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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 Class 2-9 Buildings

Note: We cannot certify buildings with floor area over 2000m²

- 1 copy of signed Construction Certificate application form and PCA agreement.
- 1 signed copy of the Council Development Consent.
- 1 copy of Council DA stamped plans.
- 3 copies of Construction Certificate plans and specifications (see over page for requirements).
- 1 copy of documentary proof of payment of fees required by Development Consent conditions. **E.g. S94 or S94A fees.**
- 1 copy of documentary proof of payment of Long Service Levy (Value of works \$25,000 and over). You can pay online at <https://levy.lspc.nsw.gov.au/>

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"/> Threatened species |
| <input type="checkbox"/> Acid Sulphate | <input type="checkbox"/> Waste Management Plan |
| <input type="checkbox"/> Other: <input type="text"/> | <input type="checkbox"/> On-Site Sewage Management etc |
| <input type="checkbox"/> Other: <input type="text"/> | <input type="checkbox"/> Footings adjacent to sewer main |

- For residential projects - 1 copy of Owner Builders Permit (where the value of works is over \$5000 and you are not using a licenced builder). **This can be provided prior to commencement if necessary.**

OR

- For residential projects - 1 copy of Home Warranty Insurance (where the value of works is over \$12000 and you are using a licenced builder). **This can be provided prior to commencement if necessary.**
- 1 copy of Council sewer main/junction diagram relevant to the subject property. **Not required if shown on plans or a sewage management system is to be installed.**
- 1 copy of the deposited plan (DP) for the subject property, including any easements and restrictions to user.
- 1 copy of a recent survey of the land.
- If the works 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. All accounts should be paid within seven days or prior to commencement of works, whichever comes first.

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Construction Certificate Plan Checklist Class 2—9 Buildings

- At least 3 copies of all Construction Certificate plans and specifications as detailed below.**

Site Plans:

- | | |
|--|---|
| <input type="checkbox"/> Suitable scale (1:200, 1:500, 1:1000) | <input type="checkbox"/> Contours (1m intervals) |
| <input type="checkbox"/> Setbacks (front, side, rear boundaries) | <input type="checkbox"/> Benchmark levels (permanent fixed datum) & spot levels |
| <input type="checkbox"/> Existing buildings, proposed buildings & buildings to be demolished | <input type="checkbox"/> Extent of cut and fill including levels |
| <input type="checkbox"/> Trees & Vegetation (to be removed and retained) | <input type="checkbox"/> Stormwater Management (location of downpipes, tanks, first flush, discharge, overflow etc) |
| <input type="checkbox"/> Outbuildings (Detached Sheds, garages etc) | <input type="checkbox"/> North point |
| <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Access driveway |
| <input type="checkbox"/> Distinguishing features (rock outcrops etc) | <input type="checkbox"/> Extent of clearing proposed |

- Floor plans** to a suitable scale (1:100). Fully dimensioned double line with finished floor levels and room names.
- Window & door** schedules.
- BASIX** commitments must be shown on plans, not just as an attachment (Class 2 & 4 buildings only).
- Elevations** to a suitable scale (1:100) & fully dimensioned (include building height envelopes, privacy screens etc).
- Sections** to a suitable scale (1:100, 1:50) (through all floors/types of construction).
- 3 copies of **detailed specifications** that describe the construction and materials of which the building is to be built and the method of drainage, sewerage and water supply. The specifications should nominate the specific standards that will apply.
- 3 copies of **structural engineering details** (footings, frame, slabs, bracing, tie-downs, trusses, retaining walls, structural steel, etc).
- 3 copies of **hydraulic & civil engineering details**.
- Certification of Section J Compliance (Energy Efficiency for Class 3 & 5— 9 buildings only).
- 3 copies of the **BASIX and ABSA Certificate** (Class 2 & 4 buildings only).

Fire Safety Matters

- A list of the Category 1 fire safety provisions that currently apply to the existing building (where relevant)
- A list of the Category 1 fire safety provisions that are to apply to the building following its change of use (where relevant)
- A list of any existing fire safety measures provided in relation to the land or any existing building on the land (where relevant)
- A list of the proposed fire safety measures to be provided in relation to the land and any building on the land as a consequence of the building work.