

Application Lodgement Checklist for Residential Building Work

The following information is required to be submitted at the time of lodgement:

- Complete IDAS [Forms 1 Application details](#) and [Form 2 Building work requiring assessment against the Building Act 1975](#)
- Accurately scaled and Dimensioned Design Plans including a Site Plan, Floor Plans and Elevations
- Structure Design Plans and Form 15 Compliance Certificate from the designing engineer.
- Energy Efficiency Report and Form 15 Compliance Certificate – For new dwellings and major renovation.
- If Owner builder and the value of work exceeds \$11,0000, [QBCC Owner Builder permit](#)
- If Licence builder and the value of work exceeds \$3,300, [QBCC Confirmation of insurance payment](#)
- If the value of work is \$150,000 or greater, Portable Long Service Levy payment (Q-Leave) is required prior to the issue of the Building Approval. Visit [QLeave](#) for forms, payment and further information.
- A copy of the Title Search and Plan of Survey for the property.
- A copy of the As Constructed infrastructure information (e.g. water, sewer & stormwater) from the service providers which shows the size, depth and connection information of the pipes.
- For non-sewered sites, a copy of the As Constructed location of the septic/on-site sewerage system and irrigation/transportation area.
- Payment of associated building application fees

NOTE: Please be aware that additional information and fees may be required dependent upon the type of building work proposed and its location.

The following information is **not** mandatory at the time of lodgement, however it may be a requirement to obtain other necessary approval/consents or information from other entities prior to the issue of the building approval. If you are unsure, these will be determined through the building application assessment process.

- any required Referral Agency responses under Schedule 7, Table 1 of the [Sustainable Planning regulation 2009](#) e.g. Council relaxation, Queensland Fire and Emergency Services, Water/Sewer/Stormwater Utilities.
- any required Council Plumbing Work approvals (Plumbing Compliance Permits)
- any required Council Town Planning approvals (Development Approvals)
- any required Council Operational Work approvals (Development Approvals)

Quality of documentation

Plans and documents supplied with the application are to be legible and of a standard to enable a conclusive assessment of the proposed development. Wallis Building Approvals

reserves the right to request that insufficient plans and documents be redrawn/redesigned by relevant professionals before the assessment of the building application will commence.

Engagement of Wallis Building Approvals

In accordance with Section 141(2) of the Building Act 1975, the making of a building application with Wallis Building Approvals does not constitute the engagement of Wallis Building Approvals.

Advice regarding your Local Councils involvement

As a Private Building Certification Company, the building application will be assessed by Wallis Building Approvals. Your local Councils role in the building approval process will be limited to archival purposes only to ensure that any records associated with your building work are kept in perpetuity, or until the building work is demolished or removed.