineers approved drainage plan
 - Town Planning permit and endorsed plans (if applicable) *Note - Building & Town Planning applications can be lodged concurrently

- Report and endorsed plan from the Chief Fire Officer of the CFA (if applicable)
- Certificate from the Electricity Supply Authority stating whether an electricity supply station is required (if applicable)
- Relevant test reports on flammability and smoke indices for finishing materials and fixtures
- Shop drawings for tilt up slabs to come prior to steel inspections
- Statement for number of employees, patrons or students for the proposed building
- Termite Statement Form
- Part J - energy report as required under the National Construction Code (NCC)
- DDA audit report for accessibility (if applicable)

Contact

If you have any questions regarding making a submission for a building application, please contact Building Services on 9298 8125.