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South Coast Building Approvals and Inspections

PO Box 1037
MORUYA NSW 2537

10 Charles Moffit Drive
MORUYA HEADS NSW 2537

Construction Certificate Application Checklist - Residential

- Please submit applications via post or email. We CANNOT accept applications via fax.
- 1 copy of signed CC application form and/or PCA service agreement
- 1 signed copy of Council Development Consent
- 3 Copies of Council stamped DA plans
- 3 copies of sections through each floor/type of construction
- 3 copies of detailed specifications (we have standard specs available for purchase)
- 3 copies of structural engineering details (footings, frame, slabs, bracing, tiedown, trusses etc). **If not available can be provided prior to commencement.**
- 1 copy of documentary proof of payment of fees required by development consent conditions. **Eg. S94 or S94A fees.**
- 1 copy of documentary proof of Long Service Levy (if cost of building works is \$25,000 or more)
- 3 copies of BASIX and ABSA certificates if relevant

1 copy of documents submitted with the DA and forming part of the Development Consent, or documents required "prior to Construction Certificate" and/or "prior to commencement" by Development Consent conditions. Eg:

- | | |
|--|---|
| <input type="checkbox"/> Bushfire | <input type="checkbox"/> Waste Management Plan |
| <input type="checkbox"/> Acid Sulphate Soils | <input type="checkbox"/> On-site sewage management etc. |
| <input type="checkbox"/> Tree Removal Plan | <input type="checkbox"/> <input type="text"/> |
| <input type="checkbox"/> Footings adjacent to sewer main | <input type="checkbox"/> <input type="text"/> |

- 1 copy of Owner Builders Permit. **This can be provided prior to commencement if necessary.**

Owner builder permits are required where the value of works is over \$5,000 and a licenced builder is not carrying out the work.

OR

- 1 copy of Home Warranty Insurance. **This can be provided prior to commencement if necessary.**

HWI is required where a licenced builder is carrying out the work and the value of the works is over \$12,000 (if the building contract was signed prior to 1/2/2012) or \$20,000 (if the building contract was signed on or after 1/2/2012).

- 1 copy of Council sewer main/junction diagram relevant to subject property. **Not required if shown on plans or a sewage management system is to be installed.**
- If the works is to include plumbing and drainage you will need to obtain a **Plumbing and Drainage Permit** from Council prior to commencement.

Note : After engaging us for your project you will receive a tax invoice for our professional services as per your quote. If you did not request a quote you will be invoiced directly. All accounts should be paid within 7 days or prior to commencement of works, whichever comes first.