

## DOCUMENT CHECKLIST

It is important before you start planning for any building project to be aware of the required documentation needed to obtain a building permit or engage the services of A registered builder.

These documents will help you get an accurate idea of what it is you want to achieve, and how much it will cost.

Setting a budget at the start of the process is an essential guide for the building designer/architect and your builder so that when you start getting quotes they reflect your expectations.

Most documents are directly associated with the proposed project, however in certain cases other documentation may be required to satisfy local council and other specific authorities.

### **Essential documentation**

**\*Soil report ;** provides information on the soil type, any fill etc, to the structural engineer to design footings

**\*Working Drawings ;** drafts person or architect will convey your brief into technical drawings including a site plan, floor plans, elevations, section drawings, and others depending on the level of detail required. Kitchen bathroom and laundry elevations are highly recommended

**\*Structural engineering (inc computations and certificate);** The structural engineer will design a footing system and specific's of timber framing and any steel framing

**\*Energy rating ;** The qualified energy rater will assess the levels of heat loss/gain to determine the glazing and insulation requirements

**\*BAL rating :** Only for fire prone areas

### **Other documentation**

**\*Planning permit ;** A trip to your local council is the only way to be sure, however you may need to provide drawings for them to review

**\*Certificate of consent :** There are many types of consent required, for example building over or close to easements may require the consent of the relevant service authority. Consents from neighbours are occasionally required where building close to boundaries.

**\*Council dispensations :** are sometimes required when building outside the council approved building envelope, or in a manner that does not atomically comply to building regulations