

Checklist – Information required for a Building Permit application



Construction of a swimming pool, spa and safety fencing

The following is the minimum information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to "mark-up" plans or accept notes on plans that are too general.

Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning approval? (Note; where a planning approval is required, a building permit cannot be issued until the planning approval has been received).

REQUIRED DOCUMENTATION

• Completed application form (Form 1) signed & dated	☐
• Copy of Certificate of Title	☐
• Property ownership evidence (Contract of sale, Council rates notice)	☐
• (Owner Builders) a Certificate of consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$20,000. (Original document to be provided)	☐
• (Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$20,000 in value, constructed by Registered Building Practitioners. (Original document to be provided)	☐
• (Registered Builders only) A copy of the domestic building contract for domestic building work exceeding \$20,000 in value, constructed by Registered Building Practitioners. (Original document to be provided)	☐
• 1 copy of the soil report with soil classification, prepared by an engineer	☐
• 1 copy (Engineered buildings only) Certificate of Compliance – Design in accordance with Regulation 126 and associated computations for timber components outside of the design limits of recognised span tables and for steel structures.	☐

GENERAL PLANS

• 1 copy of drawings (minimum size of A3) showing the plan at each floor level adjoining the pool, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below; - Elevation plan – showing details of the safety fencing including the height, location, gates (including latch fittings). - Floor plan - fully dimensioned and labeled floor plan (adjacent to the pool) including, safety fencing location, room sizes, total floor areas, window / door sizes. - Structural - fully dimensioned and labelled footing construction plan including reinforcement.	☐
• 1 copy of site plan (minimum size of A3) to a scale of not less than 1:500 or other appropriate scale showing the following information: - the boundaries and dimensions of the allotment and any relevant easements - the position and dimensions of the proposed pool and its relationship to— a. the boundaries of the allotment; and b. any existing building on the allotment; and - the layout of the proposed drains to the point of discharge on the allotment - the location, dimensions and area of impermeable surfaces covering the allotment (i.e. concrete, paving, driveways etc) - the intended use of all buildings shown on site plan	☐