



## Building Application Pack

This following is designed to assist you in preparing the documentation needed to lodge a properly made building application for residential building work.

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## THE BUILDING APPROVAL PROCESS

At Emergent Building Approvals (EBA), we perform the same role as Local Council Certifiers. Glenn holds a Level 1 accreditation with Australian Institute of Building Surveyors and is licenced by the Queensland Building Construction Commission. At Emergent Building Approvals we are committed to guiding you through the building approval process so please don't hesitate to contact us if you have any enquiries and thank you for selecting us as your preferred Building Surveyor.

### CHECKLIST

Item	Detail	Checked
1	DA Form 2 completed	<input type="checkbox"/>
2	Contract of Engagement – signed	<input type="checkbox"/>
3	Architectural Plans	<input type="checkbox"/>
4	Engineering Plans	<input type="checkbox"/>
5	Form 15 Engineers Design Certificate	<input type="checkbox"/>
6	Soil Test	<input type="checkbox"/>
7	Energy Efficiency Assessment	<input type="checkbox"/>
8	Portable Long Service Levy (Q-Leave)	<input type="checkbox"/>
9	QBCC - Notice of Cover or Owner Builders Permit	<input type="checkbox"/>
10	Plumbing Form 1	<input type="checkbox"/>
11	On-site Sewerage Report and Council Application Form (if applicable)	<input type="checkbox"/>
12	Plan of Development (if applicable)	<input type="checkbox"/>
13	As Constructed Sewer Plan	<input type="checkbox"/>
14	Inspection by Competent Person/Engineer	<input type="checkbox"/> Footing <input type="checkbox"/> Slab <input type="checkbox"/> Bondbeam <input type="checkbox"/> Frame <input type="checkbox"/> Final

### HOW MANY PLANS ARE NEEDED

At EBA we deliver timely processing of your building approvals through our cloud based approvals software program. As a result, we only require one set of documents and ideally prefer electronic versions for ease of inputting onto our operating system.

## WHAT TYPE OF PLANS ARE NEEDED

It is important that all plans are drawn by a 'designated person' (see below) and must include all required information such as –

Detailed Site Plan, Floor Plan, Elevation, Section, Timber Sizes, Tie-down, and Bracing.

The plans must show all relevant information to enable us to determine compliance with the Building Code of Australia, Australian Standards and Local Council Planning Schemes.

## WHO CAN DRAW THE PLANS

Under s24 of the Building Act 1975 the plans must be drawn by a 'designated person'. A designated person under the Act is-

(a) is an architect under the Architects Act 2002; or

(b) is a licensed builder; or

(c) under the Queensland Building and Construction Commission Act 1991, holds a licence of any of the following classes—

(i) building design—low rise;

(ii) building design—medium rise;

(iii) building design—open; or

(d) is a registered professional engineer under the Professional Engineers Act 2002.

## HOW MANY INSPECTIONS ARE REQUIRED

The number of inspections that are required to be inspected by a building certifier is prescribed under s24 of the Building Regulation 2006. The number of inspections will vary depending upon the classification of the building being constructed and the construction methodology used by the builder. The mandatory stage inspections will be listed on the Development Permit and it is the responsibility of the builder performing the work to call for the inspection prior. EBA requires a minimum 24 hours' notice for all inspections.

## WHO CAN PERFORM THE INSPECTIONS

Aside from a building certifier another entity known as a 'competent person' may inspect an aspect or stage of the building work. Please note that this entity must be assessed by EBA prior to the issue of the permit for building work to deem them competent to perform the relevant inspection or documentation. A typical example of a 'competent person' is a structural engineer.

## WHEN DOES QUEENSLAND BUILDING CONSTRUCTION COMMISSION INSURANCE APPLY

Licensed contractors undertaking residential building work over \$3,300 in contract value (includes labour and materials) require QBCC Insurance unless they are an owner builder. A copy of the QBCC Notice of Cover of Insurance is to be provided PRIOR to the release of your approval. You should contact Queensland Building Construction Commission (QBCC) for all enquiries regarding fees and methods of payment. Please note the Scheme has been expanded to include the following work (providing it is carried out by a licensed contractor (or by an individual where fraud or certain representations are made) and is for a value over \$3,300):

- The erection, construction or installation of a residential swimming pool.
- In relation to a residence or related roofed building (e.g. shed):
  - All building work performed within the building envelope (internal or external parts of the building), for example, painting, tiling, plastering, roof restoration and repair work, rendering of walls, floor restoration, and glazing work.
  - Anything attached to the building if it requires building approval or plumbing approval.
  - Any structure attached to the external part of the building where there is no other supporting structure (eg: awning or handrail)
  - Stairs or an access ramp which are permanently attached to the building.
- In relation to plumbing and drainage for a residence or related roofed building:

- Building work for the primary water supply (eg: install water tank for primary water supply)
- Building work for sewerage or drainage (eg: work on a sanitary drain connecting a residence to the sewerage main).
- Stormwater drainage (eg: repair of downpipe or gutter)
- The installation of a manufactured home fixed to land in a residential park.

For further details view their website: - <http://www.qbcc.qld.gov.au/>

### **WHEN IS AN OWNER BUILDERS PERMIT REQUIRED**

Owner Builders undertaking Building work over \$11,000 in value require an Owner Builder Permit. A copy of the Owner Builder Permit is to be provided PRIOR to the issuance of your approval.

### **WHEN IS PORTABLE LONG SERVICE LEVY (QLEAVE) NEEDED**

For Building and Construction work where the cost of works is \$150 000 or more. The levy is calculated based on the cost of works price and can be paid at your Local Post Office or online at <https://www.qleave.qld.gov.au/> A copy of the payment receipt is to be provided PRIOR to the issuance of your approval.

### **APPLICATION FORMS**

The application forms which may be required are separately attached. These forms must be completed in full.

#### **Contract of Engagement**

The Sustainable Planning Act 2009 requires that when you engage a Private Certifier it must be by a written contract. The value of the certification fees is nominated on this Contract of Engagement along with a description of the project to be certified.

#### **DA Form 2**

Common details & building work assessment for all applications, must be completed in full.

## **Form 1 (Plumbing)**

Plumbing & Drainage Act 2002 must be completed when applicable. This form only needs to be completed if you wish EBA to submit the plumbing application to your Local Council on your behalf.

### **COSTS / QUOTES**

If preferred and upon request a quote can be given to you for your project alternatively, please contact EBA for our fee schedule. When a submission is received and it differs from the drawings provided for the quote then EBA reserves the right to make the necessary changes to the previously provided quote.

This can include items such as

- Additional structures shown on the plans which were not nominated on the DA forms or shown on previous drawings
- Works being assessed are as constructed (already built)
- Works are being carried out by owner builder
- Illegal building work subject to an enforcement notice from Council

It is EBA's policy to not pay any outgoings (including but not limited to – council applications, water meter etc.) without first receiving payment.

### **ELECTRONIC LODGEMENTS**

At EBA we offer an on-line portal for those clients who prefer to upload their building applications documentation directly onto our system. This allows our clients to submit applications at a time that suits them and gives them a real-time notification of the status of the assessment and whether any further information is required. Alternatively, you can email the application to [info@emergentba.com.au](mailto:info@emergentba.com.au) .