



OCCUPANCY PERMIT/ CERTIFICATE OF FINAL INSPECTION REQUIREMENTS – DOMESTIC

ADDRESS/WORKS/JOB NO:

ITEM	Req	Rcvd
1. A fully completed Application for Occupancy Permit (form on website)		
2. Builder/Client statutory declaration on items (form on website)		
3. Builder/Client statutory declaration confirming fill compaction in accordance with AS2870 (form on website)		
4. Confirmation from the manufacturer stating that all glass has been installed in accordance with AS1288 – 2006-The Glazing Code & AS2047-2014 (windows, doors, shower screens, balustrades)		
5. Electrical Certificate of Compliance works confirming compliance with AS3000 (inclusive of main switchboard, exhaust fans, lighting, hard wired smoke alarms in accordance with AS3786-2014)		
6. Written confirmation from the Builder that the dwelling has been constructed to comply with the 6 star Energy Efficiency and or Deemed to Satisfy report (reference report number) and associated drawings.		
7. Insulation Certification confirming compliance with the Energy Rating report (roof, walls,floors where app)		
8. Written confirmation from the licensed applicator that the building has been protected from termites in accordance with AS3660-2000.Part A/Part B (perimeter and penetrations)		
9. Confirmation that Wet Areas have been sealed with a compliant waterproofing membrane in accordance with AS 3740-2010 by a suitably qualified applicator (builder does suffice). The substrate used is water resistant and complies with Clause 2.4.2 of AS3740-2010 and installed in accordance with the manufacturer's specifications.		
10. Written confirmation that the membrane used to all balconies complies with AS4654.1-2012 and has been installed in accordance with AS4654.2-2012 and the manufacturer's specifications.		
11. Written confirmation that the flooring substrate used to the balcony was laid in accordance with the manufacturer's specifications.		
12. Written statement confirming that dwelling has been constructed to comply with the requirements of AS3959-2009 and Bush Fire Attack level (BAL-LOW, 12.5, 29, 40, FZ) and the Fire Management Report (where applicable)		
13. In septic areas, a copy of the "Permit to Use Septic System" is required from the Council Health Department, along with the associated plumbing certification.		
14. Provide written confirmation from the builder confirming that the Building Elements (Separating Walls) have been constructed to achieve the required Rw or (Rw + Ctr) Sound Insulation and Fire Resistance Level (FRL) as specified in Part 3.8.6 & Part 3.7.1 of the BCA or alternatively in accordance with the propriety wall system specified on the Approved Building Permit Plans.		
15. Written confirmation from the builder confirming that the fire rated building elements have been constructed in accordance with the manufacturer's specifications, approved building permit documents and as required by BCA part 3.7.1 have been constructed to achieve an FRL of 60/60/60 (Part 3.7.1 of BCA or Approved Proprietary System).		

16. Complete copy of the records for bored piers or pile driving operations (bored piers or screw piles log).		
17. Written confirmation that Building Permit conditions have been complied with and carried out on site.		
18. Provide a copy of the roof/posi truss computations & layout plans.		
19. Records of the Structural Inspections (Certificate of Compliance – Inspection) carried out by consulting Structural Engineer.		
20. A Re-Inspection is required to rectify the items outstanding from the final inspection.		
21. Payment of outstanding invoices (invoice attached – where applicable).		
22. Payment of additional Inspections (invoice attached).		
23. Updated copy of title and plan of subdivision for consistency of ownership details		
24. Written confirmation from the builder confirming that the external wall cladding has been constructed in accordance with the manufacturer's specifications, approved building permit documents and as required by BCA part 3.5.3. (P 2.1.1 and P2.2.2 of BCA or Approved Proprietary System). Reference is to be made to the type of cladding. Where there is more than one cladding, the builder is to list all claddings.		
25. Confirmation that all treads to stairs have been installed with a non-slip finish or a non-slip strip to nosing in accordance with Part 3.9.1 of the National Construction Code.		
26. Written confirmation that the damp proof membrane complying with AS2904-1995 has been installed in accordance with Clause 4.73 and 12.4.16 of AS3700-2011.		
27. Written confirmation that the non-slip product applied to stairs has been carried out in accordance with the manufacturer's specifications to meet the slip-resistance provisions of the BCA 3.9.1.4 and AS4586-2013.		
28. Test certificate from a registered testing authority for the non-slip materials and nosings used to all stairs, landings, treads and ramps. Test is to confirm that the product(s) have been tested to AS4586-2013 and provide the P/R slip-resistance classification (including sealers, carpets, etc). Note: All concrete to be tested or sealed with an approved sealer. <input type="checkbox"/> Internal <input type="checkbox"/> External		
29. Written confirmation that all the conditions listed on the Planning Permit have been strictly complied with and carried out on site.		
30. The finished floor level must achieve a minimum 600mm for dwelling & 300mm (outbuilding) above the applicable flood level obtained from the Melbourne Water Australian Height Datum. Note: A licensed Land Surveyor is required to set the floor level in accordance with this requirement. Provide written confirmation from a licensed land surveyor and or builder that this has been achieved prior to the Certificate of Final Inspection or Occupancy Permit being distributed (where subject to flooding)		
31. Written confirmation that the building works have been set-out as per the building permit approved site plan.		
32. Written confirmation that the building has been constructed to the exact level and overall heights as documented on the building permit approved documentation.		
33. Written confirmation that the brickwork has been installed in accordance with AS3700-2011 and AS4773.1-2015.		
34. Written confirmation that the roof tiles have been installed in accordance with AS2050-2002.		
35. Written confirmation that the swimming pool/spa plumbing has been installed in accordance with the engineer's design.		

36. A Certificate of Compliance from the Plumbing contractor indicating that the work described complies with the plumbing laws as defined in Part 12A of the Building Act 1993 (must all be lodged to VBA)		
Roof Plumbing		
Sanitary Plumbing		
Septic Tank Installation		
Drainage (below ground sewer)		
Drainage (below ground stormwater)		
Cold Water Plumbing		
Hot Water Plumbing		
Mechanical Services (includes duct fixing)		
Backflow Prevention (medium & high risk only)		
Residential & Domestic Fire Sprinkler Systems		
Grey or Recycled Water		
Gasfitting (natural gas type A installation)		
Gasfitting (LPG type A installation)		
Gasfitting (other types of gases)		
Fire Protection		
Irrigation		
Refrigerated Air-Conditioning		
Solar Installation		
Rainwater Tank Installation		