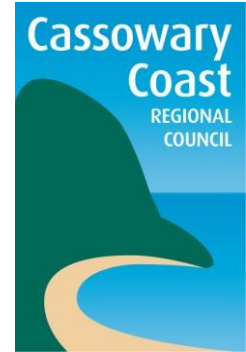


FACT SHEET

Building Records Searches, Certificate of Occupancy Searches and Final Inspection Certificate Searches



This fact sheet has been designed to provide you with information about Building Records Searches, Certificate of Classification Searches and Certificate of Occupancy or Final Inspection Certificate Searches. It addresses some of the frequently asked questions we receive about these types of searches.

What is a Building Records Search?

These searches are available for Commercial and Residential properties. The search is provided in the form of a letter, comprising a list of building approvals issued for the property. The search will advise the date of approval for the building work and the associated inspection details. In non sewerated areas it will advise if there is a treatment plant on site that requires regular servicing. The searches also include copies of Certificates of Occupancy (previously Certificates of Classification - for commercial properties) or Final Inspection Certificates (previously Certificates of Occupancy - for residential properties) where applicable. Some searches may be unsuccessful if no building records area available.

What is a Certificate of Occupancy Search?

These searches are available for Commercial properties only. For commercial buildings, shop fitouts, offices, etc, a copy of the Certificate of Occupancy (previously a Certificate of Classification), where one has been issued on a structure, will be provided. Consideration should be given to the age of the building that the request is for. Council's records generally date back to 1975 with the introduction of the *Building Act*. If the building work is prior to 1975, a Certificate of Occupancy may not be available.

What is a Final Inspection Certificate Search?

These searches are available for Residential properties only. This search provides Final Inspection Certificates (previously Certificates of Occupancy) that have been issued as a result of a passed final inspection.

How do I lodge an application?

To lodge your application for an Building Record Search, Certificate of Occupancy Search or Final Inspection Certificate Search, you can use the following methods:

Email

If your application is for a property located to the south of El Arish and Bingil Bay (inclusive) please email it to buildingsouth@ccrc.qld.gov.au

If your application is for a property located to the north of Silkwood and Kurrimine Beach (inclusive) please email it to buildingnorth@ccrc.qld.gov.au

Post

PO Box 887
INNISFAIL QLD 4860

In Person

Innisfail Shire Hall (Northern Office)
Level 3, 70 Rankin Street
INNISFAIL QLD 4860

Tully Civic Centre (Southern Office)
Level 2, 38-40 Bryant Street
TULLY QLD 4854

Online through MyCouncil

Please visit the [MyCouncil website](#).

What fees and charges will apply?

A link to view Council's schedule of fees and charges is [here](#).

Further Information

For any further queries in relation to Building Records Searches, Certificate of Occupancy Searches and Final Inspection Certificate Searches please contact the relevant Building and Plumbing Team on the details below:

- Tully Building and Plumbing Team on (07) 4043 9150 or by email at buildingsouth@ccrc.qld.gov.au
- Innisfail Building and Plumbing Team on (07) 4030 2242 or by email at buildingnorth@ccrc.qld.gov.au