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South Coast Building Approvals and Inspections

PO Box 1037

MORUYA NSW 2537

10 Charles Moffit Drive
MORUYA HEADS NSW 2537

Principal Certifying Authority Appointment Checklist

- 1 copy of signed Principal Certifying Authority service agreement.
- 1 signed copy of the relevant Construction Certificate or Complying Development Certificate.
- 1 signed copy of any completed critical stage inspection reports.
- 1 signed copy of the Council Development Consent (where relevant).
- 1 copy of all approved & stamped Construction Certificate or Complying Development Certificate plans.
- 1 copy of all approved Construction Certificate or Complying Development Certificate specifications.
- 1 copy of approved all BASIX and ABSA certificates (if relevant).
- 1 copy of all structural engineering details (footings, frame, slabs, bracing, tie-down, trusses etc).

1 copy of documents submitted with the DA and forming part of the Development Consent, or documents required *prior to commencement* by Development Consent conditions Eg:

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

- 1 copy of Owner Builders Permit (where the value of works is over \$5,000 and you are not using a licenced builder). **This can be provided prior to commencement if necessary.**
- OR**
- 1 copy of Home Warranty Insurance (where the value of works is over \$12,000 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.**
 - 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 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.