



Checklist for Commercial projects

No	Documents Required	
1	Application Form completed and signed	
2	Copy of the Certificate of Title and/or plan of subdivision	
3	Reporting authority consents if applicable	
4	A copy of the Planning permit and endorsed plans if applicable	
5	Council information (Termite, flooding etc...)	
6	Legal Point of discharge for Storm Water from council	
7	4 copies of the architectural drawings	
8	4 copies of the geotechnical investigation (soil) report	
9	4 copies of the structural engineer's drawings and computations	
10	4 copies of the civil engineer's drainage drawings and computations	
11	4 copies of the Electrical services drawings	
12	4 copies of the Mechanical services drawings	
13	4 copies of the Fire Services / Hydraulic services drawings	
14	3 copies of the Energy report addressing Part J of the BCA from the Services Engineer	
15	A Certificate of Compliance – Design from the design engineer's	
16	4 copies of project specifications	
17	4 copies of a timber specification if not covered by architectural or engineering	
18	2 copies of roof/floor truss computations and layout	
19	Reporting authority consents (Council, Water Authority) to build over an easement if applicable	
20	Storm water and / or sewer pipe services location around the property if the proposed buildings adjoin any easements. The size, depth and offset of the asset would be required.	